厚木基地空席広報
VACANCY ANNOUNCEMENT

広報番号：Announcement No.	**A-13-086**
初回選考締切り日：1st Cut Off Date	**13 NOV 2013**
募集締切日: Closing Date	Until filled*
発行日: Date of Issue	**23 OCT 2013**

1.職種名 Job title **(等級** Grade 1-3 **／語学等級** LAD N/A **)**

Cash Accounting Clerk, IHA-36

見習い採用の可能性 Acceptance at Lower Grade Trainee ☒ 無 No ☐ 有 Yes 見習い等級 Trainee Grade: N/A

☒ 事務系 Administrative ☐ 技能系 Trade & Service ☐ 保安・消防系 Security & Fire ☐ 医療系 Medical

募集人数 No. of Recruitment

1 名

4.募集範囲 Area of Consideration
☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☒ 外部 Off Base Applicant

2.部隊 Activity

Accounting Department, NEX Atsugi

勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi

5.雇用の種類 Type of Employment
☐ MLC
☒ **IHA**
☒ **時間制 HPT**
☐ 常用 Permanent
☐ 限定 Limited Term **(__ヵ月** Months **)**

3.勤務時間 Work Schedule **(**週 25 時間制hr/wk**)**

勤務日 Work Days: 5 days/week (2 days off/week)
勤務時間 Work Hours: 5 hours between 0800-1800 (No Recess)

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

Performs work involved in receiving, examining and accounting for cash items when the volume of cash and the variety of items present a complex situation requiring a good knowledge of extensive procedures and regulations. Work situations may include that of "control cashier" or cash accounting clerk working at a central cashier's window; or a collection clerk receiving remittances personally or by mail. Responsible for posting to customer accounts, computing discounts or carrying charges and preparing periodic statements of balances or final payments. Performs other related or incidental duties as assigned.

7. 職務状況 Working Condition: See block #8.

8.資格要件／身体条件 Qualification/Physical Requirements

- One year of general work experience in any field, OR completion of 2 year junior college/technical school or 4 year degree in any field.
- GOJ Ordinary Vehicle Driver's License (AT Limited is acceptable).
- Knowledge of US currency and basic accounting procedure.
- Skill in operating a personal computer system such as MS Word, Access and NEX systems.
- Ability to speak, read and write English at average proficiency level (LAD-2).
- Ability to process, reviews, and verifies accuracy of sales and other accounting related reports.
- Ability to make mathematical computations.
- Ability to speak effectively and courteously communicates with the public in English.

Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of Residence Card/Alien Registration Certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.日本で活動の制限のない在留資格（永住者、定住者、日本人の配偶者など）をもつ日本国籍以外の方は資格条件を満たします。応募書類に在留カード・外国人登録証明書のコピー(表、裏両面)及びパスポート（顔写真およびビザ印のページ）を添付して下さい。

- U. S. Citizens are not eligible for IHA (HPT) employment. 米国籍（を含む多重国籍者）の方は、IHA (HPT) 従業員の資格条件を満たしません。

*A handicapped applicant may be accepted, depending upon the degree and kind of disability. 障害のある方については、その程度により考慮されます。

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☒中級 Intermediate ☐上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background：See block #8 | 免許証／修了証 License/Certificate Required：See block #8

9.提出するもの Application and Associated Documents
(Please see next page 次頁参照)

*☒ **空席応募用紙 (表・裏面)** Application for Vacancy Announcement (HROY Form 1, Front & Back)
*☐ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
***の記入は Complete ＊ in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either**
ＨＲＯ様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
☒ **各免許証・資格・修了・卒業等の証明書のコピー** Copy of license/certificate.
☒ **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)
☒ **80 円切手を貼付し、応募者の郵便番号･住所･氏名を書いた返信用封筒** (12cm x 23.5cm)＜選考結果通知用＞
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)＜For selection Notice＞
☒ **日本国籍以外の方は、在留カード・外国人登録証及びパスポート/査証のコピー** For non-Japanese citizen applicants, a copy of Residence Card/Alien Registration Certificate (both front and back sides) and Passport (picture and visa stamp pages).

問い合せ先 for Job Inquiries	**提出先** Office to Submit	**事務処理欄** For Official Use
Current USFJ Employee 現従業員問合せ先： 在日米海軍統合人事部厚木支所/ CNRJ HRO DSN 264-3426 / 3624 / 3427 ☎046-763-3426 / 3624 / 3427 **Off Base Applicant 外部応募者問合せ先：** 労務管理機構 座間支部 管理課 管理第二係 / Zama Branch of LMO/IAA Management #2 Section ☎046-251-0667	**Current USFJ Employee 現従業員提出先：** 〒252-1101 神奈川県 綾瀬市 大上　無番地 在日米海軍統合人事部厚木支所 HRO BOX12 〒 252-1101 Oogami, Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 **Off Base Applicant 外部応募者提出先：** 〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係 〒 252-0011 1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of LMO/IAA Management #2 Section	**PDN: NEX-02-005-PT**

＊履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。
Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.
＊応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。
Ineligible applicants will not be referred for consideration.
＊提出された応募書類はお返ししません。
Submitted applications will not be returned.
＊初回選考締切日以降、選考決定により上記募集締切日を待たずに締切となることがあります。
After 1st Cut Off Date, announcement may close before closing date above due to decision of selection.
＊応募書類の書式は以下の URL よりダウンロードできます。
Forms for application are available for download on our web site.
http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Conceming 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。

Format Rev: 07-20-12