



Fleet & Family Readiness

U.S. Naval Station - PSC 819 Box 14

FPO AE 09645-0014

Announcement Number: MWR-014-10 02/25/2010
Closing Date: Open Until Filled
1st Cut-Off: 03/04/2010
Cut-offs every 7 days

RECREATION AIDE - KENNELS/VET CLINIC

FLEXIBLE SCHEDULE (0 to 40 hours per week)

PAY BAND: NF-01

STARTING SALARY: \$9.00 per hour

AREA OF CONSIDERATION: Spouses of active duty U.S. military personnel stationed in the Rota commuting area will receive employment preference. In the absence of a qualified military spouse, spouses of DOD civilian employees and military/civilian family members may be considered for employment.

NOTE: Selected applicant will not lose any entitlement to future spouse preference eligibility for any other NAF or GS positions. Selected is subject to direct deposit of pay.

This position is located in the MWR Kennels. Opens and Closes the facility on assigned shifts. Greets customers: answers the telephone, emergency calls from routine calls, and schedules appointments for examination, testing and vaccinations. Determines appropriate vaccination according to age of animals and last vaccination date. Provides information regarding shipping of pets, quarantine regulations, referral to Spanish veterinarians, etc. Maintains medical records on all animals treated in the clinic. Types correspondence, files, maintains all documentation necessary for the operation of the clinic. Feeds and waters boarded animals. Sprays and cleans animals' living quarters. Assists patrons, collect fees, operates a cash register and make change. Prepares Daily Activity Reports and other forms and reports as required. Maintains a rental log, take reservations, maintains information cards on animals and verifies shot and immunization records. Submits purchase requests for feed and general supplies to the Programs Director. Performs other duties as assigned.

QUALIFICATIONS: The incumbent must be familiar with caring for boarded pets and have knowledge of kennel, grooming and animal training. Must be comfortable working with animals. Must possess outstanding customer service skills and be able to enforce rules and regulations. Must be motivated and a self-starter. Must be able to lift boxes and animals weighing up to 75 lbs. The ability to work rotating shifts, nights, weekends, and holidays are required. Must be able to work outside in all types of weather. Must have experience in cash handling.

Applications must be submitted on Form OF-612 and Family Member Status Form to the FFR Personnel Office between the hours of 0830 to 1730, Monday through Friday before the above closing date. For further information, call extension 727-3263/2596.

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 factor.