

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.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

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。

Task List

1. Through contact with Japanese landlords and agents, obtains information regarding location of private rental housing and schedules appointments for house hunting. Provides availability and procedural information to the military and civilian personnel and their families desiring to rent a house. Arranges and transports/accompanies the military and civilian personnel who request assistance in off base house hunting.
2. Possesses a good knowledge of the applicable regulation and administrative practices to perform scheduling and coordination of the off base house hunting operation. Accepts and reviews housing applications (DD 1747) from personnel desiring off base rental homes. Determines eligibility for Overseas Housing Allowance (OHA) and Move in Housing Allowance (MIHA) or Living Quarters Allowance (LQA). Renders linguistic services such as interpreting Japanese to English and vice versa in order to exchange information between customers and local rental agents and landlords on rental housings and conditions of lease agreements, translating and assisting in filling out applications, contract forms and other required documents, and so forth.
3. Provides basic counseling to customers who live off base. Receives customer/landlord complaints for repairs, provides assistance between customer and landlord in resolving the less complex problems and refers the more controversial problems to the Personnel Support Manager. Negotiates with local house agents or landlords on rental amounts and various requests from customers. Negotiates to make rental properties meet the minimum acceptability standards.
4. Independently performs administrative work in the Personnel Support Division. Updates and maintains customer records using the Military Housing database program called eMH. Investigates customer records upon receipt of Temporary Lodge Allowance extensions and recommends approval/disapproval to the Personnel Support Manager. Maintains records and assists in preparation of periodic reports on housing referral services status of gate and vehicle pass. Sets up appointments with customer and house agents/landlords for start-paperwork, sign contract and lease termination. Prepares welcome aboard packages for new arrivals.

Performs other related or incidental duties as assigned.

GOJ Ordinary driver's license is required since the incumbent may be required to take customers out to the local community for house hunting (A/T limited is acceptable).

The incumbent will need to speak, read and write Japanese fluently in order to conduct business with Japanese landlords and agents.