

Posted On 02/15/2017

## Sales Clerk Intermittent 2017.079

Petaluma, CA, US

Salary Range : 10.5000 To 12.0000 (USD) Hourly

Worker Category : Intermittent Scheduled 2-19 hrs

Announcement #: 2017.079

Opening Date: 15 February 2017

Pay Plan/Series/Pay Band: NF-2091-01

Closing Date: Open Continuously

Work Schedule: Intermittent (2-19 hrs/wk)

Position: Sales Clerk

Salary: \$10.50-\$12.00

Who May Apply: All Sources

Location: Petaluma, CA Exchange

**DUTIES:**

Welcome customers, maintain product knowledge and help with the selection of merchandise. React to all concerns of customers quickly with a sense of importance. Sell merchandise, and provide outstanding customer service, which may require demonstration and/or explanation of technical features of items sold. Take periodic stock counts and may participate in taking inventories. Replenish stock and maintain merchandise in a neat and presentable condition. Advise supervisor/department head of customer requests.

May perform price changes for various departments, either markdowns or mark ups, and the setting of company promotions; Primary duty is ensuring that these are properly displayed to the customer accomplished by proper display and signage as well as changing of item labels if necessary; Follow all policies regarding Loss Prevention. Be aware and proactive regarding shrink and the Alert Line; Follow all established safety standards and emergency preparedness requirements; will be required to work weekends; perform other related duties as assigned.

**QUALIFICATIONS REQUIRED:**

Minimum:

1. Potential to stock merchandise, assist patrons and operate a cash register which is shown by the ability to read, comprehend and explain product literature; as well as count, subtract, multiply, and divide for stocking and inventory purposes as evidenced by high school course work, a GED or high school diploma.
2. Ability to routinely lift 10 pounds and occasionally lift 25 pounds and stand for long periods of time.

Preferred: (In addition to the minimum qualifications):

1. Previous retail merchandising experience.

**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.
- Federal Background Check is Mandatory for all Permanent positions
- US Citizenship or valid authorization to work in the US is required
- Resumes or applications must be submitted in English

**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 *use the Additional Forms tab for your other attachments.*

**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 Military Spouse:** At hiring only, spousal preference will be given to *qualified* applicants whose spouse was transferred to your current location within the last two years. CSC will grant preference, provided you are equally qualified for the vacant position. You must supply a copy of your spouse's transfer orders and your unexpired Military ID as proof of your status.

**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.

OMB NO: 1625-0120  
Expiration Date: 11/30/2017

**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 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

1625-0120, expiration 11-30-2017. 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.

**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.