

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

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

Announcement No. **73-15**

Date: 6 Nov 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〆切日の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。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 #: 113	Position title: Postal Clerk, #20, BWT-1, Grade-4		
MLC F/T Limited Term (NTE: 1 Jun 16)		Number of position(s): 1	Location: Camp Foster
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) 13 Nov 15	
Summary of duties: Independently serves as a postal clerk and provides a full range of postal services including receipt of cash and checks (e.g., personal, travelers, etc.) in exchange for disbursements of money orders, stamps and related postal products, receiving mail for special services over the retail window including and not limited to personal Registered Mail service, and other customer related postal services in a Military Post Office by applying a through understanding of numerous regulations/instructions and policies/procedures, pertaining to the varying methods of mailing packages, customs procedures, and regulations on disbursements of stamps and money orders. Receives incoming mail and back stamps. Sorts and post mail into individual post office boxes insuring the name and box number are accurate and correct. Issues a post office box to the authorized patron. Examines document presented by customers for Eligibility for holding of post office box. Closes post office boxes upon rotation of patrons. Delivers parcel at the window, making sure proper identification. Performs mail sorting work routing and processing of incoming and outgoing mail to and from destinations worldwide. Sorts incoming mail according to distribution areas, class and letter size, weighs mail and checks postage, verifies forwarding endorsements undeliverable mail, and checks questionable addresses by use of mail scheme and postal directory. Loads and unloads incoming and outgoing mail vehicles.			
Work Schedule: Mon-Sat (40 hours per week on the shift schedule).			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have the ability to speak, read and write in English. (LAD-2 or above).2. Must be physically fit and able to lift up to 70 pounds throughout the 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。