



岩国基地空席広報

MCAS Iwakuni Vacancy Announcement



| 空席広報番号 Announcement No. | 募集開始 Open Date | 締切日 Closing Date |
|--|---|--|
| 22156 R1 Re-Open (Those who previously applied for 22156 need not reapply.) | 25-Apr-22 | Open Until Filled Cut-off Date: 2 nd and 4 th Monday of each month |
| 職種名 Job Title | 職番 Job # | 基本給表-等級 BWT-Grade |
| 法律顧問職 Legal Advisor | #0532 | 1-7 |
| 受諾可能な下位等級 Acceptable Trainee Level | 募集範囲 Area of Consideration | |
| 1-6, 1-5 | <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employees within Activity | |
| 募集人数 No. of Recruitment | <input checked="" type="checkbox"/> 現岩国基地所属部隊 MLC/IHA 従業員 Current MLC/IHA Employees on MCASI Activity | |
| 1 | <input checked="" type="checkbox"/> 通勤圏内の外部応募者 Off Base Applicants within commuting distance | |
| 雇用の種類 Type of Employment | <input checked="" type="checkbox"/> 日本国内すべての応募者 All applicants reside in Japan. *Relocation expenses are authorized. | |
| <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> IHA <input type="checkbox"/> 限定期間 (雇用期間の延長・短縮の可能性あり) (The period may be extended/shortened) | | |
| 所属部隊 Position Location | | |
| 法 務 部 Station Judge Advocate Department | | |
| 勤務時間 Work Schedule | | |
| 40 hrs/wk, 5 days/wk, Monday-Friday, 0800-1645, Recess: 45 min. | | |
| 資格要件 Qualification | | |
| Target Level 1-7: <ol style="list-style-type: none"> 1. Must have at least one year work experience at 1-6 level or equivalent level in a related field. 2. Must have excellent communication skills, both verbal and written, in English/Japanese at LPL-4 equivalent level. 3. Must have average computer skills. 4. Must possess at least a high school diploma or above. 5. Must have a driver's license (A/T limited is acceptable) | | |
| Intermediate Level 1-6: <ol style="list-style-type: none"> 1. Must have at least one year work experience at 1-5 level or equivalent level in a related field. 2. Must have excellent communication skills, both verbal and written, in English/Japanese at LPL-4 equivalent level. 3. Must have average computer skills. 4. Must possess at least a high school diploma or above. 5. Must have a driver's license (A/T limited is acceptable) | | |
| Entry Level 1-5: <ol style="list-style-type: none"> 1. Must have at least one year work experience at 1-4 level or equivalent level in any field. 2. Must have outstanding communication skills, both verbal and written, in English/Japanese at LPL-3 equivalent level. 3. Must have average computer skills. 4. Must possess at least a high school diploma or above. 5. Must have a driver's license (A/T limited is acceptable) | | |

雇用条件 | Conditions of Employment (*備考要参照 | *See the remarks)

- 時間外労働 Overtime * ミッションエッセンシャル *Mission Essential
 断続交代勤務 Intermittent * 児童育成に携わる職位 *Child Care Position

職務内容 | Summary of Duties

Incident Reports and Criminal Jurisdiction:

Advises, researches, and prepares, necessary information for the Station Judge Advocate. Maintains liaison as a command representative with Japanese law enforcement and judicial officials. Prepares periodic reports and analysis of crimes and incidents.

Legal Advice and Services for SJA and US Forces Personnel:

Provides legal advice, assistance and takes appropriate action with regard to Japanese law, regulations, customs, taxation, vehicle registration, contracts, adoption, divorces, crimes, Status of Forces Agreement, passport and visa procedures; and prepares various legal documents. Searches statutes, decisions, opinions and other legal authorities of assigned subjects. Renders legal opinion on matters relating to the interpretation of Japanese laws as they affect Security Forces personnel and their rights and status under the SOFA between U.S. and Japan. Advises, legal assistance officer in handling personal matters of U.S. Forces personnel, retired Armed Forces personnel and their dependents which involve Japanese law, courts and administrative agencies, and conflicts with Japanese citizens. Receives, evaluates and processes complaints of indebtedness, contractual disputes, etc. from Japanese individuals and companies against SOFA and retired Armed Forces personnel. Recommends and prepares appropriate course of action to higher echelons.

