

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **22-15**

Date: 8 Apr 15

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の 16 : 30 までに人事部日本人雇用係（キャンブフォスター建物番号 4 9 5、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 032	Position title: Administrative Officer, #484, BWT -1, Grade-6	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster, Building 1
Organization: MCB Camp S. D. Butler, Office of Chief of Staff		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 14 Apr 15
Summary of duties: Administrative Officer Duties: Services as an administrative officer by performing a combination of technical administration management support functions, which are encompassed in the programs of management analysis, office services, human resources (military, U.S. and local national civilian employees), procurement and supply. Receives guidance from the Chief of Staff (COS) and Deputy Commander (DC) concerning policy tasks and mission as related to administration. Interprets the guidance and distributes information, directions and tasks to all Divisions of the COS. Guidance and assistance to Division secretaries includes, but not limited to, fundamental principles and practices of administration, information system technology, grammar, spelling, punctuation, required formats and Naval Correspondence, Marine Corps Directive Control System, Mail and Postal Affaires, Defense Telecommunication Network and Commercial Long Distance Telephone Services, performance evaluations, training and civilian pay procedures and policies, priorities/deadlines. Maintains tracking files to ensure Divisions comply with established deadlines and timetables. Secretarial Duties: Services as the receptionist for all visitors to the COS and DC, Headquarters MCIPAC, MCB Butler by greeting guests, announcing visitors to the COS and DC, scheduling appointments, and providing information and referral on a wide variety of issues that may or may not be related to the COS and DC. Performs a variety of secretarial duties where the extensiveness of participation is characterized by the devotion of substantial work time on the following representative types of duties. Types memoranda, reports and similar material in accordance with established guidelines, types fitness reports for military personnel and performance appraisals/standards for civilian personnel. Prepares and submits final requests for civilian personnel actions. Screens telephone and personal callers, which in his/her judgement can be handled by the COS/DC subordinates or other offices and tactfully refers them as appropriate by personally taking care of many matters and question including answering substantive questions.		

Keeps the COS's and DC's calendar and schedules appointments and conferences without prior clearance in most cases, and sees that the COS and DC are briefed on matters to be considered before the scheduled meeting. Makes travel arrangements for the COS and DC and his/her staff members, and prepares various travel vouchers and reports. Screens out/incoming correspondence, reports, instructions, etc., for those items he/she can handle him/herself, then forwards the rest to the COS/DC or to the responsible officer with the necessary background material. Prepares/composes/edits correspondence, Base Orders, and completes other projects as assigned by the COS/DC. Informs the COS/DC as requested, on such matters as; procedures in clearance of memoranda, past practices with respect to various reports, the general nature and history of miscellaneous recurring items, and be the source from whom the COS/DC can obtain a quick explanation of various matters. Performs other related or incidental duties as assigned.

Qualification Requirements 資格条件

1. Must be able to speak, read and write English (LAD-4) and Japanese fluently
2. Must possess executive level secretary/administrative experience.
3. Prefer to have knowledge of Naval Correspondence
4. Must have experience with office automation software (e.g. Microsoft Office suite)

Required documents

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire
2. Copies of certificates/licenses

必要書類 :

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
2. 免許証・終了証、資格などのコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力をお願いします。