

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

Vacancy Announcement/求人広告

ATTENTION

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

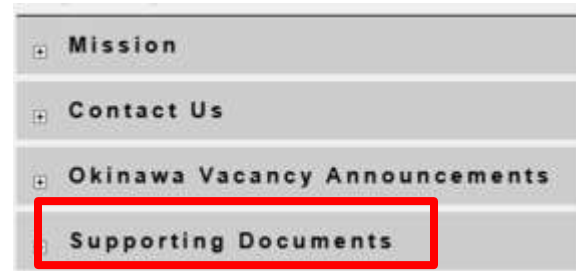
Application forms 履歴書用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-staffing>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい。



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

Due to network instability, we recommend to submit hard copy.

ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

Note（注意事項）

- Application with required documents must be submitted to LN 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.
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLC/IHA 雇用係に（メールによる応募も同様）提出して下さい。不備のある書類は受け付けられません
- 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.
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。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係（645-3370/098-970-3370）又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

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.

Announcement No. **158-25**

PWO #: 244

Position: **Library Technician, #0489, BWT-1, Grade-4, LPL-2****MLC F/T, Permanent**Number of position(s): **1**Location: **Camp Schwab**

Organization: MCB Camp Butler, MCCS Div, Personal and Professional Readiness Brach, Schwab Library

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)

17 Nov-2025

Task List: CIRCULATION: 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 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 the 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.

The Library Technician will observe guidelines outlined in the Library SOP regarding library patron privacy and confidentiality, library ethics, censorship issues, the American Library Association Bill of Rights, and MCCS Customer Service.

STORY TELLING: Under the guidance of the NF-3 Library Technician programmer, the incumbent assists a variety of children's Library Program by reading children's book for children including but not limited to weekly Lapsit for infants, weekly preschool storytime(s), quarterly family storytimes, Summer Reading Program weekly events for all age groups, and other special children/family events that may occur throughout the year.

ADULT PROGRAMMING: Under the guidance of the NF-3 Library Technician programmer, the incumbent assists, a variety of adult library programs. The duties include but not limited to introducing patrons to new library equipment, presenting/teaching simple craft such as T-Shirt or glass painting, and Japanese culture such as "Origami" which do not require any special skills or professional knowledge.

COLLECTION AND LIBRARY MAINTENANCE: Performs shelf reading as directed by the Library Manager. Performs period sweeps of the library to collect stray or misplaced library materials, adjust furniture, ensure general cleanliness of the library, and to monitor the general activity within the library. Identifies library materials for repair or replacement. Performs basic book repair to include mending of spine and replacement of book jacket. Sends badly damaged materials to the Library Processing Center for repair or salvage. Performs minor weeding of collection under the direction of the Librarian. Assists in the library inventories.

REFERENCE ASSISTANCE & CUSTOMER SERVICE: Performs limited ready-reference by answering factual questions involving the use of selected basic reference tools as dictionaries, .encyclopedias, almanacs, and online databases. Refers complex reference questions to the Library Manager or the Foster Librarian. Assists library patrons with the use of the Online Public Access Catalog (OPAC) using SIRSI Webcat. Assists library patrons on the use of the Internet and Microsoft Office software. Informs library patrons on the location and layout of library resources. Assists the library patrons in the use of the copier.

Performs other duties as assigned, including filling in at the Circulation Desk on an emergency basis at 6 Okinawa library facilities. This includes checking library materials in and out, shelving returned materials and answering patron questions in person and by phone, assisting with computer questions or locating items.

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Qualification Requirements 資格条件

1. Must have excellent comprehension of written and spoken English and must have excellent writing and reading skills in English. (LPL-2 or above)
2. Must have excellent customer service skills, both in person and on the phone.
3. Must have strong computer skills and knowledge of PCs and software including word processors, graphics, spreadsheets, and databases.
4. Must have a working knowledge of the internet, including the use email and search engines.
5. Must have the ability to select and use basic reference sources, both in print (dictionaries, encyclopedias, atlases, etc.) and electronic (databases, search engines, authoritative websites, etc.).
6. Must have the ability to sort materials in alphabetical order and understand the library's word-based classification system.
7. Ability to read children's books in front of a group of children (story telling) and present/teach adult programs (book discussions, introducing patrons to new library equipment, presenting/teaching about how to use the library's resources, and Japanese culture such as "Origami").
8. Must have driver's license (Futsu) to travel to other camps as required.

Other Requirements:

9. Willingness and ability to learn new technologies, such as 3D printing, die-cut machines, etc.
10. Willingness to work at other camps as requested.

Work Schedule: (Mon-Sun)

0700-1600, 0730-1630, 0800-1700, 0845-1745, 0900-1800, 1000-1900, 1100-2000 (8hrs 5 days a week) or 0900-2000, 1100-2200 (10 hours, 4 days a week)

Required documents/提出書類 :

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & 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
3. Copy of the GOJ Driver's license (semi-mid-sized vehicle): 運転免許証のコピー

注 : 以上の資格証のみを提出してください