

**UNITED STATES NAVAL ACADEMY
BUSINESS SERVICES DIVISION**

VACANCY ANNOUNCEMENT

This position will be filled using our delegated examining authority. This means that this recruitment is open to ALL QUALIFIED APPLICANTS, including the general public.

**POSITION: STORE SALES CLERK/CASHIER
NF-2091-02 (FLEXIBLE)
PERSONS**

**ANNOUNCEMENT NUMBER: 08-017
AREA OF CONSIDERATION: ALL QUALIFIED**

OPENING DATE: 14 MAY 2008

CLOSING DATE: UNTIL FILLED

**LOCATION: UNITED STATES NAVAL ACADEMY
MIDSHIPMEN STORE
ANNAPOLIS, MARYLAND**

Applicants may hand carry, fax or mail their applications to

ADDRESS OF OFFICE:

UNITED STATES NAVAL ACADEMY
BUSINESS SERVICES DIVISION
HUMAN RESOURCES OFFICE
103 FULLAM CT. DAHLGREN HALL
ANNAPOLIS, MARYLAND
21402

FAX # (410) 293-2520

****APPLICANTS ARE STRONGLY ENCOURAGED TO REVIEW THE INFORMATION AND SPECIFIC INSTRUCTIONS CONTAINED HEREIN****

******QUALIFICATION REQUIREMENTS******

SPECIALIZED EXPERIENCE: Candidates should have some directly related specialized experience equivalent to the next lower grade and that is directly related to the described duties that has equipped the candidate with the particular knowledge's, skills, and abilities identified to successfully perform the work.

STATEMENT OF DUTIES: The incumbent's primary duties are to perform sales clerk duties anywhere in the USNAStore as assigned on a daily basis.

EVALUATION CRITERIA

Applicants who meet the qualifications requirements above will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities, (KASOC'S) listed below. As an addendum to your application, you are strongly encouraged to attach a separate sheet relating your qualifications to the specific requirements (Ranking Factors) of this position.

KNOWLEDGE'S, ABILITIES, SKILLS AND OTHER CHARACTERISTICS (KASOCS):

1. Knowledge of Point-of-Sales Systems.
2. Ability to receive special order requests and assist customers in completing special order forms.
3. Ability to assist customers in locating in-stock items.
4. Ability to keep shelves stocked and to assist with visual displays.
5. Knowledge of basic arithmetic.

(see other side for additional instructions)

APPLICATION INSTRUCTIONS

To apply for this position, please submit the following:

A written application for employment. You may use application forms available in all Federal agencies (Optional Application for Federal Employment - OF-612 or Application for Federal Employment SF-171). If you choose to submit an alternative format or resume, you must include all of the information specified in the vacancy announcement and the following: **PERSONAL INFORMATION** (complete name, mailing address including zip code, telephone number(s), social security number, and citizenship information); names and phone numbers of three (3) references; **EDUCATIONAL INFORMATION** (high school name and date of diploma or GED, college and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned); **WORK EXPERIENCES** (include information for paid and non-paid work directly related to the job for which applying; for each experience list the job title or series/grade, statement of major duties and accomplishments, employer's name and mailing address, supervisor's complete name and telephone number, month and year of starting and ending dates, number of hours worked per week and salary; indicate whether current supervisor may be contacted); **OTHER JOB RELATED QUALIFICATIONS** (languages skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments).

NOTE: FAILURE TO PROVIDE THE REQUIRED INFORMATION MAY RESULT IN YOUR LOSING CONSIDERATION FOR THE POSITION AND YOUR ELIMINATION FROM THE SELECTION PROCESS. PLEASE BE ADVISED THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE LISTED ABOVE WILL NOT BE CONSIDERED. FINALLY, APPLICATIONS AND RESUMES WILL NOT BE RETURNED TO THE APPLICANTS.

An Equal Opportunity Employer

PLEASE BE INFORMED THAT APPLICANTS WILL BE REQUIRED TO SUBMIT TO A PRE-EMPLOYMENT DRUG SCREENING TEST, AND PASS THE TEST, PRIOR TO AN OFFER OF EMPLOYMENT.