

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

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

Announcement No. **42A-14**

Date: 2 Jun 14

**POSITION VACANCY ANNOUNCEMENT
AMENDMENT
(This amends to add work schedule)**

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 #: 043	Position title: Mail Sorting Clerk, #360, BWT-1, Grade-3		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Kinser	
Organization: G-1 Division, Consolidated Postal System			
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) 9 Jun 14	
Summary of duties: Performs mail sorting work for routing and processing of incoming and outgoing mail to and from destinations world wide. The work includes the following tasks: Sorts incoming mail according to established procedures. Verifies forwarding endorsements, undeliverable mail, and questionable addresses by use of mail scheme and instruction issued by mail routing NCOIC. Checks postage, weighs and bags outgoing parcels. Affixes routing slips and labels. Loads and unloads incoming and outgoing mail vans. *Work Schedule 0700-1700 Mon, Tue, Thu and Fri, Sat 0630-1030, Wed and Sun off 0700-1700 Mon, Tue, Thu and Fri, Wed 0700-1100, Sat and Sun Off			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to read, write, and comprehend English fluently at the LAD-2 level or equivalent.2. Must be physically fit and able to lift up to 70 pounds, often during the course day.3. Computer knowledge is required.			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 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。