



NONAPPROPRIATED FUND VACANCY ANNOUNCEMENT #:10-010

POSITION TITLE: SECURITY GUARD

PAY: \$7.25

OPENING DATE: 27-JAN-10

CLOSING DATE: OPEN UNTIL FILLED

This is a flexible position (without benefits) located at the Sheppard Club on Sheppard AFB, TX.

DUTIES: Serves the club by maintaining a high visibility presence to deter illegal and/or inappropriate actions. Patrols, protects and inspects buildings and property. Maintains secure control of supplies and equipment. Assists in checking patrons for proper identification and securing arm bands on eligible patrons before admitting them into the building. Patrols club complex, circulating among patrons to maintain order and to prevent damage to furnishings, facility or club property. Warns patrons guilty of any infractions. Maintains order, enforces Dram Shop Theory, tactfully removing patrons who are disorderly. Contacts security police when necessary. Performs other related duties as assigned.

QUALIFICATIONS: No previous experience is necessary. Skill in dealing with the public. Ability to read and communicate orally. Must be able to complete a National Agency Check and Food Handlers Certificate.

HOW TO APPLY: Current Sheppard NAF employees should submit an AF Form 2550; others submit OF 612, Optional Application for Federal Employment, or resume and the OF 306, Declaration for Federal Employment, to the Human Resources Office. Mailing Address: 82 MSG/SVH, 136 K Ave Ste 2, Sheppard AFB TX 76311-2740. Telephone: (940) 676-6394. Fax: (940) 676-2682. Selection will be based on merit without discrimination because of race, color, sex, religion, sexual orientation, national origin, age, marital status, physical handicap, political affiliation, or any non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

"All Federal NAF Employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit."

SHEPPARD AIR FORCE BASE IS AN EQUAL OPPORTUNITY EMPLOYER