



## Management Clerk

The U.S. Consulate in Sydney is seeking an individual for the position of Management Clerk in the Management Section.

Salary: A\$53,666 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school (Year 12) is required.
2. Two years experience in office clerical work is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Demonstrated customer service skills with the ability to exercise tact and good judgment, in dealing with internal and external clients is required.
5. Excellent attention to detail and administrative skills, including familiarity with the Microsoft Office suite is required.
6. A current driver's license that enables the individual to legally drive in Australia is required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59<sup>th</sup> Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **C.O.B. APRIL 22, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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<b>POSITION TITLE: MANAGEMENT CLERK</b>	<b>POSITION GRADE LE- 6 (STARTING SALARY A\$53,666)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The Management Clerk is responsible for several important administrative functions in support of the Management Section, that require accuracy, timeliness and a careful attention to detail. These duties include, but are not limited to: expendable supplies, non-expendable property disposals, data entry of energy usage for short term leases, assisting in the coordination of moves, inventory of short term leases upon arrival and departure of employees, as well as mail and information services.

### **Major Duties and Responsibilities**

#### **General Services Office (GSO)**

- **Expendable Supplies**

Maintain the Consulate's expendable supply inventory, issue standard office supplies on a regular schedule, track the stock in WebPASS, coordinate with the procurement clerk to maintain adequate stock levels, and publish an office supply catalogue on an annual basis.

- **Disposals**

Serve as the primary disposals clerk. Document the disposal of non-expendable property, and coordinate all associated paperwork.

- **Data Entry**

Perform data entry to ensure accurate and complete accounting of several items, including but not necessarily limited to energy usage data from short term leases and assets management.

- **Coordination of Moves**

Support the General Services Office in the coordination of moves (arrivals and departures of employees). Assist with the inventory of short term leases when employees arrive and depart.

- **eServices Workorder Clerk**

With the full deployment of eServices, monitor the eServices queues to ensure timely completely of job requests. Follow-up on job requests that are stalled. Be sure that tickets are accurately documented and closed.

## **Management**

### **Mail and Information Services**

- Screens, opens and distributes all mail, courier bags and parcels for the Consulate using the hepa filter in the mail room.
- Prepare notices for the public when the Consulate will be closed for public holidays and other days of national interest and advise building management.
- Backup receptionist for external phone calls to the Consulate. Must have thorough knowledge of the structure and responsibilities of the Consulate sections so as to properly direct the caller.

### **Human Resource**

- **Time-Keeping**

Serve as backup timekeeper for the Management Section, recording timesheets in the Time & Attendance (T&A) database for each fortnightly pay period. Close attention must be paid to ensure that all associated forms and approvals are correctly completed. A good knowledge of entitlements is required to ensure that balances are processed correctly. Provide advice to officers and local staff on leave regulations, overtime, and travel entitlements. Assists in coordination of leave schedules for the Management Section.

Additionally, serves as backup Master Timekeeper for the entire Sydney Consulate. Ensures correct and timely reporting in the T&A database for each fortnightly pay period for officers and local staff. Pays close attention to detail to ensure that all paperwork is completely correctly.

### **Cashier**

- The incumbent will serve as Alternate Class B cashier, under the guidance of the post Class B cashier, with an authorization of \$3000, operating WINACS and handling petty cash, advances and vouchers, etc.

### **Miscellaneous**

- As directed by the GSO and/or Management Officer, the incumbent will undertake additional duties in order to support the Management and Executive offices.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Consulate General Sydney  
MLC Centre  
59<sup>th</sup> Floor, 19 – 29 Martin Place  
SYDNEY NSW 2000

**THE DEADLINE FOR APPLICATIONS IS C.O.B. APRIL 22, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## APPENDIX

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References