



MLC/IHA Employment Branch, Bldg# PW47  
(受付時間 Customer Service Hours: 0800 – 1600)  
☎0956-50-3656/3660 (DSN: 252-3656/3660)

HRO: (rcvd: 10/15) tm 10/19

#### 外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2-30 電話 : 0956-34-8609  
(受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)  
又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)  
Sasebo Public Employment Security Office "HELLO WORK": 2-30 Inari-cho, Sasebo  
Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)  
On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

#### 外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部  
〒 857-0056 佐世保市平瀬町 3-1 (電話 : 0956-23-7191 FAX : 0956-23-9229)  
受付時間 : 午前 9 時 ~ 午後 5 時 ; 月曜日 ~ 金曜日 (祭日を除く)  
Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX : 0956-23-9229)  
Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入り口を入れて右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。Forms for application are available for download on our web site. Please submit update application.

([https://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html))

#### \*\*時給制臨時雇用従業員 (HPT) 雇用について\*\*

#### \*\*HPT-Hourly Pay Temporary (HPT) Employment\*\*

契約期間 : 1 年を越えない期間 (その後更新される事もある)

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週 20 時間以上の場合は雇用保険の加入、週 30 時間以上健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

#### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

## JOB DESCRIPTION

### CLERK

Prepares Navy Exchange Rent-A-Car Contract (4066/19) for automobile rental by description and model number. Determines payment based on established price list and processes in accordance with prescribed procedures. Logs in by name, serial number, date and other pertinent information and forwards to appropriate office. Maintains customers' application and agreement contracts by name, date, receipt number and amount. Performs vehicle check-off out and in.

Assists in the preparation of service work orders for work to be accomplished on patron vehicles, by indicating name of customer, vehicle identification, and parts needed for completion of the job and estimates cost according to official price list. Counsels customers on automotive service needs and resolves patron service questions and complaints. Maintains appointment schedules and records, and ensures availability at the time of scheduled job performance.

As required, issues parts and accessories to mechanics, recording same on mechanics' work copy. Assembles merchandise in connection with requests received from main or location automotive retail store. As required, unpacks segregates and stocks counters and/or shelves with merchandise in accordance with established instructions and procedures. May price stamp merchandise as necessary.

Operates cash register according to established cash control procedures; prepares sales slips, computes change, rings up sales, accepts money and makes required change; as necessary, accepts payment by credit card in accordance with established procedures. Is responsible for own cash fund and prepares Daily Salesperson's Cash Report. Participates in conducting periodic inventories. Keeps stockroom area clean and orderly. Exercises tact, good manners and courtesy when serving and assisting customers. This is expressed by tactfully responding to patron inquires and assisting patrons in a prompt and friendly manner.

Performs other related or incidental duties as assigned.