

POSITION SUMMARIES

ACCOUNTING CLERK/TECHNICIAN - DUTIES: Performs accounting work necessary to ensure the effective operation of a segment of an established accounting system. Applies basic understanding of accounting concepts and procedures in performing such functions as classifying accounting transaction, maintaining, balancing and reconciling accounting records to verify accuracy, determining appropriate adjustments and special entries, preparing and verifying accounting statements and reports, and performing prescribed analysis of accounting data and reports. **QUALIFICATIONS:** Experience in work, which provided knowledge of double entry accounting procedures and techniques.

ANIMAL CARETAKER – DUTIES: Provides routine care to small animals such as dogs and cats that are housed in the Animal Quarantine Facility. **QUALIFICATIONS:** Must be able to frequently handle objects weighing up to 75 pounds and must be able to acquire an understanding of pet care and handling.

ANIMAL HEALTH TECHNICIAN (Pet Lodge) - DUTIES: Responsible for monitoring the daily operations of the animal lodging/quarantine facility. Accepts pets (dogs, cats, and other small animals) from owners for purpose of quarantine to meet local and federal law requirements. **QUALIFICATIONS:** Incumbent must have experience or equivalent education in work that provided practical knowledge of quarantine facility/kennel operations. Must have knowledge of animal behavior and recognize common health problems, temperaments, diseases, and injuries.

AUTOMOTIVE WORKER/MECHANIC - DUTIES: Instructs, advises patrons and performs minor automotive equipment/engine repairing by cleaning, reinstalling, or replacing parts or components and systems such as fouled spark plugs, leaky wheel cylinders, corroded mufflers, and worn brake shoes. Locates worn, dirty, or poorly adjusted parts through visual check or use of small variety of test equipment. Completes needed repair, makes settings and adjustments, and assures that work performed by patrons or self. Conforms to specifications in appropriate repair manuals. In the course maintenance shop, position maintains, troubleshoots, rebuilds, and repairs automotive engines, major assemblies, and components and other working parts on greens mowers, tractors, and bobcat units. **QUALIFICATIONS:** Experience in the maintenance and repair of diesel, gasoline, and electric powered engines and automotive equipment.

BAR ASSISTANT (BARBACK) - DUTIES: Performs a variety of duties in support of a bar, lounge, or beer-serving activity, such as setting up service and portable bars, carrying supplies and equipment from storage to the bar, washing glasses, bar equipment and cleaning the floor and furniture in the bar area. May serve bottled beer, soft drinks, and draw beer from kegs. **QUALIFICATIONS:** No experience required. Must be able to follow simple instructions and lift objects weighing up to and over 40 pounds.

BARTENDER - DUTIES: Prepares alcoholic drinks by using a premix or following a variety of recipes to mix and serve all types of alcoholic or nonalcoholic drinks. Serves drinks to patrons or delivers to waiter. Receives payment, operates cash register, sets up and stacks bars, obtain cash bank, washes glasses and other bar utensils, and maintains area around the bar. **QUALIFICATIONS:** Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of a variety of beverages and the ability to combine ingredients.

BOWLING EQUIPMENT WORKER/REPAIRER - DUTIES: Installs, adjusts, repairs, overhauls, and regularly inspects bowling facility electrical, electronic and mechanical equipment to include automatic pinsetters, automatic ball returns, speed cradle stop, automatic score and foul units, automatic ball cleaners, ball drilling machine, and lane maintenance machines. Runs automatic pinsetters through complete cycle and inspects for pin setting accuracy. **QUALIFICATIONS:** Must have experience in the maintenance and repair of automated bowling equipment.

CASHIER - DUTIES: Performs receiving and disbursing cashier duties. Collects cash receipts, cash register tapes, checks, credit card receipts, coupons, and other supporting documentation. Prepares and issues change from funds as required. Cashes checks and accepts payment for dues and charges to accounts. Ensures the proper accounting for charge cards, sales slips, and guest checks, and ensures they are included within the daily cashier's report. Accepts new member applications and prepares cards. **QUALIFICATIONS:** Must have experience in responsible clerical or office work. Must have experience in the receipt, disbursement, and other processing of cash items.

