

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

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

Announcement No. **99-14**

Date: 6 Jan 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 #: 154	Position title: Library Technician, #489, BWT-1, Grade-4		
MLC F/T Permanent	Number of position(s): 1	Location: Foster Library	
Organization: MCB, Camp S. D. Butler, MCCS Div, Marine & Family Services Br, Lifelong Learning & Libraries			
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 Jan 15	
Summary of duties: Performs the following tasks using the Library Automation System (SIRSI): registration of library patrons, the checking out and checking in of library materials, renewal of borrowed library materials, processing of holds on library materials, processing of Inter Library Loans, the collection of fines due to lost or damaged library materials, and the notification of library patrons when materials are overdue. Other circulation duties include: the reshelving of returned library materials, the collection and checking in of materials from the bookdrop, the in processing of new library materials, the instruction of library patrons on membership rules and operating procedures, and the collection of daily statistics as directed. The collection of fees for copier use and computer printing on a daily basis, as well as preparation of the DAR and bank deposit. Performs limited ready-reference by answering factual questions involving the use of selected basic reference tools such as dictionaries, encyclopedias, almanacs, and on line databases etc.			
Qualification Requirements 資格条件 1. Must have excellent comprehension of written and spoken English and must have excellent writing skills in English. 2. Must have excellent customer service skills, both in person and on the phone 3. Be able to perform multiple tasks 3. Have office admin skills and computer skills (outlook, internet, word, graphics, spreadsheets, and databases) 4. Library experience is preferable Shift Work: 40hrs per week, 0800-1700, 0900-1800, 1000-1900, 1100-2000, 1200-2100			
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お願いします。