

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 :  
Announcement  
No.

CFA Y-FR-HPT-01-16

募集締切日:  
Closing Date

9 Nov 15

発行日:  
Date of Issue

19 Oct 15

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

### Sales Checker, #241

(セールス・チェッカー)

事務系 Administrative  技能系 Blue Collar Trade  保安系 Security  医療系 Medical

募集人数  
No. of  
Recruitment

1名

4. 募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員(部隊内)  
Current MLC/IHA Employee within Activity  
II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV.  外部 Off Base Applicant

2. 部隊 Activity

Commander Fleet Activities, Yokosuka  
Fleet Readiness Department,  
Club Operations Division,  
Club Alliance (クラブ アライアンス)

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

5. 雇用の種類 Type of Employment

- MLC  IHA  HPT  
 常用 Permanent 時給 ¥970  
 限定 Limited Term ( \_\_\_ カ月 Months)

午後 10 時から翌朝 5 時まで  
夜勤給(25% 割増)

3. 勤務時間 Work Schedule ( 週 30-39 時間制 hrww)

勤務日/Work Days: Various shift between 10:30-02:30 including weekend & holidays. (10:30-02:30 内の週末祝日を含む各種シフト制)

勤務時間/Work Hours: Various work hours/Rotation Shift/Irregular Schedule. (ローテーションシフト制、不規則勤務あり)

休憩/Recess: 1 hour recess per day when working 6 hours or more, no recess when working less than 6 hours.

(勤務時間が 6 時間以上の日は 1 時間、6 時間未満は休憩なし)

夜勤 Night Shift  残業 Overtime  出張 Business Travel

6. 職務内容 Duties

Collects and issues money bags, cash funds, and sub-custody receipts from Sales Associates/Cashiers; maintains log record of movement of money bags and cash funds issued. Prepares bank deposits of cash receipts and makes change funds for cash registers. Prepares Daily Activity Reports, ensures that the form is properly filled out and forwards to central cashier promptly. Notifies supervisor of any suspected irregularities. Cashes personal checks, government checks, traveler's checks, and money orders for authorized patrons, assuring that proper identification is provided. Checks names against "bad check" list and/or social security number before processing the payment of personal checks ensuring all information required on check are legible and correct. Verifies coins from slots and changes monies, maintains logbook of coin drop and prepares slot machine income report. Perform other related duties as required.

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

- One year of general work experience, **OR** completion of 2-year junior college/2-year of technical school or 4-year degree in any field.
- Knowledge of customer service concepts and practices.
- Ability to operate a cash register, count cash and accurately make change in U.S. currencies.
- Ability to make mathematical computations and operate a 10 key calculator.
- Ability to prepare and maintain detailed records such as sales records, etc.
- Ability to speak, read and write English at elementary proficiency level.

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

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 : N/A

免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement  *<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience  *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either  <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』  If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”  <input type="checkbox"/> 運転免許証の写し Copy of Driver's License  <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate  <input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)  <input checked="" type="checkbox"/> 82 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) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)  <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	<p>Rotation shift including weekends and holidays.  Working irregular schedule.   週末、祝日を含むローテーションシフト制。  不規則勤務あり</p>
<p align="center"><b>9. 応募書類提出先 Office to Submit</b></p>	
<p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p>	
<p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p>	
<p><b>1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：</b></p>	
<p align="center"><b>Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</b></p>	
<p>〒238-0001  神奈川県横須賀市泊町 1 番地  PSC 473 BOX 22 CNRJ HRO N132  内線/Extension 243-8152</p>	<p>〒238-0001  1 Banchi Tomari-cho, Yokosuka  PSC 473 BOX 22 CNRJ HRO N132</p>
<p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。  Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p>	
<p><b>2. 外部応募者（非従業員）提出先：</b></p>	<p><b>Off Base Applicants must submit to:</b></p>
<p>〒238-0011  神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階  (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)  管理第一係  電話番号 Phone 046-828-6959</p>	<p>〒238-0011  Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  Yokosuka Branch of LMO/IAA  Management #1 Section</p>
<p>受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。  Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p>	
<p align="center"><b>10. 事務処理欄 For Official Use</b></p>	
<p>募集部隊担当 Activity POC: FFR N941</p>	<p align="right">軍電 (DSN) 243-1243</p>
<p><b>PD No.: CFAY-N923A-002-PT</b></p>	<p>PD is accurate and current. <b>Certified by Activity: Ky</b></p>
<p align="right">HRO: (rcvd: 10/16)  js 10/16 kw 10/16</p>	

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.

**\*\*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。