

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-N934-06-17
募集締切日: Closing Date	10 Jan 17
発行日: Date of Issue	21 Dec 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Housing Clerk, #485 (住宅事務職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-4, 語学能力級 LPL-2

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

- 事務系(BWT-1) 技能系(BWT-2) 保安系(BWT-3) 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

2.部隊 Activity

Commander Fleet Activities, Yokosuka
Family Housing Operations Department
Facilities Management Division

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

5.雇用の種類 Type of Employment

- MLC
 IHA HPT
 常用 Permanent
 限定 Limited Term (__ヵ月 Months)

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Monday - Friday, 5 days a week

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

- 夜勤 Night Shift 残業 Overtime 出張 Business Travel

6.職務内容 Duties

Performs a variety of housing clerical assignments in support of a centralized housing function which includes; housing inventory, assignments, off-post referrals, and terminations. Through the operation of a microprocessor system, establishes and maintains an automated record keeping system to provide effective management control over housing management operations and to provide effective customer service. Perform computer operation such as establishing and maintaining an up-to-date inventory of family housing units and off base referral units, consolidating and maintaining customer waiting lists by grade, rank, service, etc.; utilizing computer data, prepares recurring reports such as Inventory and Occupancy of Military Owned-Controlled Military Family and Bachelor Housing Units, Statement of Facility and Assignments, etc. Print various housing lists by facility, location, rent by area, projected vacancy, number of bedrooms, etc. Assist in computer scheduling and in the changing of format and/or sequence of programs to prepare special listings and reports. Perform other related or incidental duties as assigned. Required to operate a government vehicle to visit various offices on board Yokosuka for training/admin/meetings.

特別な職務状況 Outstanding Working Condition, if any

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

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力レベルに相当する英語の語学能力が必要となります。

- One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field.
- Must have GOJ ordinary driver's license (A/T limited is acceptable).
- Knowledge of Family Housing policies and procedures.
- Knowledge of customer service concepts and practices.
- Knowledge of automated record keeping systems.
- Skill in operating personal computer applications such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to enter and maintain accurate data in computer systems.

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

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。