CHILD AND YOUTH PROGRAM ASSISTANT - DUTIES: Accountable for the whereabouts and safety of children/youth ages 6 weeks to 18 years. Assists in providing and leading planned activities. Assists children/youth with special projects, homework, and life skills. **QUALIFICATIONS:** Must be 18 years of age, and have a high school diploma or GED, and be able to satisfactory complete required background checks. Must be able to read, write, and speak English.

CHILD AND YOUTH PROGRAM (LEADER LEVEL) - DUTIES: Serves as team leader for program staff with responsibility for the operation and program in accordance with regulations in 1 or more child/youth programs. **QUALIFICATIONS:** Must be at least 18 years of age, hold a high school diploma (or equivalent), and have the ability to speak, read, and write English. Must possess maturity and good judgment and like working with small children and their parents. **SPECIALIZED:** One year at the CC-03 level or equivalent. Must have completed an Associate of Arts degree in early childhood education or have a current Child Development Associate credential.

CLERICAL ASSISTANT (OFFICE AUTOMATION) NF-02 - DUTIES: Receives, logs, and routes incoming and outgoing mail/correspondence. Maintains necessary suspense controls. Reviews correspondence for correctness of format, spelling, grammar, etc. Types correspondence, reports, and other materials from rough draft, clean or corrected copy,

including statistical and financial data. Answers telephone calls, greets visitors, refers visitors to appropriate office/person, and arranges for meetings as required. Compiles and maintains files. **QUALIFICATIONS:** Must have responsible experience in clerical or office work, which has provided the knowledge of office automation software, correspondence, formats, grammar, and spelling. Experience must have provided the ability to perform research, select, arrange and compose material, and maintain files. Must be a qualified typist and be able to read, write and speak English.

CLUB OPERATIONS ASSISTANT - DUTIES: Controls the facility for use of authorized patrons. In coordination with supervisor on duty, controls and directs the work of other employees. Resolves complaints, enforces club regulation, responsible for funds during shift, and secures the club at the end-of-day's business. **QUALIFICATIONS:** Experience, which demonstrated knowledge of club, restaurant, and/or retail operations, is required.

COOK - DUTIES: Performs a variety of cooking tasks; adjusts recipes for number; cooks frequently used recipes for gravies, sauces, or soups; cooks a variety of meats, poultry, seafood, and vegetables; uses proper procedures for control, carving techniques, and storage methods. **QUALIFICATIONS:** Must have experience and knowledge of food preparation techniques and methods. Must be able to plan, coordinate, and time sequence steps needed to prepare meals.

COOK LEADER - DUTIES: Provides day-to-day advice and guidance to employees for work assignments; relays instructions from the supervisor for work assignments; gets the work started and sets the work pace; demonstrates work methods and provides work-related guidance; ensures that the worksite materials and tools are available; and ensures that employees follow security, safety and housekeeping rules. **QUALIFICATIONS:** Ability to lead three or more workers to accomplish cooking assignments. Must have experience in and knowledge of food preparation principles and characteristics of food and of planning processes to ensure entire meals are prepared and cooked on time. Knowledge of procedures to order, issue, and store food. Experience and knowledge must have been gained in a grill, snack bar, restaurant, club or similar food activity.

CUSTODIAL WORKER - DUTIES: Performs a variety of janitorial type duties including the use of industrial type power cleaning equipment, to keep assigned areas in clean and orderly condition. **QUALIFICATIONS:** Must have skill in the proper use of cleaning and sanitizing solutions. Must be able to clean and make adjustments to powered cleaning equipment. Must be able to carry objects up to 50 pounds.

CUSTODIAL WORKER LEADER - DUTIES: Leads a crew of custodial workers engaged in maintaining the area orderly and clean. Passes on instructions from supervisors to the workers and initiates work by assigning tasks to individual workers. Demonstrates proper work methods. Obtains and controls necessary supplies and equipment. Checks work while in progress to ensure supervisor's instructions and proper work methods are being followed. **QUALIFICATIONS:** Applicant must have experience of housekeeping operations; must know

the proper uses of a variety of special cleaning and sanitizing solutions and how to remove different kinds of stains from a wide variety of surfaces.

