

基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-1200-01-05
募集締切日 : Closing Date	20 Oct 04
発行日 : Date of Issue	6 Oct 04

1. 職種名 Job title (等級 Grade 3 語学等級 LAD 2) Office Automation Clerk, #605 (オフィス・オートメーション・クラーク) <input checked="" type="checkbox"/> 事務系 Administraive		募集人数 : 1名 No. of Requirement	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2. 部隊名/勤務場所 Activity/Working Place- Yokosuka city Commander Fleet Activities, Yokosuka Management Office, Manpower Division (Code 0081) [Physical Location: Commander Fleet Activities, Yokosuka Security Detachment, Administrative Division, Administrative Section (Code 1230A)]		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (4カ月 Months)	
3. 勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Working Days : 5 days, Monday thru Friday 時間帯 Working Hours : 0745 – 1630 (Recess 45 min.)		6. 職務内容 Duties GENERAL: Performs a variety of administrative and clerical work for the Security Officer, Assistant Security Officer and Division Officers in the department as follows: Types letters, messages, memorandums, and reports. Serves as the central source for issuing Police Clearance Certificates to alien dependents of U.S. Forces members who are requesting Immigration Visas through the American Embassy. DUTIES AND RESPONSIBILITIES: Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of standardized correspondence and documents (letters, memos, reports, calendars, etc.), from handwritten drafts into final copy, with responsibilities for correct spelling, grammar, capitalization, and punctuation. This includes some documents that require skill in performing a few nonstandard functions such as arranging tabulated data or in performing editing functions to incorporate substantive changes made by originators. Follows software instructions, enters text, makes insertions or deletions, or moves material from one place to another; stores, retrieves, and prints a variety of standardized documents using prerecorded formats, form letters, standard paragraphs, and mailing lists. Transmits and receives documents and messages electronically using personal computers or workstations that are networked or linked to other computers or workstations. Prints hard copies of incoming mail or routes to other terminals as designated. Performs routine clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members. Arranges and files items in subject and chronological order. Maintains floppy disks, tapes, users' manuals and related equipment. Performs other related or incidental duties as assigned.	
7. 資格要件/身体条件 Qualification / Physical Requirements a. 1 year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Knowledge of customer service concept and practice. c. Skill in operating Windows NT, Microsoft Office (Word, Excel, Access and Power Point) and Communications. d. Ability to speak, read and write English at average proficiency level (LAD-2). e. Ability to speak, read and write Japanese at native language level. ** A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	
提出するもの Application and Associated Documents ****PDF Forms are available at HRO Web Site. http://hro.cnfj.navy.mil **** <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するもののコピー Copy of English Certificate <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and a 80 yen			職務状況 Working Condition
問い合わせ先 for Job Inquiries 担当部署 Office : 米海軍横須賀基地 CFAY 人事管理課 Management Office 担当者名 Name : 佐藤 Sato・石原 Ishihara 電話番号 TEL : 046-816-8148/8143		提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町1番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (N132) ☎046-816-8152	
		事務処理欄 For Official Use PD No.: CFAY-0081-005-LT PD is accurate and current. Certified by Activity: ts 10/5 HRO : ah10/6 yk110/5	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません。Submitted applications will not be returned.