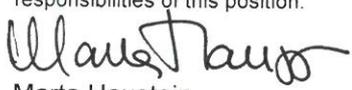
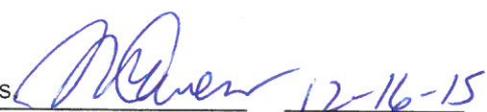




U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Vienna		2. AGENCY Commercial Service		3a. POSITION NO. T78010
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
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) Temporary - NTE 90 Days (Pending Availability of Funding)				
5. CLASSIFICATION ACTION				
a. Post Classification Authority RSC		Position Title and Series Code Commercial Clerk		Grade FSN-5
b. Other				Initials
c. Proposed by Initiating Office Commercial Service		Commercial Clerk		Date (mm-dd-yyyy) 2013
6. POST TITLE POSITION (if different from official title)			7. NAME OF EMPLOYEE	
8. OFFICE/SECTION FCS			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			 Marta Haustein	
_____ Date (mm-dd-yyyy)			12.16.2015 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.	
Sanford Owens  Typed Name Signature of Section Chief of Agency Head			_____ Typed Name and Signature of Admin or Human Resources Officer	
12-16-15 Date (mm-dd-yyyy)			_____ Date (mm-dd-yyyy)	
13. BASIC FUNCTION OF POSITION				
Provides administrative and clerical support for a variety of commercial-related activities. Under supervision and guidance of the Commercial Service officer and senior FSN staff, makes appointments, prepares schedules, maintains contact lists, maintains files, finalizes reports and other office documents, answers phone and directs inquiries to appropriate staff, monitors Outlook Office Box and directs messages to appropriate staff, greets/escorts office visitors, and assists at trade events. May also serve as backup to other support staff.				
14. MAJOR DUTIES AND RESPOSIBILITIES				
1) Support for trade event promotion				70%
Under the supervision of the project manager, supports preparations for trade events. This includes market research, communications with internal and external partners, data and document management, arranging meetings and presentations, registration processing, website maintenance, travel logistics, and staffing the event.				

2) Procurement for Commercial Service trade events

30%

Responsible for soliciting contracts and making procurement decisions in cooperation with section Budget Analyst.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of secondary school is required.
- b. Prior Work Experience:
One and one-half years of clerical experience preferred.
- c. Post Entry Training:
Appropriate training for specially designed computer systems and network administration will be provided, if necessary. To perform special administrative skills requested by the Commercial Service, other LES staff will provide necessary training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)
German IV - Communication with Austrian service providers.
English IV - Communication with US and international event participants
- e. Job Knowledges:
Excellent understanding of international business practices, restrictions, and customs.
- f. Skills and Abilities:
Excellent customer service skills, team skills, ability to take direction and ask questions where instructions are unclear. Intermediate knowledge of MS Office required. MS Project skills a plus. Level 1 typing. Strong organization skills. Ability to lift and move items up to 25 lbs. Ability to interact with high level government and business representatives with tact and efficiency. Ability to work efficiently with electronic media, including using search engines, working with sharepoint, file transfer protocols, graphics files, website content management, social media, and mobile apps.

16. POSITION ELEMENTS

- a. Supervision Received:
Performs all duties under direct supervision of the Commercial Specialist (LES). Overall supervision is provided by the Senior Commercial Officer. Incumbent should be able to perform duties as assigned with moderate supervision.
- b. Supervision Exercised:
none
- c. Available Guidelines:
"Our Place" Intranet (OIO Admin Manual on-line). Country Commercial Guide for Austria. Specific instructions issued by USDOC, the Embassy Admin Section, the commercial specialists, and the Senior Commercial Officer.
- d. Exercise of Judgment:
Must be able to protect sensitive (SBU) information, adjust to urgent needs and priorities, evaluate resources, and make appropriate contacts.
- e. Authority to Make Commitments:

No

- f. Nature, Level, and Purpose of Contacts:
Establishes and maintains personal contacts with working level individuals in the private and public sectors to obtain and verify information and advance office objectives.
- g. Time Required to Reach Full Performance Level:
none