DESK ATTENDANT (AUTO HOBBY) – DUTIES: Provides information, and services to customers. Sells auto resale items. Collects fees, issues and maintains receipts/tools, processes payments/refunds/credits; prepares daily cashier activity reports/safety inspection forms, and other administrative work required for the daily operation of Auto Hobby program. Answer phones, collect/receive payment, file, shred, and perform other clerical related duties. Coordinate and confirm schedule appointments for vehicle repair with supervisor/mechanics for repair, detailing, etC. **QUALIFICATIONS:** Must have experience in cash handling, clerical or office work of any kind in which the applicant has demonstrated the ability to perform satisfactory at the pay band level of the position. Must possess skill in dealing with the public. Must demonstrate the ability to perform common mathematical problems and make proper change when receiving payments. Must have ability to communicate clearly, effectively both orally and in writing.

FOOD SERVICE WORKER - DUTIES: Performs a variety of manual tasks in serving and preparation of food. Prepares coffee and beverage in large urns. Prepares vegetables for cooking, seasons and pans meat for roasting, breads chicken for frying, measures and mixes ingredients for salads, and prepares sandwiches. Operates, loads, and unloads dishwashers; cleans cooking and serving equipment; sweeps, mops and waxes floor. **QUALIFICATIONS:** Must be able to follow simple oral instructions and be able to carry objects weighing up to 40 pounds.

FOOD SERVICE WORKER ((Barista) - DUTIES: Prepares and sells a variety of coffee beverages. Sells pre-packaged food items such as muffins, bicotti, bagels, various snacks and beverages. Sets up service stands with condiments and replenishes items as necessary. Takes orders from customers for short order food items on board menu. Operates a cash register ringing up food and beverages by individual sales. Processes credit card sales or charges to members' accounts. **QUALIFICATIONS:** Experience working in a coffee shop is highly desirable. Must be able to perform common arithmetic problems and making change when receiving payments from customers. Must be able to read and understand written material and follow simple instructions. Must have knowledge of sanitation standards in handling and serving food.

GARDENER (MOTOR VEHICLE OPERATOR) - DUTIES: Cuts grass, trims hedges, and maintains flowerbeds and all other foliage in and around grounds in a neat and presentable manner. Prepares soil for planting by properly mixing such materials as sand, humus, top soil, and fertilizer. Applies fertilizer evenly to avoid underfeeding or burning the plants. Mixes and sprays insecticides. Waters plants and lawns as required. Operates motor vehicles, tractors, power mowers and trimmers. **QUALIFICATIONS:** Must have knowledge of landscaping and the ability to apply knowledge to specific tasks associated with planting, resodding, watering, spraying, fertilizing, cutting, pruning, trimming, etc.

GUEST SERVICES REPRESENTATIVE – DUTIES: Receives and confirms room reservations by letter, telephone, or personnel contact. Registers and assigns rooms to guests, issues room keys, and may escort guests to rooms. Calculates charges to patrons' accounts and balances totals with control records. Accepts payment, makes change, and presents departing guests checkout statements. **QUALIFICATIONS:** Applicant must have experience in general clerical work of any kind in which the applicant has demonstrated ability to perform satisfactorily at the grade level of the position. Experience must have demonstrated the ability to resolve common arithmetic problems, and to make change when receiving payment from customers. Must be able to read, speak, and write English.

HUMAN RESOURCES ASSISTANT (NF-02) - DUTIES: Provides recruitment and placement services to all NAF activities. Receives request to fill vacant positions, screens applications to match qualification standards, contact local employment services for referrals, prepares and forwards lists of qualified applicants. **QUALIFICATIONS:** Responsible experience in clerical or office work which required the applicant to acquire and apply knowledge of the rules, regulations, procedures, and program requirements of one or more areas of personnel system. Typing skills are required.

IDENTIFICATION CHECKER – DUTIES: Checks identification cards of every person requesting entrance to the facility. Ensures only authorized patrons utilize facility. Explains rules and regulations. Uses computer to enter required data as applicable. **QUALIFICATIONS:** No experience required. Ability to read and communicate orally. Some computer skills is desired.

