

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 :
Announcement No. NS-VA-43-24

募集締切日:
Closing Date 7 May 24

発行日:
Date of Issue 22 Apr 24

1.職種名 Job title (等級 Grade 3 / 語学等級 LD 2)

Cash Accounting Clerk #36 (出納事務職)

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

募集人数
No. of Recruitment

1 名

4.募集範囲 Area of Consideration

- I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
- II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
- III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
- IV. ☒ 外部 Off Base Applicant

2.部隊 Activity
The New Sanno
Support Services,
Accounting Office

勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: 5 days/week

勤務時間 Work Hours: 8 hours between 2000-0800

休憩 Recess Period: 1 hour/day

☒ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

5.雇用の種類 Type of Employment

- ☐ MLC
- ☒ IHA
- ☐ 時間制 HPT
- ☒ 常用 Permanent
- ☐ 限定 Limited Term (____ ヵ月 Months)

6.職務内容 Duties

This position supports Game Room operations during overnight. Requires a general understanding of the ARMP player card system and assists new patrons in becoming acquainted with the system. Must be familiar with ARMP gaming machines and peripheral equipment. Assists game room guests who place late night orders for food or drinks available through the room service staff that support 24hr operations.

Assists Night Duty Manager in reviewing, maintaining, and executing emergency actions due to Fire, Earthquake, medical emergency, Typhoon, and others, focusing on night time operations. Performs other basic emergency support related and/or incidental duties as may be assigned by Night Duty Manager. Assists game room operations and provides customer assistance. Verifies malfunctions, authorizes and issues refunds and processes Jack Pots in accordance with ARMP standard operating procedures. Maintains a petty cash fund to support game room operations. Conducts periodic cash counts in accordance with Cash Controls SOP. Manually cashes out up to \$5,000 to customers (Card Redemption) from Game Room Change Fund based on Facility Redemption System (FRS) Cash Receipt and processes Patron Payment Vouchers (PPVs). Assists in compiling the reports that are generated at the end of the night for daily sales, pro-actively checking the credit card interfaces for failed batches when there are issues and causes delays, and in performing surprise cash counts on evening and overnight cash funds being utilized.

Checks Game Room consistently, and offers friendly customer services to 24hr operation during overnight. Informs Contracted Service Manager or Army Recreation Machine Program (ARMP) representative of any pending issues. Identifies the machine malfunction, locates the resets switch on each type of machine, locates the line number and asset number assigned to each machine, places out of order sign on the machine and ensures proper steps taken to ensure machines are operational. Obtains Quarterly Summary of Game Play Analysis Reports and Machine Data Summaries from Zama ARMP Field Office, and distributes and retains file copies as necessary. Addresses the issued beyond the scope of this summary to the Contracted Service Manager or Zama ARMP Field Office.

7.資格要件／身体条件 Qualification/Physical Requirements

- a. One year of general work experience, or
completion of 2-years junior college/2-years of technical school or 4-years degree in any field
- b. Knowledge of customer service concepts and practice.
- c. Ability to handle cash items by receiving, examining, posting, and computing.
- d. Ability to communicate effectively with all levels of personnel.
- e. Ability to perform general clerical work.
- f. Ability to speak, read, and write English at average proficiency level (LD-2).

* A handicapped applicant may be accepted, depending on the degree and kind of disability.

* Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national) in Japan will be eligible.

* U.S. Citizens are not eligible for IHA (HPT) employment.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background: N/A

免許証／修了証 License/Certificate Required : See blocks 7&8

8.提出するもの Application and Associated Documents**職務状況 Working Condition**

* ☒ 空席応募用紙 Application for Vacancy Announcement

* ☐ 専門職務経歴書 Resume of Specialized Work Experience

* の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

☒ 家族／親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

☐ 運転免許証の写し Copy of Driver's License

☐ 修了証／証明書の写し Copy of Certificate

☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)

☒ 84 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 84 yen stamp (MPS is unacceptable.)

☒ 日本国籍以外の方は、在留カード(両面)及びパスポートのコピー For non-Japanese citizen
applicant, copy of Residence Card (Front & Back) and Passport Copy

Outstanding Working
Condition, if any
Work includes weekends
and holidays. Work
schedule may be changed.
週末、祝日を含む。スケ
ジュールの変更あり

問い合わせ先 for Job Inquiries**提出先 Office to Submit****事務処理欄 For Official Use**

担当部署／担当者名 Office/POC

The New Sanno, Tokyo

ニューサンノー人事課

☎03-6868-2311

(Extension/内線 7047)

〒106-0047 東京都港区南麻布4-12-20

4-12-20 Minami Azabu, Minato-ku, Tokyo

ニューサンノー人事課

The New Sanno, Personnel Office

☎03-6868-2311 (内線/Extension 7047)

PD No.: Sanno-SA-009

PD is accurate and current.

Certified by Activity: at

HRO: (rcvd 4/18) ks 4/19

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.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。