



NAF VACANCY ANNOUNCEMENT
MARINE CORPS COMMUNITY SERVICES
HUMAN RESOURCES DIVISION
1401 West Road, Camp Lejeune, NC 28547-2539
COM: (910) 451-9279 FAX: (910) 451-6771
Email: lejeune.vacancies@usmc-mccs.org Web site: www.mccslejeune.com
EQUAL OPPORTUNITY EMPLOYER

No. 04-09
Opens: 9 Jan 09
Closes: Until Filled

POSITION: BARBER (COMMISSION)
NA-7603-07

TYPE OF EMPLOYMENT: FLEXIBLE

LOCATION: SERVICES DIVISION, VARIOUS BARBER SHOPS

AREA OF CONSIDERATION: ALL SOURCES

**THIS ANNOUNCEMENT IS AMENDED TO INCLUDE THE PROVISION THAT
EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A
NATIONAL AGENCY CHECK INQUIRY BACKGROUND CHECK**

MINIMUM QUALIFICATION REQUIREMENT: Must be a licensed Barber or Cosmetologist.
(Please provide copy of license with resume/application).

SPECIAL REQUIREMENT: Must provide own Barbering tools such as clippers, blades, brushes, combs, etc.

SPECIAL NOTES: * INDIVIDUAL SELECTED FROM THIS VACANCY ANNOUNCEMENT MAY BE CHANGED TO FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION. * MUST BE ABLE TO WORK ROTATING SHIFTS, INCLUDING NIGHTS, WEEKENDS AND HOLIDAYS.

1. **Introduction.** This position is located in the Services Division, various Barber Shops, Marine Corps Community Services (MCCS), Camp Lejeune, North Carolina. The incumbent provides a variety of barbering services for all authorized patrons.

2. **Duties and Responsibilities.** Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates by communicating in a positive, courteous and considerate manner. Uses a combination of barbering techniques and tools to prepare, condition and groom the skin and hair of the neck, face, and head. Cuts and shapes the sideburn and nape area, middle or contour and top part of the head into various haircuts and hairstyles; mustache and beard styling. Follows required safety and sanitation precautions throughout barbering process. Receives payment for services using a cash register. Provides superior customer service with an emphasis on courtesy.

3. **Knowledge, Skills and Abilities (KSA's).** KSA's are the specific characteristics that candidates must possess in order to perform the major duties of the position.

Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each

KSA labeled to coincide with paragraphs below; failure to submit the additional information may result in the applicant not meeting the “Best Qualified” list.

- a. Describe work experiences that demonstrate your knowledge of barbering services, such as cutting and styling straight, wavy, curly hair and mustaches, etc.
- b. Describe work experiences that demonstrate your ability to visualize barbering needs based upon physical features of patron, such as face contour, head shape, hairline, hair length and density or balding conditions.
- c. Describe work experiences that demonstrate the knowledge and skills in applying edging, siding and topping techniques in cutting hair; and tapering, blending and shortening hair with shears and comb, fingers and shears, clipper, comb, and razor.

SPECIAL REQUIREMENT: This is a Blue Collar Position where the incumbent must be able to lift and carry objects up to 45 pounds independently and objects over 45 pounds with assistance.

4. **Selection.** This vacancy will be filled by the best qualified as determined by the selecting official.

5. **How to apply.** You may apply on line by attaching your resume and KSA’s to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org. You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539. The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

Spouses of relocating active duty military members applying through Spouse Preference Program must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor’s Permanent Change of Station (PCS) orders. Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with “TA” stamped in red on front of card.

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. . Employment is contingent upon the successful completion of a National Agency Check Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp>.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.