横須賀基地空席広報

VACANCY ANNOUNCEMENT

Amended to show required document in 8.提出するもの
Application and Associated Documents

広報番号： Announcement No.	CFAY-FR-25-16(A)
募集締切日: Closing Date	27 Sep 16
発行日： Date of Issue	7 Sep 16

1.職種名 Job title **(等級** Grade 3 **／語学等級** LD 2 **)**

Cash Accounting Clerk, 36
(出納事務職)

☒ 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 & Family Readiness Department
Administrative Division
Admin Support Branch

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
☐ 限定 Limited Term **(** Months **)**

3.勤務時間 Work Schedule **(** 週 ４０ 時間制 hrww **)**
勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日
勤務時間・休憩 Work Hours/Recess 0730-1630 (8 hours/day) / 1 hour (1 時間)
☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

6.職務内容 Duties
See attached task list.

7.資格要件／身体条件 Qualification/Physical Requirements
a. One year of general work experience, OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field.
b. Knowledge of double entry accounting procedures in order to maintain accounting transactions in the prescribed system.
c. Knowledge of customer service concepts and practices.
d. Skill in operating personal computer such as Microsoft Word, Excel and Outlook
e. Ability to verify and classify various types of accounting transactions.
f. Ability to speak, read, and write Japanese and English at average proficiency level (LD 2)
*A handicapped applicant may be accepted, depending upon 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：N/A

8.提出するもの Application and Associated Documents	**職務状況** Working Condition

*☒ **空席応募用紙** Application for Vacancy Announcement
*☒ **専門職務経歴書** Resume of Specialized Work Experience
***の記入は Complete ＊ in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either**
☒ 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"
☒ 運転免許証の写し Copy of Driver's License
☐ 修了証／証明書の写し Copy of 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)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
☒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

9. 応募書類提出先 Office to Submit

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.

（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下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

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))：
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒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

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

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.

２．外部応募者（非従業員）提出先：
〒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

Off Base Applicants must submit to:
〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

電話番号 Phone 046-828-6959
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.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : FFR, N92		軍電 (DSN) 243- 1238
PD No.: CFAY-N92AA-001	PD is accurate and current. Certified by Activity: Ka	HRO (rcvd 9/2) kw9/8 kw

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.

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。

Format Rev: 5-30-14

Task List
Purpose of this position is to verify daily cash receipts for all activities in the Morale Welfare and Recreation Department and act as the central cashier.

Receives, verifies and deposits daily receipts form all MWR Activities to assure accuracy. Maintains a central change fund and a petty cash fund, Is responsible for the verification and replenishing of these changes funds in both Yen fund as required. Ensures all change funds are accounted for properly, investigating, and discrepancies and making recommendations to correct such discrepancies, Audits each activity change fund on a routine basis. Returns all deposit bags to each activity for next day use and keeping and adequate record of deposit bags issued and number of keys.
Prepares daily cash report and bank deposits in Accordance with NAVAOP-3520 instructions. Monitors all pre-numbered sale slips, Ensures each sales slips are accordance with NAVSOP-3520. Inquires with each facility cashiers when there are gaps on the control numbers. Keeps records of all change funds and assures signatures and authorization on each individual activity. Insures temporary change funds for special events. Receive replenishment checks for change funds or petty cash and issues the cash equivalent of these checks to the facilities. Performs as a Card holder to execute purchases using the Government NAF Purchase Card. Perform other related or incidental duties as assigned.
***GOJ Ordinary driver’s license(A/T limited is acceptable) is required to drive US government van.