

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>***Reissue***</p>		<b>広報番号 :</b> Announcement No	<b>CFAY-FR-21-16(R)</b>
		<b>募集締切日:</b> Closing Date	<b>21 Nov 16</b>
		<b>発行日:</b> Date of Issue	<b>1 Nov 16</b>
<b>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LD <u>2</u> )</b>  <h3 style="text-align: center;">Office Automation Clerk, #393</h3> <p style="text-align: center;">( オフィスオートメーションクラーク )</p> <p> <input checked="" type="checkbox"/> 事務系      <input type="checkbox"/> 技能系      <input type="checkbox"/> 保安系      <input type="checkbox"/> 医療系          Administrative      Blue Collar Trade      Security      Medical       </p>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲 Area of Consideration</b> I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> Commander Fleet Activities, Yokosuka Fleet Readiness Department, Club Operations Division Club Takemiya (クラブ タケミヤ) <b>勤務場所 Working Place:</b> 逗子市 池子住宅地区 Ikego Housing area, Zushi		<b>Those who applied CFAY-FR-21-16 do not need to reapply.</b>	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days      Mon-Fri/月一金 勤務時間・休憩 Work Hours/Recess 0800-1700/1 hour 1時間 休憩 Recess Period      1 hour/day (1日1時間) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Over time <input type="checkbox"/> 出張 Business Travel		<b>5.雇用の種類 Type of Employment</b> <input type="checkbox"/> MLC <input type="checkbox"/> HPT <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( ___ ヵ月 Months)	
<b>6.職務内容 Duties</b> Performs a variety of administrative duties by utilizing office automation software such as Microsoft Excel, Word, & Outlook. Prepares and submits variety of correspondence, forms, and reports related to IHA/HPT/NAF employees & club officials such as vehicle registration, renewal of ID, accident reports, etc. Compiles, inputs, and maintains data such as RGRs (Report of Good Received), Mess Requisitions, and monthly data of food/beverage sales by department. Receives and screens telephone calls to determine nature of calls and if the matter can be handled personally or by other staff members. Ensures accurate completion of time cards for IHA (9), HPT (8), & NAF (16), total of 33 employees prior to submission to the Payroll Office. Maintains all payroll discrepancies and time card corrections. Files and maintains personnel action forms. Schedules employees with USNH for taking tests to receive Food Handling Certificates, maintains certificates and updates the data. Insures, coordinates with Club Manager and schedules all employees to attend the various training courses such as Star Service Class (mandatory), POSH Training, EEO Training, monthly safety classes. Maintains/updates training records for all IHA/HPT employees. Maintains Japanese bulletin board updates as needed. Interprets oral and written translations and prepares documents from English to Japanese and vice versa. Performs other related or incidental duties as assigned.			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> a. 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. b. Knowledge of general office automation hardware and software applications to prepares variety of correspondence, forms, and reports. c. Knowledge of general clerical work. d. Knowledge of customer service concepts and practices. e. Skill in operating office automation hardware and software such as Microsoft Word, Excel and Outlook. f. Ability to speak, read, and write English at average proficiency level. (LD-2) g. Ability to speak, read, and write Japanese at native language level. * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A		<b>免許証/修了証 License/Certificate Required :</b> 7/8 欄参照 See blocks 7 & 8	



**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。