LABORER - DUTIES: Performs a variety of manual labor tasks involving the use of hand and power equipment. Operates hand and/or riding power mower to maintain lawns and golf courses. **QUALIFICATIONS:** Experience which demonstrated the ability to operate, control and clean heavy powered equipment. Must be able to lift and carry objects weighing up to 50 pounds.

LABORER (BOWLING FACILITY MAINTENANCE) - DUTIES: Cleans, oils, and polishes lanes and lane approaches. Sweeps, dusts, and cleans other areas of the bowling facility. Collects and removes trash, and maintains all areas clean and orderly. Makes minor corrective adjustments to bowling lane machinery as necessary. Performs periodic minor preventive maintenance on automatic pinsetter and equipment. **QUALIFICATIONS:** Some experience is required to work safely with heavy handtools and to operate, control, and clean heavy power equipment. Must be able to lift and carry objects weighing up to 50 pounds.

LABORER (MOTOR VEHICLE OPERATOR) - DUTIES: Loads and unloads heavy boxes, bulky supplies, dog and/or cat portable kennels, materials and equipment to and from various vehicles, trucks, dollies. Keeps facility grounds groomed. Operates hand lawnmowers or (domestic type) powered lawnmowers, weed eaters, leaf blower, water blaster, and floor buffer as required. Operates facility vehicle to pick up or deliver supplies and to assist with airport pet pick-up and drop-off to and from the Andersen Pet Lodge and the Guam International Airport. **QUALIFICATIONS:** Must be able to use, control, and clean common hand tools, and

simple power equipment. Must have skill in maneuvering and driving vehicles weighing up to 10,000 pounds. Must be able to frequently lift, handle and carry heavy objects weighing in excess of 50 pounds. Must possess a valid driver's license.

LIBRARY AID – DUTIES: Shelves books, magazines, and other library materials according to the various systems used in libraries and ensures all materials are reshelved in correct order. Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian and performs minor mending. Assists users in locating books and information in card catalogs, databases, and on the shelves, referring difficult questions to higher staff members. Assists in implementing programs, publicity, and the marketing of the library services. Performs other duties as assigned. **QUALIFICATIONS:** Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position. Must be able to read, write, and speak English. Must have experience or training that demonstrates the ability to perform simple computer data processing.

LIBRARY TECHNICIAN (CIRCULATION SERVICES) – DUTIES: Responsible for all circulation service operations. Independently performs circulation and registration duties by implementing established procedures for circulation functions. Maintains automated and/or manual circulation files to include all charged-out materials, user database files, registration files, reserves document delivery, interlibrary loans, lost items, and over dues. **QUALIFICATIONS:** Must have 1 year specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service. Must be able to read, write, and speak English. Must have typing experience.

LIBRARY TECHNICIAN (TECHNICAL SERVICES) – DUTIES: Responsible for all technical service operations. Prepares, verifies, and processes all procurement purchase requests in accordance with AF Library and Information System procurement guidelines, regulations, general library philosophies, and funds procedures for various funding sources as directed by the supervisory librarian. Uses automated cataloging resources such as OCLC and MARCIVE to obtain and modify catalog records for new library materials in a variety of formats. **QUALIFICATIONS:** Must have 1 year specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service. Must be able to read, write, and speak English. Must have typing experience.

MAINTENANCE WORKER/MECHANIC - DUTIES: Performs a variety of maintenance job on cleaning outside equipment on a regular basis; makes minor repairs and replaces parts on vehicles, small engine machines, and appliances; performs minor repairs on buildings and in rooms; builds and maintains portable storage sheds; installs shelving in rooms; paints small areas; repairs lamps to include rewiring, changes switches, and lamp plugs. Sweeps stairways and sidewalks. Empties trash and maintains storage area. **QUALIFICATIONS:** Must have experience in maintenance and/or repair work in the various trades such as carpentry, appliance repairing, plumbing, painting, etc.

