

pouch tracking responsibilities, data entry, filing, sorting and distribution of letter-mail. Deliver mail to employees, often using carts to carry the mail between offices. Use a computer to keep records of incoming and outgoing items and prepare mailroom logs and workload counts. 70%

Perform a variety of messenger and delivery duties to ensure timely distribution of messages, mail, fax, printed materials and various supplies to departments and other agencies. Process all outgoing mail according to postal and internal rules and regulations. File, photocopy and perform other clerical duties to insure smooth running operation. Unload, move and store incoming supply shipments. Perform other duties as assigned by supervisor. 20%

Ensure continuous and efficient operation support for all members and employees. Maintain special mail services, supplies, and records. File and maintain "inactive" mail records. Perform other Administration Department related business errands and duties as required 20%

Assist in the maintenance of photocopying and duplicating machines and provide photocopying services. Handles, cleans offset press at conclusion of runs and oils, greases and performs minor maintenance as necessary. Collates, assembles, staples or binds multi page duplicating jobs. Fills ink reservoir, filling paper magazine and making complex adjustment to produce good quality copies. Operates minor maintenance of photocopying machines. Continually observes the proper use of photocopiers. 10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school (both 'O' and 'A' levels)

b. Prior Work Experience

One year of mail handling experience is required.

c. Post Entry Training

On the job is required, on-line courses and Embassy sponsored classroom sessions are provided.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level III English ability (Good working Knowledge) in both written and spoken English is required.

e. Knowledge

Knowledge of Department of State mail handling instructions, organization, functions, personnel and practices of agency mission in which employed is required. Must be familiar with and able to interpret and adhere to the FAM and Diplomatic Mail policies and procedures. Must be familiar with processing inbound and outbound shipments utilizing the Integrated Logistical Management System (ILMS) software.

f. Skills and Abilities

Working knowledge of computers and word processing functions is required. Level 1 typing - 40 w.p.m. is required. Ability to lift and carry up to 50 lbs is required as well as strong organizational skills. Previous packing experience helpful. Ability to work well under pressure and attention to detail is a must.

16. POSITION ELEMENTS

a. Supervision Received

FSN Mailroom Supervisor under the guidance of the Information Management Officer or Information Program Officer.

b. Available Guidelines

Mailroom Standard Operating Procedures (SOP's), Department of State manuals. Diplomatic Mail and Pouch procedures

c. Exercise of Judgment

Must be able to ensure adequate distribution of incoming and outgoing mail, correspondence, etc. Multitasking in all areas of mailroom environment.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

All US Mission employees and serviced Agencies for customer service, courier representatives and vendors for receipt of goods and services.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 Weeks