When directed, acts as advisor on all official condolence visits to Japanese nationals injured or deceased, or suffered damage to their personal property, as a result of accident or incident involving Japanese nationals and U.S. personnel. Advises on matters concerning condolence procedures, Japanese customs and manners. When directed, acts as a translator on official condolence visits.

Assistance relative to Japanese Court Proceedings:

Advises the SJA to ensure compliance with the applicable service regulations when SOFA personnel are accused of violating the Japanese laws. Coordinates, as a command representative, with Japanese police authorities and prosecutors relative to charges against U.S. Forces personnel prior to indictment by Japanese courts. Prepares attorney contracts and court cost documents for the Commanding Officer's execution. Advises Japanese defense counsel of the rights of the accused under the agreement or treaties. Provides assistance to the Japanese court and defense counsel. Provides assistance to the Japanese defense counsel in the capacity of interpreter, translator and liaison between him/her and the accused, command and SJA. As a part of the US representative team, attends Japanese trials and all proceedings associated with the trial. Collects all documents submitted to the court, extracts and translates essential parts of briefings on evidence and decisions in the Japanese courts. Prepares accurate trial reports for the U.S. representative for submission to higher authorities.

Claims:

Advises the SJA and tenant unit commanders on all matters relative to claims presented by the Defense Facilities Administrative Agency under Article XVIII of the SOFA. Collects pertinent information from various sources, reviews, and evaluates the information for processing of claims. Maintain liaison with the Defense Facilities Administration Agency and it's sub-bureaus. Reviews and evaluates investigative reports to identify potential hospital and medical care recovery claims and Government claims. Prepares English and Japanese documents and correspondence. Advises and provides assistance to the US Forces personnel and commands on matters relative to Household Goods Claims, Personnel Claims and Military Claims. Reviews and prepares claims reports for the SJA. Renders advice and assistance to personnel in filing claims against Japanese national/insurance. Researches applicable American and Japanese laws and court rulings to substantiate claims. Translates all the documents into Japanese/English. Process JCI Claims for the representative of the estate, of deceased drivers, in cases of traffic accidents. Maintains close liaison with claims personnel at each service headquarters.

Liaison and Translation:

Maintains liaison with Japanese courts, prosecutors, police officials and other law enforcement officials. Advises the SJA concerning charges against US Forces personnel. Coordinates meetings. Translates legal documents. Translates Japanese regulations and laws into the English language. Translates contracts/agreements. Schedules and translates for Japanese legal interns from prosecutors' offices to observe court martials and for lectures on the American legal system.

Assistance to Court Martial: Provides assistance to courts martial and investigation:

Arranges the attendance of Japanese witnesses and prepares the necessary written requests for subpoenas to Japanese' courts. Aids the trial attorneys and such agencies as NCIS in the capacity of interpreter during investigation and interrogation of Japanese witnesses involved in the cases. Obtaining documents and physical evidence from Japanese authorities/sources. Provides interpreter/translator services for the court martial proceedings.

提出書類 | Documents

岩国 MLC/IHA 応募用紙および質問書 (ダウンロードは [こちら](#) から)

Iwakuni Application Form for MLC/IHA Employment & Questionnaire (Download [here](#))

(記入言語: 英語 in English | 日本語 in Japanese)

* 応募用紙は最新版を使用してください。

Please use the current edition of application forms.

資格要件で必須とされている免許証・終了証・証明書の写し

Copy of License/Certificate

84 円切手を貼付した応募者氏名住所記入した返信用封筒 (12cm x 23.5cm)

(* Email での申し込みの場合は不要)

A 12cm x 23.5cm envelope filled with applicant's name and residence zip code, address, and stamped with a 84 yen stamp (*This envelope will not be required if the application is submitted via Email)

日本国籍以外の応募者は、在留カード及びパスポートの写し

For non-Japanese citizen applicants, a copy of Residence Card and Passport

応募書類に応募職位と直接関係のある職務経験、知識、技術、能力等の詳細を記入してください。空席広報で必要とされている情報を提供しなかった場合は、適切な考慮を受けることができない場合があります。

In your application, please specifically describe your work experience, knowledge, skills and abilities related to this job. If you don't provide all the information requested in this vacancy announcement, you may fail to receive proper consideration.