MARKETING ASSISTANT (OA) NF-02 - DUTIES: Performs clerical work in support of technical administrative duties associated with planning, initiating, and implementing a comprehensive marketing program including public relations, advertising, research, and commercial sponsorship. **QUALIFICATIONS:** Must have experience in responsible clerical work that demonstrated the ability to perform satisfactorily at the grade level of the position. Experience in marketing is preferred. Ability to use computer based programs such as PowerPoint and Microsoft Office is required.

MATERIALS HANDLER/MATERIALS HANDLER (MVO) - DUTIES: Receives, counts, weighs, and checks items to ensure that the vendor has delivered the type and quality of items purchased. Accepts only items listed on approved purchase order receiving copy. Records quantity received on purchase order receiving copy, condition of items, and forwards completed document. Places items in stockroom locations, stacking items in groups by commodity and size. Assists in end-of-month inventories of stock. **QUALIFICATIONS:** Must have experience in and knowledge of methods used in receiving, storing, and issuing routine materials and equipment. Must be able to organize, arrange, and remove stock. Skill in use of dollies, jacks, and hand tools used in warehouse tasks. Must have a valid driver's license applicable to types of vehicles operated.

MOBILE EQUIPMENT SERVICER - DUTIES: Performs general automotive services and repairs; such as lubrication services, tires and tube services, cleaning, installing or repairing defective automotive accessories. Repairs wheel-bearing or repack, tire and tube repair, rotate/mount tires, wheel balancing, winterize, recharge battery and install seam beam. May perform tire studding and mounting tire changes. Maintains tools, equipment used and shop facilities; and has responsibility for determining work methods and sequences of tasks. **QUALIFICATIONS:** Must have experience in servicing vehicles. Ability to read and understand manual specifications and verbal communication with patrons. Physically able to lift up to 40 pounds, frequently bend, reach and work in awkward positions. Successful completion of technical/vocational school training in and automotive servicing course with basic knowledge of automotive servicing may be substituted for the required experience.

MOTOR VEHICLE OPERATOR/MVO (Laborer) - DUTIES: Operates a variety of motor vehicles including platform trucks, cargo vans, pick-ups and passenger shuttle vans. Performs motor vehicle operator maintenance. Promptly records mechanical malfunctions and forwards information to the supervisor. Routinely assures vehicle is in proper and safe operating condition before operation. Completes required forms and/or documentation. **QUALIFICATIONS:** Must be able to operate vehicles up to and over 10,000 pounds. Must have knowledge of defensive driving techniques and regulations. Must be able to handle objects weighing up to 50 pounds. Must have a valid driver's license and be able to obtain a Government issued driver's license.

OPERATIONS CLERK - DUTIES: Performs a variety of duties involving the maintenance of time and attendance cards, records of employees, requests for personnel actions, and other associated clerical support. Prepares various reports and other statistical and financial data pertaining to the serviced activity. Compiles necessary data and submits to the supervisor for review. Maintains suspense files, contract files, regulations, directives, etc., and posts

changes and updates files as necessary. Types correspondence, forms, reports, purchase orders, contracts, and other items. Answers telephone and greets visitors. **QUALIFICATIONS:** Must have responsible experience in clerical or office work, which has provided the knowledge of office automation software, correspondence, formats, grammar, and spelling. Experience must have provided the ability to perform research, select, arrange and compose material, and maintain files.

PAYROLL TECHNICIAN – DUTIES: Performs the full range of payroll duties which include the following: setting up and changing employees accounts to reflect pay changes resulting from personnel actions, deductions or temporary changes affecting one or a few pay periods; auditing authorization documents for completeness, accuracy and propriety prior to changing rates of pay, ect., including computing bi-weekly taxes, annual statements of earnings and deductions, maintaining control log on commission payments, ect. Handles special technical support assignments. Performs other related duties as assigned. **QUALIFICATIONS:** One year progressively responsible experience that demonstrates the ability to acquire knowledge and working applications of a payroll system, pay interrelationships, coding structure, payroll rules, regulations, procedures, and systems requirements. Must have knowledge of business mathematics. Must be able to type and operate a calendar. Must have computer knowledge and experience in database, spreadsheets, word processing, and KRONOS (Navy time keeping system).

