

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Senior Sales Associate- Firearms/Tactical Gear
JOB SERIES: 2091

JOB CODE: 960151
PAY LEVEL: NF-2

SUMMARY OF DUTIES: Responsible for the overall operation and administration of a MCX resale activity which may consist of one of the following: (1) taking charge of a special merchandise sales area or assisting the supervisor in overall efficient operation of the department; (2) assisting in maintaining all store records and files such as daily preparation of accounting records; operational and inventory reports or other reports as needed. Makes appropriate entries in ATF bound book, logging in required items during receipt/disposition of weapons. Conducts daily count of onsite weapons and compares totals to bound book count to ensure accurate control. Ensure compliance with all state and federal laws pertaining to firearms sales. May order firearms, ammunition and other related accessories. Draws up work sheets using required information obtained from vendor or other sources. Trains sales associates in proper use/completion of federal form 4473, state form sp65 and all ID and paperwork required for firearms sales. Ensure proper completion of forms by others assigned.

May perform sales associate duties and work in other sales areas or departments as assigned by the Supervisor.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of good and services. Takes action to solve problems quickly. Alerts the higher level supervisor or proper point of contact for help when problems arise.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

A minimum of one year of experience in responsible sales and/or retail customer services which included stocking, display, sales, returns, special order, etc. Must be familiar with business mathematics and merchandising methods. Ability to operate a cash register, must have understanding of MCCA policies, orders and regulation. This is a "covered position" for the Domestic Violence Misdemeanor Amendment to the Gun Control Act for Department of the Navy civilian personnel. Due to contact with firearms, or ammunition in accomplishing work, DD form 2760 certifying whether or not a "qualifying conviction for a misdemeanor or felony crime of domestic violence has occurred MUST be completed. The continuing obligation to notify the immediate supervisor or any qualifying conviction through completion of DD Form 2760 is RQUIRED. This is a white-collar position where occasional lifting up to 20lbs may be required. Ability to successfully obtain/maintain a Tier 3 background investigation.

POSITION DESCRIPTION SUBJECT TO PERIODIC REVIEW AND REVISION.

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I CERTIFY THAT I HAVE READ AND RECEIVED A COPY OF MY JOB DESCRIPTION AND FURTHER UNDERSTAND THAT MY DUTIES MAY NOT BE EXPECTED TO BE CONFINED IN EVERY RESPECT TO THE ASSIGNED JOB DESCRIPTION.

Signature

Date