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.
Gaborone	STATE	C52212

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

4. REASON FOR SUBMISSION

x☐ a. Redescription of duties: This position replaces

Position No. C52203 Real Estate Clerk (Title) 820 (Series) 06 (Grade)

b. New Position

X c. Other (explain) Updated Position Description

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Real Estate Assistant, FSN-820	FSN-8	ST	04/13/2011
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)
Real Estate Assistant

7. NAME OF EMPLOYEE
Vacant

8. OFFICE/SECTION
Management Section

a. First Subdivision
General Services Office

b. Second Subdivision
Housing/Leasing Unit

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.

Andrew Prater

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.

Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy)

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.

Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

Serves as the administrative assistant for all residential and non-residential properties, responsible for all property correspondence and maintenance of lease files.

14. MAJOR DUTIES AND RESPONSIBILITIES (see attached) **% OF TIME**

The Real Estate Assistant (REA) is the sole position in the GSO Housing and Leasing unit, and is directly supervised by the GSO Assistant.

20% The REA locates both residential and non-residential properties for the Embassy housing pool, taking into account American housing preferences, lease constraints, RSO-approved housing areas, and maintenance standards of properties. Consults with the GSO/A and GSO on property selections and mission needs. Ensures that a prospective property/landlord can meet strict leasing requirements prior to entering into negotiations. Negotiates final lease terms, pre-payment, option periods, repairs, improvements, maintenance, and make-ready responsibilities of the property owner. If necessary, uses electronic lease approval system to petition waivers for size/cost standard exceptions from OBO.

35% Maintains all real estate files, ensuring that everything is complete, uniform, and includes all landlord correspondence and payment vouchers. Tracks all leases to ensure renewal and termination deadlines are met. Drafts and sends landlord correspondence. Logs all property issues and complaints, responding to issues via email, letter, and fax.

15% Manages and updates daily the Real Property Administration (RPA) property management software. Records all pertinent lease information into RPA and the lease files as required by OBO and the GSO. Complies with all housing-related reporting requirements. Controls and coordinates access and keys to all Embassy/ICASS housing.

25% Processes lease payment requests and payment vouchers. Tracks Embassy-initiated repairs that will be deducted from future lease payments, working with the Facilities Maintenance section to correspond with the landlord on maintenance issues. Assists with the resolution of all housing related payment problems, including verification of accuracy of invoices.

5% Notifies the GSO and/or GSO/A when residents vacate/occupy residence so that 1) proper agency billing occurs and 2) the connection/termination of utilities is up to date.

Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Completion of secondary education including a Diploma in Real Estate Management.
b. Prior Work Experience: Five years of previous employment required with experience in real estate and leasing.

c. Post Entry Training: Distance Learning Courses and Foreign Service Institute Professional Studies courses.

d. Language Proficiency: List both English and host country language(s) by level and specialization:
Level IV English in speaking, reading, and writing.

e. Job Knowledges: Knowledge of local housing market, lease and contract basics.

f. Skills and Abilities: Computer proficient in Microsoft Office 2007. Ability to type 40 words per minute, and use other office machines such as a copier, fax machine, scanner, digital camera and digital sender. Good organizational skills necessary. Valid driver's license with a clean driving record necessary.

16. POSITION ELEMENTS

a. Supervision Received: Directly supervised by General Services Officer Assistant

b. Supervision Exercised: None

c. Available Guidelines: 15 FAM and FAH, Post Specific Housing Guidelines as outlined in Housing Policy

d. Exercise of Judgment: Must be able to independently draft leases and correspondence to send to landlords, exercising sound judgment in negotiations and discussions with landlords.

e. Authority to Make Commitments: None

f. Nature, Level and Purpose of Contacts: U.S. Mission employees of all ranks to resolve housing issues.

g Time Expected to Reach Full Performance Level: 6 months

Continued from the DS-298 for the GSO Real Estate Clerk