PEST CONTROLLER – DUTIES: Located at the golf course maintenance section. This position develops, implements, and evaluates pest control management, procedures, and measures, which provide safe, effective, and economical control and prevention of plant and animal pests. **QUALIFICATIONS:** Must have experience in the use of pesticides and skill in pesticide and toxic chemical disposal and techniques. Must be certified or able to obtain certification in the use of restricted pesticides as required by regulations.

PICTURE FRAMER – DUTIES: Frames patrons' artwork or pictures following work order specifications. Selects wood, measures, cuts and glues or nails frame corners together. **QUALIFICATIONS:** Knowledge of a limited range of woodworking materials, techniques, and processes. Skill in basic layout procedures.

RECREATION AID/ASSISTANT (BOWLING) - DUTIES: Assists other recreation assistants in the operation and maintenance of indoor and outdoor recreation of the bowling center. Sets up areas for scheduled activities, records attendance, takes reservations and payments. Insures facility is properly set up for events and that all officials for a particular event are present. Demonstrates and instructs participants in the use of various equipment and provides guidance and instructions. Inspects facilities to determine need for maintenance and repair, etc. **QUALIFICATIONS:** No experience is required for Rec Aid NF-I. For Recreation Assistants NF-II, work experience that provided a working knowledge of the routines and procedures followed in group activities or programs; practical knowledge or experience of recreational equipment, rules, and procedures involved in recreational work in the area of specialty in which the position is found.

RECREATION AID/ASSISTANT (OUTDOOR / EQUIPMENT RENTAL) - DUTIES: Inspects, issues collects and ensures the safety and cleanliness of equipments. Also performs minor equipment repairs and adjustments. Collects safeguards, and deposits fees from customers. Sets up areas for scheduled activities: records attendance: takes reservations and payment for trips and tours. Assists in conducting inventory, maintaining attendance records, and preparing daily cash reports. **QUALIFICATIONS:** No experience is required for Rec Aid NF-I. For Recreation Assistants NF-II, work experience that provided a working knowledge of the routines and procedures followed in group activities or programs; practical knowledge or experience of recreational equipment, rules, and procedures involved in recreational work in the area of specialty in which the position is found.

RECREATION AID/ASSISTANT (GOLF) - DUTIES: Performs a variety of duties in support of the facility. Cleans and secures power carts, transports power carts to and from maintenance barn as necessary. Gather balls from the driving range. Retrieves empty baskets from range and fills. Washes range balls. Keeps outside of the clubhouse clean and orderly. **QUALIFICATIONS:** No experience is required for Rec Aid NF-I. For Recreation Assistants NF-II, work experience that provided a working knowledge of the routines and procedures followed in group activities or programs; practical knowledge or experience of recreational equipment, rules, and procedures involved in recreational work in the area of specialty in which the position is found.

RECREATION AID/ASSISTANT (SKILLS DEV) - DUTIES: Assists in the operations of the various activities of the Arts and Crafts program. Provides assistant to patrons in the selection and production of various crafts forms. Performs daily sales and financial transactions with customers. **QUALIFICATIONS:** No experience is required for Rec Aid NF-I. For Recreation Assistants NF-II, work experience that provided a working knowledge of the routines and procedures followed in group activities or programs; practical knowledge or experience of recreational equipment, rules, and procedures involved in recreational work in the area of specialty in which the position is found.

RECREATION ASSISTANT (LIFEGUARD) - DUTIES: Responsible for patron safety by responding and preventing both aquatic and land emergencies at the base pool and beach. **QUALIFICATIONS:** Must have an approved and current nationally recognized certification in lifesaving and water rescue methods and skills, as well as basic first aid training and CPR.

RESALE STORE OPERATIONS CLERK - DUTIES: Stocks, orders, inventories, and processes all necessary documents for both front desk and room's resale supply. Stocks and inventories front desk, cooler, carts, and rooms daily. Inventories and restocks laundry vending machines. Inventories and restocks DV houses. Updates computer daily to maintain an accurate accounting and reporting system through the Services Information Management System (SIMS) for all resale property and performs standard property management control processes. **QUALIFICATIONS:** Progressively responsible experience in clerical, office, or retail sales store work. Applicant must be able to lift objects weighing more than 75 lbs. Must successfully complete a physical exam. Must have a driver's license.

