

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

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

Announcement No. **57-14**

Date: 21 Jul 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 #: 048	Position title: Stock Control Clerk, #204, BWT-1, Grade-3	
MLC F/T Limited Term (NTE: 16- Oct-2015)	Number of position(s): 1	Location: Camp Foster
Organization: G-3/5, Combat Camera Center		
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) 25 Jul 14
Summary of duties: Performs responsible clerical work involved in the documentary control of receipts, issues, redistributions and adjustment of properties island wide utilizing property accounting records called Mechanized allowance list (MAL) and consolidated memorandum receipts (CMR). This responsibility includes documentary management of approximately \$2.1 million serialized audiovisual properties with a unit cost of less than \$15,000.00. Approximately 98 Responsible Officers (ROs) accounts are monitored at any given time. When quantitative or serial number imbalances occur on the MAL/CMR and sufficient supporting documentations does not exist to justify the imbalance, the supply officer of Combat Camera Supply section must be notified for resolution. Responsible for the preparation of inventory adjustment transactions/reviewing inventory adjustment transactions submitted by RO's and conducting/validating causative research in order to justify the adjustments. Voucher file inquiries, daily histories receipt/issue documents and other change of customer transactions will be used for this purpose. Request for island wide search/investigative actions will also be forwarded as appropriate for the Supply Officers action. Responsible for managing RO appointment letters for 5 years after the RO ceases to serve, and to maintain CMR's for one year after new CMR's are generated, ensure the delegation of authority letters are on file for each RO account. Responsible for the timely distribution of the quarterly CMR reconciliation's to responsible officer's island wide and obtains the results (along with supporting documentations 1348's) within 15 days from distribution. Conducts causative research on misplaced equipment/items. Controls consumer level supplies inventories. Perform other related or incidental tasks as required.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Be able to perform filling, typing and other clerical work2. Familiar with office automation and use computer to accomplish daily tasks.3. Answering phone and take messages4. Be able to communicate well orally and in writing (LAD-2 and above)		
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。