

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

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、履歴書をメールにて提出して頂く様ご協力をお願いいたします。

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

- 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。(Kadena CPO 及び Army JESO への投函は一時停止しております)。
- 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 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

- メールの 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) で提出をお願いします。
Submission is limited to 3 PDF file attachments.

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Army JESO drop boxes are closed until further notice.

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

- 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. (KAB CPO and Navy HRO drop boxes are closed until further notice)
- 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

RE-ANNOUNCEMENT - Applicants who applied to Announcement #40-22 need not reapply

Announcement No. 40-22R		Date: 6-May-22
PWO #: 074	Position: Library Technician, #489, BWT-1, Grade-4, LPL-2	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Schwab
Organization: MCB Camp S. D. Butler, MCCS Division, Personal & Professional Development Branch/ 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) 19 May 22
<p>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 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. 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. 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. Performs shelfreading 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.</p>		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Must have excellent comprehension of written and spoken English and writing and reading skills in English. (LPL-2) 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 sys. 7. Must have basic office skills including typing and filing, a knowledge of office equipment such as copiers, typewriters, and computers, and must be able to assist patrons with complex requests. 8. Must be able to perform multiple tasks in a busy environment and must have a friendly and confident personality. 9. Must be willing to ask other staff members for assistance with customer services issues. 10. Willingness to work at other camps as requested. 11. Ability to conduct children (story telling) and adult program (introducing patrons to new library equipment, presenting/teaching simple craft such as T-shirt or glass painting, and Japanese culture such as "Origami"). 12. Willingness and ability to learn new technologies, such as 3d printing, die-cut machines, etc. 		
Work Schedule: (Mon-Sun): 0700-1600, 0730-1630, 0800-1700, 0845-1745, 0900-1800, 1000-1900, 1100-2000 (8 hours, 5 days a week) or 0900-2000, 1100-2200 (10 hours, 4 days a week)		
Required documents/提出書類 :		
<ol style="list-style-type: none"> 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.