応募方法および備考は次ページを確認ください See the next page "How to apply" & "Remarks"

| 応募方法 | How to apply |
|--|--|
| <p><現従業員></p> <p>現従業員の方は、所定応募書類を民間人事部（建物番号 1、部屋番号 123）に提出、郵送または E メールにて送付してください。応募書類は<u>募集締切日の締切時刻（午後 4 時 30 分）必着</u>です。</p> <p>Email アドレス： IWKN_OMB_CHRO_MLC_IHA_Recruitment@usmc.mil * 件名は「広報番号 職位名 名前」としてください（例 20001, Administrative Specialist, Taro Yamada） * ファイルは Zip File 等に圧縮せずに送信してください。 * PDF、Excel、Word、JPG、JPEG 形式のみが受付可能となります。 * 添付ファイルは判読可能な解像度で送付してください。 * 応募書類受領の連絡はありませんのでご了承ください。 * 署名が必要な書類は電子署名するか、手書きでサインしたものをスキャンして送付してください。署名がないものは書類不備となります。</p> <p>宛先： 〒740-0025 山口県岩国市三角町 米国海兵隊岩国航空基地 民間人事 部 PO Box 1886</p> <p><外部応募者></p> <p>外部応募者は、LMO 岩国支部へ連絡してください。</p> | <p><Current USFJ Employee Applicants></p> <p>Please submit the required documents via Email or postal mail, or drop them off to CHRO in room #123, building #1 by 1630 on the closing date. Applications <u>must arrive by 1630 on the closing date</u> of each Vacancy Announcement.</p> <p>Email Address: IWKN_OMB_CHRO_MLC_IHA_Recruitment@usmc.mil *Note: Enter “Announcement No., Job Title, Name” in the subject (ex: 20001, Administrative Specialist, Taro Yamada) *Do not zip (compress) files when you e-mail. *Acceptable data formats are PDF, EXCEL, WORD, JPG, and JPEG only. *Please send files with readable resolutions. *We do not send e-mail or contact you to acknowledge the receipt of your applications. *Please sign digitally on documents requiring applicant’s signature or send scanned applications with handwriting signature. We do NOT accept applications without your signature.</p> <p>Mailing Address: To MCAS Iwakuni Civilian Human Resources Office, Misumi-cho, Iwakuni, PO Box 1886, MCAS Iwakuni, 〒740-0025</p> <p><Off Base Applicants></p> <p>Please contact Labor Management Organization, Iwakuni Branch.</p> |
| 備考 | Remarks |
| <ul style="list-style-type: none"> ● MLC/IHA の雇用条件には制限があります。軍属の方や日本国籍以外の方は人事部へご連絡ください ● 全ての応募者は提出書類で正確な情報を提供する責任があります。応募資格・資格要件を応募書類を提出する時点で満たしている必要があります。書類不備や応募書類に必要な情報が記載されていない場合、締め切り日後に提出された応募書類は考慮されません。応募書類及び提出書類は、締切日以降のコピーや返却はいたしかねますのであらかじめご了承ください。 ● 募集はキャンセルされる場合や変更になる場合があります。 ● 募集部隊から面接の連絡があります（書類選考のみの場合もあります）。 ● 2016 年 2 月 8 日以降に受けた語学能力級は、以下の換算表を参照下さい。 | <ul style="list-style-type: none"> ● MLC and IHA have employment conditions. For SOFA members or non-Japanese citizens, please contact CHRO for additional information. ● All applicants are responsible for providing correct information on the forms. They must meet all eligibility and requirements for qualification at the time they submit the application. Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for selection. Applications and attachments will not be retrieved for return. ● Vacancy announcement may be changed, or even cancelled without notice. ● Selecting officials will contact applicants to inform them of job interview schedule. (In some cases, only document screening may be used for selection.) ● For English test scores certified on or after 8 February 2016, please refer to the conversion chart below. |

