



**NON APPROPRIATED FUNDS (NAF)  
JOB OPPORTUNITY**



**ANNOUNCEMENT NUMBER: MWR 59-2020**

**OPENING DATE:** June 15, 2020

**CLOSING DATE:** July 15, 2020

**POSITION:** Recreation Aide, Bingo, NF 0189-01, 10 positions

**SALARY:** \$8.25 - \$9.50 per hour

**EMPLOYMENT CATEGORY:** Flexible, must be able to work days, nights, weekends and holidays as required.

**LOCATION OF POSITION:** Dewey's, MWR Department, NAS Jacksonville

**AREA OF CONSIDERATION:** Local Commute Area

**JOB SUMMARY:** This position is located at the Dewey's, Bingo operation at NAS Jacksonville. The purpose of this position is to perform the various duties involved in working a bingo program.

**MAJOR DUTIES:**

Assist in set up of bingo area by arranging tables, cards and bingo equipment to ensure equipment is set up. Sells bingo card, collects and accounts for cash received from patrons. Ensures that patrons are authorized to play or have been sponsored to play. May explain game rules. Checks patrons bingo cards for valid bingos. Performs duties as paymaster ensuring correct amount is paid to valid patrons. May prepare DAR's and event sheets. Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:** Must be a mature individual who can exercise control over a large group of people. Must be able to maintain composure in a fast paced sometimes-stressful environment. Must be able to accurately make change and handle large amounts of Bingo cards and money. Must have analytical ability to reconcile cards sold.

**NOTE:** Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is dependent on experience and/or education. This announcement may be used to fill additional vacancies within 60 days of closing date. For positions requiring travel more than twice per year, selectee will be required to obtain and maintain in good standing a Government-issued Travel Card for official government travel purposes.

**HOW YOU WILL BE EVALUATED:** All resumes will be reviewed to determine if they meet the hiring eligibility and qualification requirements listed in this announcement, and will be rated based on the information provided in the resume to determine the level of knowledge, skill, and ability, related to the job requirements. Using the qualifications of the position, a predetermined rating criterion of knowledge, skills and abilities will be used for each resume. Best qualified



**NON APPROPRIATED FUNDS (NAF)  
JOB OPPORTUNITY**



applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews.

The Department of the Navy is an Equal Opportunity Employer where employees are respected and valued. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF HR Office. The decision on granting reasonable accommodations will be on a case by basis.

**HOW TO APPLY:** All interested applicants should submit an application OR resume as well as the Declaration of Federal Employment (OF 306) ([http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)) in one of the following ways:

**BY FAX TO:** (904) 542-3424

**SUBMIT VIA EMAIL TO:** [JAXS\\_NAS\\_MWRJOBAPPS@NAVY.MIL](mailto:JAXS_NAS_MWRJOBAPPS@NAVY.MIL)

**CONDITIONS OF EMPLOYMENT**

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NACI) or higher background clearance as required by the position or local security requirements.

**See Preference Information on next page.**

---



## NON APPROPRIATED FUNDS (NAF) JOB OPPORTUNITY



**EMPLOYMENT PREFERENCE:** If requesting any type of employment preference, supporting documentation must be submitted with the application/resume to prove preference eligibility. The submission of a preference does not guarantee a position as applicant still must be highly qualified with the knowledge, skills, and educational requirements of each submittal.

\*If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.

\*If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

\*If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

\*If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

\*Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

**SPOUSAL PREFERENCE:** Spousal Preference can be used only once to gain regular full time employment in the commuting area but may be used multiple times for flexible type position. To prove eligibility, you must submit the following with your resume/application:

- ✓ Request for Military Spouse Preference form
  - ✓ Copy of spouses' orders that state the "Ultimate Activity" is within the average commuting distance to NAS Jacksonville.
  - ✓ A copy of the marriage certificate that provides proof that marriage occurred prior to the issuance of the orders.
-