

UNITED STATES COAST GUARD
VACANCY ANNOUNCEMENT

OMB NO: 1625-NEW
Expiration Date: mm/dd/yyyy
Announcement #: 2013.274
Opening Date: 11 December 2013 Pay Plan/Series/Pay Band: NF-2091-02
Closing Date: 18 December 2013 Work Schedule: Full Time
Position: Sales Clerk (Leader) Salary: \$10.00-\$14.50
Who May Apply: All Sources Location: Ft. Wadsworth Exchange

DUTIES:
Responsible for overall operations of sales department; Makes available to patrons all resale merchandise in the department; Prices all merchandise; Monitors stock levels; Orders and receives merchandise in the department. Provides assistance to patrons in selection of goods or substitute items; Records sales on cash register and make change. Assists in monthly inventory, Prepares documents associated with ordering and receiving merchandise and daily cash reporting in accordance with established procedures; May direct the work of other employees.

QUALIFICATIONS REQUIRED:
Experience in inventory control, retail sales, and cash register operation; Working knowledge of sales inventory is desirable; experience opening and closing a retail store is desirable.

OTHER ESSENTIAL INFORMATION:
- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as the Standard method of payment for payroll and travel purposes.
- Males born after 12/31/59 and at least 18 years of age must be registered with the Selective Service System, unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S. Code 3378. Selectee will be required to provide a written statement regarding his registration status, unless he is exempted by this statute.
- Must satisfactorily complete a Federal Background check

HOW TO APPLY
You **MUST** submit a resume or any other written format of your choice which clearly identifies: (1) The announcement number, title and pay band of the job you are applying for, and, (2) Information such as full name; mailing address; country of citizenship (U.S. Citizenship required); highest Federal grade or NAF pay band held with job series, title, and dates held (if applicable); a statement requiring proof of veterans' preference by means of DD 214; education; and relevant work experience including start/end dates, supervisor's name and phone number, salary and title, series and grade if experience was with a nonappropriated fund instrumentality of the Federal government. You must also include a copy of your most recent performance appraisal if you are a current Federal or NAF employee. Applications may not be sent in franked Government envelopes; applications filed in this fashion will not receive consideration. If information is not complete, you may be excluded from consideration. Please apply via the link below by closing date:

Coast Guard Community Services Command
Ft Wadsworth Exchange
<https://home.eease.adp.com/recruit/?id=7568171>

Equal Employment Opportunity: All candidates will be considered without regard to any non-merit factor such as race, color, religion, sexual orientation, national origin, age, disability, or marital status. Your application contains information subject to the Privacy Act (P.L. 93-579-5 U.S. Code 522a.). The information is used to determine qualifications for employment and is authorized under Title 5 of the U.S. Code, Sections 301, 1104, 1302, 2103, 3301, 3304, and Executive Order 997.

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Privacy Act Notice
Authority: The U.S. Coast Guard rates applicants under the authority of Title 5 of U.S. Code, Sections 301, 1104, 1302, 2103, 3301, 3304, Executive order 997 and Departmental Regulations.
Principal Purpose: To collect information needed to determine how well an applicant's education and work experience qualify them for the job they are applying for.
Routine Use: This information provided will be shared with the hiring manager and interview panel members. It may also be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.
Disclosure: Voluntary, however failure to disclose requested information may result in an applicant not receiving consideration for a position in which the information is needed.
Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is OMB 1625-new, expiration xx-xx-xxxx. The estimated average time to complete this application is 40 minutes. If you have any comments regarding the burden estimate you can write to U.S. Coast Guard, Community Services Command, 510 Independence Parkway, Suite 500, Chesapeake, VA 23320.

MAXIMIZE YOUR SCREEN TO VIEW ALL ACCESS BUTTONS AT THE BOTTOM OF THE PAGE FIRST: If you still cannot see the bottom of the screen, set your computer's magnification level to 85% or the highest percentage where the screen bottom is visible.

If you have multiple forms to upload: Complete applying for this vacancy, uploading only your resume. Then follow the directions in the auto response follow-up letter you will receive (an email address is listed where you may send additional forms). Cover letter and resume may also be combined in your document, or use the text field to copy/paste your cover letter/resume.

If you do not have a resume to upload: Please go this link first: <http://www.cg-exchange.com/jobs.nsf> and complete the NAF EMPLOYMENT APPLICATION. Save your typed application to your computer. Return to the online application process and download your application where indicated.

If you are a Veteran: At hiring only, veteran's preference will be given to qualified applicants who meet the minimum service requirement in 5 CFR 211. CSC will grant preference on verifying veteran preference status, provided veterans are equally qualified for the vacant position. A veteran receives preference only if honorably discharged from U.S. Military service. The applicant must supply either a DD214 or an SF-15 with supporting documentation.

If you are a current or former NAF Employee: Include your highest Federal grade or NAF pay band with job, series, title and dates held; if you are currently employed by a NAF entity please include a copy of your most recent performance appraisal.

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Applicants will then upload the NAF Employment Application, Form CG-1227B into the following screen.

Browser window showing a job application page for the United States Coast Guard. The page title is "Cashier Checker 2013.234". The page includes instructions for entering a resume and attaching a resume file. The page is displayed at 100% zoom.

Browser address bar: <http://cgexchange.com/ijobs.n>

Page Title: **Cashier Checker 2013.234** [Help](#)

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NONAPPROPRIATED FUND
Nonappropriated Fund employment is considered Federal employment
but does not confer civil service status.

You may choose to enter a resumé in the text area below, upload a resumé saved on your computer, or both. The text resumé will not support HTML or other formatting. Pasted HTML will display its code as text, and formatting from word processing programs (such as bullets and numbering) will be lost. When you are done, click "Next".

Enter Text Resumé

Attach a Resumé

If you have a resumé on your computer, you may upload it by typing its location in the area below, or you may browse your system for it.

[Allowed File Types](#)

100%