| LPL | TOEIC | ALCPT | TOEFL (PBT) | TOEFL (CBT) | TOEFL (iBT) | CASEC | EIKEN |
|-----------------|---------|--------|-------------|-------------|-------------|---------|---------------------|
| 4 (Exceptional) | 860-990 | NA | 600~ | 250~ | 100~ | NA | 1 st |
| 3 (Fluent) | 730-859 | 90-100 | 550-599 | 210-249 | 80-99 | 870~ | Pre-1st |
| 2 (Average) | 550-729 | 75-89 | 460-549 | 140-209 | 50-79 | 560-869 | 2nd |
| 1 (Elementary) | 400-549 | 65-74 | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2 nd |
| Pre 1 (Minimum) | 350-339 | 40-64 | NA | NA | NA | NA | 3rd |

- 2016年2月8日以前に雇用された従業員は、2016年2月8日以前に取得した英語能力試験の点数、語学レベルは以下の換算表を基に決定されます。

- For current USFJ employees who are continuously employed before 8 February 2016 AND who obtained the below English test score before 8 February 2016, please refer to the conversion chart below.

| LPL | TOEIC | ALCPT | TOEFL | EIKEN |
|-----------------|---------|-------|---------|---------------------|
| 4 (Exceptional) | 795~ | 86~ | 590~ | 1st |
| 3 (Fluent) | 645-794 | 76-85 | 520-589 | Pre-1st |
| 2 (Average) | 495-644 | 66-75 | 450-519 | 2nd |
| 1 (Elementary) | 345-494 | 51-65 | 417-449 | Pre-2 nd |

- 他職種との併願も可能ですが、必要書類は別々に必要です。
- 空席表、必要書類などは人事部ウェブサイトでご確認ください。
- 職務経験はフルタイム（週40時間）を基準として考慮されます。経験年数はフルタイム（週40時間）を基準として考慮されます。したがって、週20時間のパートタイムで1年間働いた場合は、フルタイム6ヶ月分の経験がクレジットされます。
- *ミッション・エッセンシャル (ME)：自然災害、悪天候、テロ活動、放射性物質/有毒ガスの拡散、疫病の発生など、在日米軍施設、人員、現地従業員に危険を及ぼす緊急時に出勤する可能性があります。
- *児童育成に携わる職位：雇用条件として、雇用前犯罪調査および5年毎の再調査を行います。選考された方は職位信義務同意書に署名し、雇用の確保のために無犯罪であることを証明しなければなりません。

- Applicants may apply for multiple vacant positions at the same time; however, the application and attachment must be submitted for each announcement.
- Vacancy announcement and required application forms are available at the CHRO website.
- Work experience and period of experience will be considered on a full-time basis, 40 hours per week. Part-time work will be prorated when crediting experience for meeting qualification requirements. Ex: an employee working 20 hours per week for a 12-month period is credited with 6 months of experience toward meeting qualification requirements. Also, hours worked in excess of 40 hours per week will not be credited. Ex: an employee working 60 hours per week for a 10 month is not credited with 12 months of experience.
- *Mission Essential Position: a selectee may be required to report to an assigned work place during emergencies such as a natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or any events present a danger to USFJ facility, personnel, LN employees.
- *Child Care Position: as a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A re-verification of record will be conducted every five years after the initial investigation. The selectee will be required to sign the Position of Trust Agreement and must maintain a favorable record to remain in the position.

問い合わせ先 | For inquiries

<現従業員向け For current USFJ employees>

民間人事部 CHRO Iwakuni

営業日時 | 月～金 午前8時～午後4時30まで（毎週金曜日午後および祝日を除く）

Operational Hours 0800-1630 Mon – Fri (closed every Friday afternoon and holidays)

軍電 DSN 253-5059/4122/4344

Email: IWKN_OMB_CHRO_MLC_IHA_Recruitment@usmc.mil

<外部応募者向け For off-base applicants>

独立行政法人 駐留軍等労働者労務管理機構 岩国支部 | Labor Management Organization, Iwakuni Branch

電話番号 Tel: 0827-21-1271 Operation Hours 営業時間: 0900-1700 ホームページ Homepage Website: <http://www.lmo.go.jp/>