



GENERAL SERVICES CLERK

An opportunity is available to work as a General Services Clerk within the General Services Section at the U.S. Embassy, Canberra.

Salary: A\$52,465 p.a. + superannuation benefits

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

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of secondary school (Year 10) is required.
2. At least two years experience in an office providing assistance to senior level staff; including some responsibility for task completion in addition to clerical or office administration is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. Competency with the Microsoft Office suite, including Word, Excel and PowerPoint and the ability to operate web-based data bases and data management software, including data entry and generating reports is required.
5. A current driver's license that enables the individual to legally drive in Australia is required.
6. Ability to provide quality customer service is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT, 2600 or via email to: usaembrhro@state.gov by **May 15, 2015**

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

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: GENERAL SERVICES CLERK**POSITION GRADE LE- 5
(STARTING SALARY A\$52,465)**

DUTIES AND RESPONSIBILITIES**Basic Function of the Position**

Provide general clerical, administrative, and operational assistance in support of General Services Office (GSO) programs. Duties include providing motor pool services, customer service, clerical support, and time keeping, and working directly with the Assistant General Services Officer (A/GSO) on management reform initiatives. The position reports to the Transportation and Motor Pool (TMP) Supervisor.

Major Duties and Responsibilities**MOTOR POOL ADMINISTRATION****(60%)**

Assists the TMP Supervisor in the management and operation of the \$1.8M Government Owned Vehicle (GOV) fleet:

- Serve as Post Motor Vehicle Despatcher for Self-Drive GOVs and ensure compliance with regulations;
- Ensure compliance with the Department's Motor Vehicle Safety Management Program (MVSMP) and Post's Official Vehicle and Motor Vehicle Safety policies;
- Develop and implement a training schedule for all operators of USG official vehicles to attend a SMITH system driver training session which will be conducted by posts SHEM accredited SMITH system instructor;
- Track and monitor compliance of chauffeurs and incidental driver requirements, including safety training, medical certification, and operator licensing;
- Ensure official motor vehicle policy guidelines and regulations are followed by all operators of official USG vehicles, to include annual revision and renewal of Home to Office authorizations and calculation of Home to Office charges;
- Maintain Post's inventory of official vehicles by using the ILMS Asset Management inventory system to directly add, modify, or dispose of asset records to ensure that Post's Motor Vehicle inventory is kept current;
- Maintain updated vehicle record folders to include tracking registration, warranty, and required maintenance;
- Prepare and submit required reports including motor vehicle mishap reporting, in coordination with the post occupational safety and health officer (POSHO);
- Prepare monthly and annual reports on automotive operating expenses;
- Serve as Post's Motor Pool Dispatcher for self-drive GOVs;
- Review Form OF-108, Daily Vehicle Use Record, to monitor vehicle use;
- Monitor alternative (non-GOV) transportation services to include CabCharge, Airport Transfer service, and expedited POV and Taxi reimbursement; and
- Schedule any required vehicle maintenance and ensure vehicle inspections are conducted in accordance with vehicle warranty requirements.

Back-up and Miscellaneous Duties

(20%)

Including, but not limited to:

- Work directly with the A/GSO on specific projects and initiatives such as the Collaborative Management Initiative (CMI), implementation of further information/electronic enhancements, and other management reform efforts;
- Act as the GSO ICASS Coordinator to compile monthly workload counts and track compliance with Universal Service Standard operational and performance metrics;
- Serve as the primary back-up for the Transportation Assistant;
- Serve as the primary back-up for the Facilities Maintenance Timekeeper;
- Serve as the secondary back-up for the Transportation and Motor Pool Supervisor;
- Serve as the secondary back-up for the data entry of utilities data into OBO TREES application; and
- Other duties as directed.

General Clerical Support

(15%)

Including, but not limited to:

- Provide direct clerical and administrative support to the A/GSO;
- Responsible for processing all incoming correspondence and assigning action to relevant GSO staff members;
- Distribute information to employees, such as cables, notices, mail, and adhoc materials;
- Prepare documentation, manuals, handbooks, etc.;
- Prepare basic reports using information contained in the WebPass, ILMS, eServices, and other applications;
- Prepare responses to general correspondence received by the section;
- Provide assistance with managing the full range of records and files maintained by GSO;
- Process weekly office supply orders; maintain basic office supply cupboard for the section;
- Oversee preventative and corrective maintenance of office machines; and
- Assist in maintaining GSO's electronic data for the EAC, Post Profile, Post Report, eTravel, SharePoint, and eServices Service Requests.

Timekeeper

(5%)

Serve as the timekeeper for the General Services Office; prepare the fortnightly Time and Attendance reports. Collect timesheets and overtime work statements; record attendance and total hours worked by each employee during that two-week period. Forward completed T & A reports to the A/GSO for signature, ensure that T & A is received by Payroll Coordinator by the deadline, and keep up-to-date files of T & A related documents.

Selection Criteria

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

1. Completion of secondary school (Year 10) is required.
2. At least two years experience in an office providing assistance to senior level staff; including some responsibility for task completion in addition to clerical or office administration is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. Competency with the Microsoft Office suite, including Word, Excel and PowerPoint and the ability to operate web-based data bases and data management software, including data entry and generating reports is required.
5. A current driver's license that enables the individual to legally drive in Australia is required.
6. Ability to provide quality customer service is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS 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.

ELIGIBILITY REQUIREMENTS

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.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ 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 B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) 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 U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS May 15, 2015

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 B

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, provide 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