

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20121	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSK - Marketing Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE MARKETING CLERK	4. CLASSIFICATION NF-1101-II	5. CLASSIFIED BY ELENA G. FLORES 61 FSS/FSMH	6. DATE 20140715
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DUTIES AND RESPONSIBILITIES
 Performs a variety of general office duties such as receiving telephone calls, tending to customers, completing work orders and email orders, routing and filing correspondence and maintaining electronic and hard files. Performs basic cashier duties. Collects cash receipts, checks, credit card receipts, coupons, and other supporting documentation and ensures their proper processing. Prepares and ensures the daily deposit is processed in a timely manner. Prepares cash reports and notifies lead of any suspected irregularities. Ensures the proper processing of charge cards and sales slips before including them in the daily cashier's report. Must correctly input revenues in the system, issue proper receipts and correctly record daily transactions on AF forms 1876 and 1878. Utilizes various software and computer programs such as Microsoft Office and Adobe design programs to produce customer order proofs, documents and other projects from pre-designed templates. Utilizes printers, copiers, scanners, folding, cutting and engraving machines. Supports aspects of the squadron's promotion and publicity program and works closely with other department members and supervisors. Assist in proof reading projects or materials for grammar, spelling, punctuation, continuity, consistency and content. Assists in preparing, producing and distributing publications, as well as marketing materials for squadron activities, programs and functions. Marketing materials may include but are not limited to: magazine booklets, brochures, calendars, flyers, posters, banners, signs and slide presentations. May assist in conducting and tabulating surveys. May assist in planning, coordination and preparation of promotional event booths, giveaways, and games. Attends FSS events and activity functions as needed or directed. Performs other related duties as assigned.

QUALIFICATIONS
 Applicant 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 level of the position. Must have cash handling experience. Knowledge of office automation software (MS Windows and MS Office) is required. Good communication skills are desired. Must be able to lift up to 40 lbs or more, stand for long periods of time, kneel and bend frequently. Must be capable of excessive walking. Experience with photography and DSLR cameras is desired. Must satisfactorily complete a National Agency Check with Inquires (NACI).

PERFORMANCE STANDARDS
 Must be able to appropriately perform the duties and responsibilities listed above. Work is reviewed in terms of work effort, relationships, productivity, reliability and skill. Must be courteous and exercise tact in dealing with management, other employees & customers. Must show willingness and ability to learn on the job. Communicates effectively both orally and in writing. Regularly keeps supervisor informed of progress and advises supervisor of any significant developments that may impact plans.

TRAINING
 All formal and informal training as deemed necessary by the supervisor. May include classroom, textbook, video, online, and/or on-the-job training. Work/training may occasionally require travel away from the normal duty station for weeks at a time.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  61 FSS/FSK Supervisory Marketing Director	DATE 27 Mar 17
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