TOOLS AND PARTS ATTENDANT - DUTIES: Position is located in the Auto Skills Center. Provides patron support in issuing tools for patrons' use. Demonstrates and assists patrons in the proper use of tools and equipment found in the center. Receives and checks incoming items against invoices and signs for items received. Notes and reports shortages, overages, damage. Arranges tool storeroom, and takes inventories.

QUALIFICATIONS: Knowledge of the kinds of tools, parts, and equipment in stock and how to locate them. Ability to identify and issue specific tools requested by patrons.

TRACTOR OPERATOR - DUTIES: Incumbent operates a field-type tractor with attached and towed equipment. Plans the order in which work is to be accomplished; transports materials and equipment; and digs, loads, plants, clears, mows, and dispenses liquid and solid materials. May operate under difficult conditions, such as mud and areas where trees and shrubs present operational hazards. Performs minor maintenance on equipment.

QUALIFICATIONS: Skill to manipulate both tractor and equipment controls. Knowledge of equipment to make connections on mechanical drive shafts and hydraulic lines. Must be able to lift and carry objects weighing up to 50 pounds.

TRAVEL AGENT (ITT) NF-02 – DUTIES: Provides information, ticket and tour retail services to customers seeking recreation, entertainment and travel opportunities. Sells tickets and makes reservations for local and international tours. Sells commercial airline tickets, hotel accommodations, car rentals and vacation packages via internet e-ticketing process. Provides input of the planning and organizing of local and international tours. May handle correspondence in arranging tours, coordinating and resolving custom requirements, such as advising travelers of passport, departure taxes, and/or visa requirements when applicable.

QUALIFICATIONS: Must have experience in responsible clerical or office work of any kind in which the applicant has demonstrated the ability to perform satisfactorily at the grade of position. Must have knowledge of the rules, regulations and requirements of leisure travel. Must be familiar with a variety of geographical locations worldwide. Must demonstrate the ability to perform common mathematical problems and make proper change when receiving payments.

TRAVEL CLERK (OA) – DUTIES: Provides information, tickets and tour retail services to customers seeking recreation, entertainment and travel opportunities. Sells tickets and make reservations for local and international tours. Collects fees, issues and maintains receipts, processes payments/refunds/credits; prepares daily cashier activity reports, bank deposits and any other routine administrative work required for the daily operation of the ticket and tour program. **QUALIFICATIONS:** Must have experience in responsible clerical or office work of any kind in which the applicant has demonstrated the ability to perform satisfactorily at the pay band level of position. Must possess skill in dealing with the public. Must demonstrate the ability to perform common mathematical problems and make proper change when receiving. Typing skills are required.

USDA FOOD PROGRAM MONITOR – DUTIES: Monitors, trains, and enrolls providers for eligibility in the USDA Child Care Food Program ensuring compliance with regulations and policies. Explains record keeping and claims requirements and assists with menu planning.

QUALIFICATIONS: Must have experience as a registered or licensed home care provider or a caregiver in a center setting or experience as a monitor in a USDA CCFP sponsor program.

VETERINARY CLERK (Office Automation) – DUTIES: Provides clerical support to the VTF. Checks patient's in and out and collects payments. Answers phones and sets up appointments. Explains basic animal care and health products. Maintains, orders, and receives supplies and stocks. Assist with clinic reception duties and with routine patient care. **QUALIFICATIONS:** Must have experience in clerical, supply inventory or office work. Must have basic computer skills. Must be a qualified typist.

WAITER - DUTIES: Position is found in the Clubs as either a food waiter grade NA-03 or a bar waiter grade NA-02 or a special function waiter at grade NA-01. Duties involves bringing preset meals to tables during special functions, taking orders for alcoholic beverages at the bar, and/or taking orders for meals from a menu. Prepares dining room or party room of food, wines, and other condiments. Sets tables, removes dirty dishes from tables, greets guests, sits guests, takes orders, secures food from kitchen, serves guests, gives checks to guests, etc. **QUALIFICATIONS:** Must have experience in proper food handling and serving techniques. No experience required for NA-01 grade waiter.