

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

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

Announcement No. 13-16

Date: 8 Feb 16

**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 #: 014		Position title: <b>Administrative Specialist, #9, BWT-1, Grade-4</b>	
<b>MLC F/T Permanent</b>		Number of position(s): <b>1</b>	Location: MCAS Futenma
Organization: MCAS Futenma, S-1 Department, Headquarters and Headquarters Squadron			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>17 Feb 2016</b>
<b>Summary of duties:</b> Provides clerical and legal administrative support to the Headquarters and Headquarters Squadron S-1 Office. Receives, processes, and tracks all inbound/outbound legal administrative documents. Verifies and ensures they contain accurate information as reflected in the Marine Corps Total Forces System (MCTFS) and Marine online (MOL). Reviews legal administrative documents for validity and completeness and request additional information from originating sources as required. Prepares endorsements for proper routing and signature. Assumes legal related billets as required such as Victim Witness Assistance Program representative. Creates, copies, edits, revises, retrieves, stores, prints and delivers a wide range of documents in final form (e.g., Unit Punishment Books (UPB), Request for Legal Services (RLS), military investigations, Courts Martial, administrative separations, legal hold notifications, liberty risk paperwork legal reports, matrices, calendars, mailing lists, tables, etc.). Produces these documents utilizing varied functions of more than on software type, or varied and advanced functions of one software type such as work processor, calendar, electronic mail, spreadsheets, database, and graphics. Responsible for correct spelling, grammar, capitalization, punctuation, and proper correspondence format. Serves as the secondary Organizational Defense Travel Administrator (ODTA) for MCAS Futenma. Assists in the managing of administrative guidelines for processing travel requests, settling travel vouchers, and archiving travel documents within DTS per Department of Defense (DoD) guidance etc.			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must have working experience using Outlook, Word, Excel, and Access. (preferably Intermediate skill level in Access)</li><li>2. Must be fluent in both Japanese and English (preferably LAD-3 or higher)</li><li>3. Knowledge of Naval Correspondence is required.</li><li>4. Must be able to organize and file correspondence.</li><li>5. Must be computer literate, especially internet usage.</li><li>6. Knowledge of Defense Travel System preferred.</li></ol>			
<b>Required documents</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>		<b>必要書類:</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 免許証・終了証などのコピー</li></ol>	

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。