

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p style="color: red;">-Amendment dated 27 Jul 15-</p> <p style="color: red;">“Item 7 English Language Proficiency” was corrected as shown</p>		<b>広報番号 :</b> Announcement No.	<b>FLCY-39-15(A)</b>	
		<b>募集締切日:</b> Closing Date	<b>11 Aug 15</b>	
		<b>発行日:</b> Date of Issue	<b>22 Jul 15</b>	
<b>1. 職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LD <u>2</u> )</b>  <div style="text-align: center;"> <b>Mail Clerk #116</b>  <b>(書簡事務職)</b>            Acceptable trainee level (採用可能見習い等級): N/A         </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <div style="font-size: 2em; text-align: center;">1 名</div>	<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> NAVSUP Fleet Logistics Center Yokosuka Operations Department, Postal Service Division Yokohama Branch (Code 4395) <b>勤務場所 Working Place:</b> 横浜市神奈川区千若町 Chiwaka-cho, Kanagawa-ku, Yokohama-shi		<b>5. 雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( ___ヵ月 Months)		
<b>3. 勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww)</b> <b>勤務日 Work Days:</b> 5 days in a week (4-week rotation) including weekends & holidays <b>勤務時間・休憩 Work Hours/Recess Period:</b> 0700-1545/1100-1145 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
<b>6. 職務内容 Duties</b> 1. Sorts mail for various locations. 2. Loads and unloads mail parcels/bags weighing up to 70lbs into/out of airline containers, SEALAND tri-walls and to/from trucks. 3. Prepares and verifies mail transportation/payment documents. Screens inbound mail utilizing X-Ray machine and visual means. Scans all Product Tracking Service items, Intelligent Mail Barcodes and article identification tags, uploads data into Automated Military Postal System website. Sorts bulk mail, determines destination class weight. 4. Fills postal supply requisitions received from region post offices and submits PS Form 7380 to maintain FMC Yokohama postal supply levels at or greater than minimum level required for each item as per FMC Yokohama spreadsheet.  The incumbent will need to speak, read, and write Japanese fluently in order to verify/answer questions from Japanese Post Offices when the mail goes through an International Post Office or routing to/from APO or FPO. Makes corrections/additions on postal documents in Japanese as necessary for the airline companies.  Performs other 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 postal regulations and instructions. c. Ability to sort mail by reading handwritten addresses. d. Ability to perform prolonged standing, bending, and lifting of 70 pounds for long periods. e. Ability to speak, read and write English at average proficiency level (LD-2) f. Ability to speak, read and write Japanese language 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> 7/8 欄参照 See blocks 7 & 8		<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。