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	2. AGENCY	3a. POSITION NO.
Vienna, Austria	USOSCE/Political	97-001004

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces:

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) readvertisement, recertifcation by Post HRO

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO	Staff Assistant	FP-08	BAG	5/10/2006
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION USOSCE/POL	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.

Typed Name and Signature of Employee _____ Date (mm-dd-yyyy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Joseph R. Truesdale — Typed Name and Signature of Supervisor — Date (mm-dd-yyyy) Jan 7, 2016

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.

Michael J. Kelleher — Typed Name Signature of Section Chief of Agency Head — Date (mm-dd-yyyy) Jan 7, 2016

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.

Jacqueline Fields — Typed Name and Signature of Admin or Human Rresources Officer — Date (mm-dd-yyyy) Feb 12, 2016

13. BASIC FUNCTION OF POSITION

The incumbent is a staff assistant in the Political Section of the U.S. Mission to the Organization for Security and Cooperation in Europe (USOSCE). S/he reports to the Deputy Political Counselor, while also receiving guidance from the Political Counselor, the Political Office Management Specialist (OMS), and the other officers in the section. S/he works closely with a) the USOSCE Front Office; b) representatives of the five other U.S. agencies represented in the Missions; c) other Tri-Missions personnel; d) staff of the OSCE secretariat; e) OSCE national delegation members representing 57 countries; and f) EUR/RPM, other State Department desks, and U.S. embassies in the field.

14. MAJOR DUTIES AND RESPOSIBILITIES | % OF TIME

Support the Section's substantive workload through managing the processing of the U.S. government interventions that are delivered by the Ambassador (or designate) at the weekly meetings of the OSCE Permanent Council. Act as co-coordinator for the Ambassador's Permanent Council Briefing Book, organizing interventions, and including background information. Work with Secretariat Staff to reserve speaking order for U.S. interventions in the Permanent Council. Ensure the appropriate distribution of statements, both draft and final, to the USOSCE personnel, Washington, and various OSCE interlockers. On Thursdays (and other days when Special PC meetings are called), s/he will be at the Mission no later than 7:30 a.m. to prepare PC statement and contingencies books, email copies of cleared statements to interpreters, and have additional paper copies prepared for handout at the PC. Due to the flexible nature of meetings, s/he will work overtime or irregular hours to ensure proper support for official meetings. — 40%

Assist in the administrative management of the Section to ensure a smooth working relationship with the Front Office, with representatives of the five other U.S. agencies at the Mission, with other Tri-Missions personnel, with staff of the OSCE secretariat, with OSCE national delegations, and with State Department desks and U.S. embassies. Review, circulate and file correspondence and other Section documents. Prioritize and bring to relevant officers' attention items requiring immediate action, and follow up to ensure completion. Advise on administrative issues. Make travel arrangements, prepare travel orders/vouchers and representational vouchers. Draft routine correspondence, including letters, memoranda and cables. Maintain the calendar for the section; provide word processing support on both the classified and unclassified computer systems; coordinate with IPC when problems arise. Order and maintain office supplies and equipment. Maintain proper management of classified material and information. — 40%

Support USOSCE participation in major international conferences through providing administrative and substantive assistance, to include briefing material, preparing control room, and serve shifts in the control room. — 10%

Assist control officer as needed for visiting U.S. government officials, to include making hotel reservations, and travel arrangements. — 10%

Assist in the drafting and distribution process of the USOSCE Political Section Daily Digest newsletter, to include uploading of this reporting tool to the Intellipidia site.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
Completion of Secondary School (High School).

b. Prior Work Experience:
2-3 years secretarial and administrative experience, preferably in a multilateral environment.

c. Post Entry Training:
Security briefing; use of classified computers, secure fax and telephone; use of OpenNet Plus.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and spezialization (sp/read)
English level IV; German level II desirable but not required.

e. Job Knowledges:
Extensive knowledge of U.S. government regulations and procedures; OSCE operations; State Department and Embassy structures. Advanced management and administration skills. Command of various computer systems and software (Internet, MS Office, E2 Travel software, Sharepoint, etc.). Knowledge of protocol rules and requirements.

f. Skills and Abilities:
Good drafting, editing and spelling skills. Excellent organizational, speaking and interpersonal skills, including good telephone manners. Ability to troubleshoot hardware problems. Must be able to work independently and predict office work requirements, including tasking of briefing papers and following up. Typing level minimum 60 wpm. Incumbent must have or be able to otain a secret security clearance.

16. POSITION ELEMENTS

a. Supervision Received:
Supervised by Deputy Political Counselor

b. Supervision Exercised:
n/a

c. Available Guidelines:
Office procedures, Department of State Correspondence Handbook, TAGS and Terms Handbook, office manuals, FAM.

d. Exercise of Judgment:
Excercises independent judgement in carrying out staff assistant functions, including taskings and follow-up on briefing papers; preparation of briefing books; contacts with other delegations, OSCE and Embassy/State Department colleagues.

e. Authority to Make Commitments:
n/a

f. Nature, Level, and Purpose of Contacts:
Contacts are with other OSCE delegations, members of the OSCE secretariat including field missions, U.S. Embassy personnel, Tri-Mission personnel, and State Department offices.

g. Time Required to Reach Full Performance Level:
6 months - 1 year.