



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 97963951
------------------------------------	---	--

3b. Subject to identical positions? Agencies 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 Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position

c. Other (explain) **New Incumbent**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority RHRO	When Actually Employed (WAE) Rover/Administrative Assistant			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee Vacant
---	--------------------------------------

8. Office/Section Management Section	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. <p style="text-align: center;">Vacant</p> <p style="text-align: center;">_____ Printed Name of Employee</p> <p style="text-align: center;">_____ Signature of Employee</p> <p style="text-align: center;">_____ Date(mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">_____ Printed Name of Supervisor</p> <p style="text-align: center;">_____ Signature of Supervisor</p> <p style="text-align: center;">_____ Date(mm-dd-yyyy)</p>
--	--

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. <p style="text-align: center;">_____ Printed Name of Section Chief or Agency Head</p> <p style="text-align: center;">_____ Signature of Section Chief or Agency Head</p> <p style="text-align: center;">_____ Date(mm-dd-yyyy)</p>	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 appropriate 3 FAH-2 standards. <p style="text-align: center;">_____ Printed Name of Management or Human Resources Officer</p> <p style="text-align: center;">_____ Signature of Management or Human Resources Officer</p> <p style="text-align: center;">_____ Date(mm-dd-yyyy)</p>
--	--

13. Basic Function Of Position:
Incumbent provides WAE Rover/Administrative support to the Mission, including security escort services for Controlled Access Areas (CAA) as needed.

14. Major Duties and Responsibilities 100 % of Time

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Two years of progressively responsible secretarial, clerical or administrative experience is required.

c. Post Entry Training

On-the-job training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (Fluent Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Excellent working knowledge of Microsoft Office is required. Knowledge of office and file management procedures is required.

f. Skills and Abilities

Ability to type at least 40 words per minute is required. Strong interpersonal, communication and organizational skills are required.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Management Officer.

b. Supervision Exercised

None.

c. Available Guidelines

Department of State regulations and the Intranet.

d. Exercise of Judgment

Incumbent must utilize good judgment when making appointments in order to avoid conflicts with work schedules.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Incumbent makes contact with personnel at all levels of the mission and other agencies regarding questions and requests.

g. Time Expected to Reach Full Performance Level

Six months.

14. Major Duties and Responsibilities

100 % of Time

Incumbent provides office clerical/administrative support to the mission (both Management and non-Management sections) when required. This could be to alleviate heavy workloads or to provide back-up services in the absence of an employee.

Office clerical support includes making appointments; drafting and formatting routine correspondence; typing and formatting reports, cables, and other written materials; requesting Embassy access for visitors and escorting visitors; filing; and other secretarial/administrative support including security escort services for Controlled Access Areas (CAA) as needed.

Prepares Cost of Living Allowance (COLA) and Post (Hardship) Differential reports as required.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent.

Incumbent will be required to perform other duties as assigned by the supervisor.