

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

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

Announcement No. **21-20**

Date: 28 Feb 20

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, 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 ACCEPTED *****

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（キャンプフォスター建物番号495）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 #: 024	Position title: Cash Accounting Clerk, #0035, BWT-1, Grade-3	
IHA F/T Limited Term NTE: 31 Mar 2021	Number of position(s): 1	Location: Schwab (Beach Head)
Organization: MCCS Division, Business Ops Br, Food and Hospitality Unit, Beach Head		
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) 6 Mar 20
Summary of duties: Provide facility and local information to patrons as well as communicates appropriate answers to questions regarding: hours of operation, check cashing, gift certificates, credit card usage, returned check redemption, on-account payments to MCCS, membership benefits, posting to customer accounts, computation of discounts, processing coupons, etc. Receives appropriate form of payment (cash, check, credit card) from patrons and operates appropriate Point of Sale (POS) equipment such as electronic cash registers, computerized cash registers, check verification equipment, and calculators/adding machines. Count and verify cash at time of issue and/or turn-in of activity bank, and as necessary, establishes activity banks to appropriate levels, as determined by management. Conducts Yen/dollar conversion/re-conversion operation, along with appropriate documentation. Other duties as assigned.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Ability to account for and secure MCCS funds according to all applicable regulation2. Knowledge of electronic EPOS systems and cash handling procedures.3. Ability to assist patrons or direct them to the proper department for assistance4. Ability to lift up to 40 pounds (18kg) without assistance5. Ability to speak and read English at a minimum proficiency of LPL- 16. Ability to work at various shift.		
Work Schedule (Mon-Sun): 0930-1830, 1030-1930, 1130-2030, 1430-2330, 1530-2430, 1830-0330		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証のコピー

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。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

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							

*** LPL の証明書を提出してください。**