

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Fill vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Work Control Clerk; FSN-1205	5		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Control Clerk</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan</p>	a. First Subdivision <p style="text-align: center;">General Service Office</p>
b. Second Subdivision <p style="text-align: center;">Warehouse</p>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

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Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position
 This position is responsible for maintaining work control procedures for processing all warehouse work requests and planning for work crews. Oversees and coordinates warehouse role in GSO make-ready process and supervises the handling of all non-expendable property that enters and leaves the GSO warehouse property.

14. Major Duties and Responsibilities 100 % of Time

Performs all clerical duties to general operations of the warehouse. This included accurate record-keeping in the ILMS system on all incoming non-expendable property. Maintains an accurate record of all outgoing and incoming properties, and files all warehouse documents. Acts as a timekeeper for casual laborers working in the warehouse. Coordinates work-crew planning and scheduling for special mission functions. Prepares weekly and daily warehouse work reports. Organizes scrap and auction sales. This included picking items for sales, organizing items into lots and maintaining sale records. Routinely supervises 2-8 warehouse/or crew and casual laborers, depending on workload, to complete tasks in and around warehouses. Replaces team leaders in the field when necessary and perform manual labor when necessary. Drives forklift when needed and does other duties as assigned.

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15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school education is required.

b. Prior Work Experience

Two years of supplies or related experience of which one year should be in the warehouse operations.

c. Post Entry Training

Familiarity training on ILMS software. Smith System driver training and forklift training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English and French Reading/Speaking/Writing is required.

e. Job Knowledge

Should be familiar with time management, organization and management control techniques.

f. Skills and Abilities

Awareness of local availability of certain repair parts, tools and equipment. Knowledge of local road routes and ability to work around road blocks/diversions to carry-on work.

16. Position Element

a. Supervision Received

Direct supervision from the Warehouse Supervisor and general supervision from the GSO covering Property Management.

b. Supervision Exercised

The Work Control Clerk is the backup when the Warehouse Supervisor is on leave or away from the Warehouse property. He/she may supervise up to 12 employees and 3-8 PSA workers at any time.

c. Available Guidelines

6 FAM, HB 22, 23, 6 FAH.

d. Exercise of Judgment

Must be detail-oriented in the exercise of judgment regarding the entry and exit controls for the Warehouse property.

e. Authority to Make Commitments

Can make commitments regarding the delivery of properties to various residences and offices.

f. Nature, Level, and Purpose of Contacts

Daily contact with American and LE Staff employees

g. Time Expected to Reach Full Performance Level

3 months.