

# MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office  
Marine Corps Installations Pacific-MCB Camp Butler  
U.S. Marine Corps

## MLC/IHA 求人募集

海兵隊 民間人人事部

### 履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

### 提出先 : [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) 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。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 (645-3370/098-970-3370) 又はメール [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) でご連絡下さい。

### メール提出についての注意点 Important Notice with Email submission

- メール Subject には応募する職種名と PWO# を記載して下さい。  
Email subject must contain job title and PWO#
- 添付書類は PDF (3 ファイル以内) で提出お願いします。  
Submission is limited to 3 PDF file attachments.

### Application forms: MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

### Submit to: [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495.
- Application with required documents must be submitted to JN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment Unit, phone: 645-3370/098-970-3370 or email: [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)

Announcement No. **129-23**

PWO #: 192

Position: **Clerk, #50, BWT-1, Grade-3****IHA F/T Permanent**

Number of position(s): 1

Location: **Foster**

Organization: MCB Camp S. D. Butler, MCCS Division, Business Operations Br, Retail Ops, Gymnastics

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)

**10 Oct 23**

**Task List:** Provides administrative and clerical support to ensure efficient office operations for the Gymnastics Program. Performs a variety of clerical and administrative functions, using judgment to answer recurring questions and resolve problems. Assists in establishing and maintaining files and records for easy retrieval. Reviews incoming correspondence and determines the appropriate action required and its priority. Routes and distributes mail to appropriate individuals. Reviews outgoing correspondence for accuracy in format, punctuation, spelling and grammar. Composes correspondence, such as memorandums, emails, calendars and letters. Establishes and maintains suspense dates to ensure that required actions and responses are made within deadlines. Receives, screens, and directs telephone calls or visitors. Based on the general knowledge of the organization, refers telephone callers and visitors to appropriate staff or office. Independently answers routine, non-technical requests for information. Takes and delivers messages for staff members. Makes appointments and maintains an up-to-date and organized appointment calendar. Assists with the registration process of students/patrons into the Gymnastics Program using our content management software system and ensures registrations are managed based on program requirements. Types, edits, and prints a variety of documents for the office staff, including correspondence, reports, memorandums, work requests etc., and determines the appropriate forms to be used. Uses Naval Correspondence standards for applicable documents. Consolidates information for various reports and in accordance with established procedures and guidance. Maintains and orders office supplies. Regularly checks retail inventory and submits needed items for orders. Uses RecTrac to maintain retail inventory, add retail items, price retail items, receive retail items and run/submit necessary reports as directed. Submits service tickets as required. Acts as the primary coordinator for facility maintenance records/purchase orders/MIS needs and reporting for Gymnastics Program. This includes the appearance and general upkeep of the facility to include but not limited to: safety inspections, facility cleanings, floor cleanings, equipment cleanings, and other maintenance scheduled for the care of the Gymnastics facility.

Assists in the daily operations of Gymnastics Program and provides first level support and service to students/patrons. Provides a variety of information and responds to questions from visitors/patrons regarding the Gymnastics Program, activities, and scheduled events. Advises students on the practical and safe use of equipment. Performs limited demonstrations regarding the use of equipment if required and as directed. Receives/stores athletic supplies/equipment for patrons. Checks supplies/equipment for service ability prior/after use. Opens, monitors, checks, and closes facility areas as required. Ensures appearance of facility to include retail space, lobby, and gymnasium have a clean and organized appearance. Periodically checks tools, equipment, and gymnasium floor space for compliance with established safety standards, for general condition and cleanliness. Performs routine maintenance/inventory as required. When corrections cannot be made, reports them to the supervisor to ensure safety and minimum operational requirements are maintained at established levels at all times. Assists with maintaining the Key Control Inventory Log, issuing keys to incoming employees as well as logging returned keys. Performs other related or incidental duties as assigned.

**Qualification Requirements** 資格条件

1. Must be proficient in English language, to include good communication skills both orally and in writing, at least LPL-2 (LPL-3 is highly desired to perform work this position)

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2. Working knowledge of general office administrative and clerical work and ability to interpret specific procedural guides, such as instructions, manuals, establish(ed) policies and procedures for assigned tasks, such as filing, distributing mail, or ordering supplies, which are directly applicable to work.
3. Working knowledge of Microsoft Office programs (e.g., Word, Excel, PowerPoint)
4. Minimum of one year clerical experience such as managing files and records, preparing documents and correspondence, receiving visitors and telephone calls, etc.

**Other Requirements:**

5. Must be able to work independently to handle multiple tasks under pressure and fast-paced environment.
6. Must possess an outgoing, sociable and friendly demeanor, in order to interact positively with customers on a daily basis.
7. Must be able to obtain and maintain CPR and First Aid certifications.
8. Must be able to accommodate a flexible work schedule/shifts including evenings, holidays, and weekends.
9. Must be able to lift objects up to 20lbs(10 kg) independently and objects over 20lbs with assistance as needed.
10. Must be able to complete pre-employment and annual health check and immunization and provide evidence of immunization. (e.g., Annual flu shot)

**Work Schedule:** (Mon-Sat) 40 hrs per week between 08:00 – 20:00

**Required documents/提出書類 :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

**注: 以上の資格証のみを提出してください**

## LANGUAGE PROFICIENCY LEVEL (LPL)

### 語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016年2月8日以前より継続雇用されている MLC/IHA 従業員で、2016年2月8日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.