

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	CNRJ-N13-03-16L
募集締切日: Closing Date	23 Sep 16
発行日: Date of Issue	2 Sep 16

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

Personnel Clerk, #607 (人事事務職)

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-3

採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A

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

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, Navy Region Japan
Civilian Human Resources Office
JN Employment and Classification Division (N132)

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: 5 days a week (Monday thru Friday)

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

As a Personnel Clerk of JN Employment and Classification Division, performs various processing and clerical work to include but not limited to the following tasks:

1. Classification Support:

Processes Japanese Automated System (JAS) Position Descriptions (PDs) to obtain Principal Classifier's signature upon completion of classification action by specialists. Controls and assigns PD numbers by established organizational code, and provides complete PD copies to activity POCs. Establishes, updates, and maintains files of position related documents, such as active and inactive PDs, classification standards, Master Labor Contracts (MLC) and Indirect Hire Agreement (IHA). Assists Specialists by establishing, updating, and maintaining JAS Organization Tables. In case of major reorganization/realignments, plans, schedules, and determines most efficient ways to accomplish activity tables and PD changes/establishments in JAS, and advises process steps and schedules to activity POCs. Purges activity tables and PDs no longer required. Assists Specialists in making pen & ink changes to PDs.

2. Recruitment and Personnel Action Processing:

Screens out applications for BWT-2-4 and below for not meeting basic eligibility and forward them to Specialist for further review. Prepares referrals and forwards them to activities for selection. Notifies Activities when there are no qualified applicant(s) for the vacancy for further coordination with Specialist. Receives referrals after selections are made, and sets up folders for further process. Sends non-selection notice to applicants who were not selected. Opens, posts, and distributes vacancy announcements, and makes job offers to selectees. Receives Personnel Action Requests (PARs) via JAS. Verifies posted information for correctness and conformance with MLC/IHA as well as CNFJINST 12000.15A/17A prior to distributing them to the appropriate specialist for further coordination for COR's approval. Posts Service Cards to reflect changes made to the employee's status. Maintains files/logs of recruitment and personnel actions.

3. Office Automation Assistance:

As the Division's central office automation expert with thorough knowledge of Division mission and operations, develops various reports and statistics using advance office automation functions as requested by supervisor and specialists. Determines and advises the most efficient office automation tools after discussing the purpose of the report, and recommends products layout, ides, or techniques to be used. Enters, revises, sorts, calculates, retrieves, and manipulates data using Word, Excel, Access, and JAS. Uses Power Point to develop briefing charts, processing guides for POCs, maps needed for specials events, etc. in English and or

Japanese. Answers telephones, takes messages, refers calls to appropriate staff members, checks in-coming and outgoing mails/correspondence, and performs other clerical/administrative support duties as assigned.

** Must be able to speak, read, and write in English and Japanese to assist US and JN customers verbally and in writing, and determine eligibility for employment based on job applications prepared in English and Japanese.

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級レベルに相当する英語の語学能力が必要となります。

- a. One year of clerical, technical, or administrative work experience in any field, or completion of 4-year college/university in any field.
- b. Knowledge of basic principles, practices, and processing of personnel actions and employment programs.
- c. Skill in operating Microsoft applications (i.e., Word, Excel, and Power Point) to prepare reports, statistics, and briefing slides.
- d. Ability to determine priorities and process steps in accomplishing required actions.
- e. Ability to speak, read and write Japanese at native language level.

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

8. 提出するもの Application and Associated Documents

* **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"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

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。 TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

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.)

日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport

DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

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ください。 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	〒238-0001
神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152	

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 :

Off Base Applicants must submit to:

〒238-0011	〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA
管理第一係	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 CNRJ HRO JN Employment & Classification Division 軍電 (DSN) 243- 8155

PD No.: CNRJ-N132-013 PD is accurate and current. Certified by Activity: HRO: (8/19)kw jo

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	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 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 平均的の能力を要する	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。