

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

<http://www.mcbbutler.marines.mil/BaseInformation/ConsolidatedHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **23-14**

Date: 24 Mar 14

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. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

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〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、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。応募はFAX (DSN: 645-7115//098-970-7115) 又はメール(chro_jn_empl@usmc.mil)でも受け付けます。(10枚以内に限りです)。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #030	Position title: Administrative Specialist, #9, BWT-1, Grade-4		
MLC F/T, Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, Civilian Human Resources Office			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内に雇用されている MLC/IHA 従業員		Closing date: (提出期限) 31 Mar 2014	
Summary of duties: Independently administers Overseas 5-year rotation program. Maintain records/files and all documentation pertaining to the 5-year overseas program and establishes tickler files to make sure all deadlines are met. Prepares all correspondence required for an overseas tour extension (i.e., notification to management, CHRO endorsement, Chief of Staff letter, etc.). Verifies employee's eligibility for Return Rights, Priority Placement Program, or Rotation Agreement. Updates and maintains DCPDS and local database as required. Performs clerical and administrative duties in support of U.S. Staffing Unit, U.S. Programs Section. Specific processing functions involved in a varying number and sequence of steps and using different functions from one assignment to another. Independently carries out familiar assignments in accordance with previous instructions, standard procedures for preparing documents, entering and/or retrieving data using established software packages. Steps and procedures differ in terms of the type of document or specific report to be produced or edited, the specific formatting required for a document, the existence of prerecorded formats and other differences of a factual nature. Serves as the primary point of contact for the Job Information Center, receiving and reviewing employment applications and required documents ensuring completeness, not accepting incomplete applications. Process Common Access Cards (CAC) and Dependent ID Cards, passport applications and letters of employment.			
Qualification Requirements 資格条件			
1. Must have a minimum of two years clerical, technical or administrative work experience in related work. 2. Must be able to read, write, and communicate fluently in both English and Japanese. 3. Must have knowledge of Naval Correspondence. 4. Must have experience with office automation software (e.g., Microsoft Office Suite).			
Required documents		必要書類:	
1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses		1. MCIPAC/CHRO/MLC-IHA 12300/2 2. 質問表 3. 免許証・終了証のコピー	

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お願いします