



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Vienna	2. AGENCY Department of State	3a. POSITION NO. 97036019		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 97031001,97035022, 97002003				
4. REASON FOR SUBMISSION				
<input type="checkbox"/> a. Redescription of duties: This position replaces: Position No. _____, _____ (Title) _____ (Series) _____ (Grade)				
<input type="checkbox"/> b. New Position				
<input checked="" type="checkbox"/> c. Other (explain) new incumbent				
5. CLASSIFICATION ACTION				
	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority RSC	Rover Secretary 0105	FSN-6/ FP-8	MTG	5-7-2014
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title)		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION Human Resources Office		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)		_____ Typed Name and 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.		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 the appropriate 3 FAH-2 standards.		
_____ Typed Name Signature of Section Chief of Agency Head Date (mm-dd-yyyy)		_____ Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION				
Incumbent serves as Roving Secretary/Admin Assistant to offices needing assistance. Primary duties consist of replacing direct hire Office Management Specialists during times of absence due to annual/home/sick leave or staffing gaps. Incumbent may also assist with special projects as assigned by the JMO Section chiefs (GSO, IMO, HRO). Position requires a TS Clearance.				
14. MAJOR DUTIES AND RESPOSIBILITIES				
The Roving Secretary/Admin Assistant is expected to possess the full range of office management skills including formatting and preparing cables, briefing papers and official correspondence. Screens calls and visitors, referring them to the appropriate office for services. May also be called upon to prepare guest lists and invitations.				% OF TIME 80%

Assists with mail and pouch sorting and routing of official and personal mail to ensure Tri Missions correspondence meets transit and distribution schedules. Act as intra-mission classified courier, transporting classified correspondence between various U.S. Missions in Vienna.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of secondary school.
- b. Prior Work Experience:
2 years experience in office management or administration.
- c. Post Entry Training:
Specific training/briefings by each office manager where work is performed.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)
English Level IV.
- e. Job Knowledges:
Working computer knowledge (basic skills of MS Office, Outlook).
- f. Skills and Abilities:
Must have good interpersonal and office management skills and be able to operate standard office equipment. Incumbent must be able to obtain a TS security clearance.

16. POSITION ELEMENTS

- a. Supervision Received:
Incumbent reports to the Human Resources Officer. Specific duties are assigned by section heads (or their designees) and performance reports provided to the Human Resources Officer.
- b. Supervision Exercised:
n/a
- c. Available Guidelines:
Office manuals, USG regulations, SOPs. etc.
- d. Exercise of Judgment:
Good judgement in planning and prioritizing assigned work.
- e. Authority to Make Commitments:
As indicated by each office to which assigned.

f. Nature, Level, and Purpose of Contacts:

All levels of the Tri Missions and outside contacts as authorized/required by each office to which assigned.

g. Time Required to Reach Full Performance Level:

Six months.