

**NONAPPROPRIATED FUND POSITION  
MORALE WELFARE AND RECREATION DEPT.  
NEWPORT, RHODE ISLAND 02841  
MERIT PROMOTION PROGRAM  
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

POSITION: OPERATIONS CLERK  
NF-0301-02-00

ANNOUNCEMENT NO. NAVSTA NPT 012-04

DATE OPENED: 3 MARCH 2004

CLOSING DATE: OPEN REGISTER

LOCATION: COMMISSIONED OFFICERS CLUB  
NAVAL STATION NEWPORT  
NEWPORT, RI 02841

AREA OF CONSIDERATION: OPEN

**NOTE:** CATEGORY OF EMPLOYMENT: FLEXIBLE POSITION (0-40 HOURS)

**DUTIES:** ACCEPT RESERVATIONS FOR FUNCTION SPACES IN THE MESS. HANDS OUT OR REFER TO IN CONVERSATION, ESTABLISHED POLICIES REFERRING TO OFFERINGS OF MENUS, BEVERAGES, MUSIC ARRANGEMENTS AND FLOWERS. ENTERS DETAILS OF SUCH FUNCTIONS INTO FUNCTION BOOK AND ACCEPTS CHANGES TO SUCH ARRANGEMENTS AS NECESSARY. REFERS ANY REQUESTS FOR EXCEPTIONS TO STANDARD OFFERINGS, GROUPS DESIGNATED AS VERY IMPORTANT, OR FOR GROUPS OVER 100 PERSONS TO THE OPERATIONS MANAGER OR MESS MANAGER.

**QUALIFICATIONS:** THE POSITION REQUIRES A HIGH SCHOOL DIPLOMA OR EQUIVALENT. DRESS AND GENERAL APPEARANCE MUST BE NEAT AND ATTRACTIVE TO PROVIDE APPROPRIATE Atmosphere FOR SELLING SERVICES OF THE MESS TO PATRONS OF A SOPHISTICATED BACKGROUND. MUST BE WELL SPOKEN AND HAVE A FRIENDLY AND OUTGOING NATURE.

**MILITARY SPOUSE EMPLOYMENT PREFERENCE:** BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE. ELIGIBLE CANDIDATES MAY ASK FOR ASSISTANCE FROM THE PERSONNEL STAFF BEFORE SUBMISSION OF APPLICATION.

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTORS.**

**SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DOD DIRECT DEPOSIT ELECTRONIC FUND TRANSFER WHICH IS THE STANDARD METHOD OF PAYMENT WITHIN DOD FOR PAY OF PERSONNEL.**