

## **POSITION: ADMINISTRATIVE ASSISTANT**

### **BASIC FUNCTION OF POSITION**

Serves as an office manager in the Political and Economic section. Provides management and secretarial assistance to the Political and Economic Chief. Maintains the section's representational budget. Compiles and maintains the section's contact databases, guest list and yearly gratuities list. Coordinates and tracks daily task and demarche requests from the Department. Prepares correspondence for the signature of the CDA and the political/Economic Chief. Performs administrative, clerical, filing and yearly retiring of Political/Economic section classified material. Coordinates for EERS for P/E FSOs and FSNs yearly. Responsible for coordinating and tracking annual reports due to Congress and the Department and maintaining T & A for Political/Economic FSOs and FSNs. Performs basic internet research and cable archive searches. Provide backup secretarial supporting during front office OMS absences.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Carefully tracks all incoming demarches and tasks from the Department of State in Washington. Alerts responsible officers to the incoming tasks and coordinates with them to draft necessary correspondence and cover letters for demarches and non-papers. Drafts and sends routine reply cables.
- Sorts, safeguards, prioritizes incoming mail and telegraphic traffic; alerts responsible parties to priority action items. Serves as custodian of files and classified material. Screens telephone calls and responds to inquiries.
- Assist with support for special delegations and VIP visitors.
- Develop and implement suggestions for improving office workflow. Establish and maintain professional relationship with other diplomatic missions, American staff and Foreign Service Nationals.
- Compiles and maintains the sections extensive contact databases, guest lists, and gratuities lists. Manages the sections yearly representational budget
- Time and Attendance for five officers and verifying Time and Attendance for five FSNs.
- Coordinating annual leave for Political/Economic officers and FSNs
- Maintaining the Political/Economic sections extensive chron and subject files
- Monthly Political/Economic event calendar
- Country Clearance Requests for visitors
- Schedules for visitors
- Access requests for visitors and visiting contacts
- Transportation arrangements for P/E chief's daily meetings and travel
- Makes domestic and international travel arrangements. Prepares invitations, applies knowledge of protocol in managing processes and events, e.g., preparing guest lists, invitations, seating charts, proper forms of address, and representation vouchers.
- Travel/hotel arrangements for visitors
- Travel/hotel arrangements for Political/Economic chief
- Calendar of Political/Economic chief
- Routine demarche formatting and distribution
- Front Office demarche formatting and distribution

- Letters for CDA signature
- Administrative needs for new P/E section employees (logons, clearances, phone and computer work orders)
- Administrative needs for P/E section summer interns (same as above)
- Yearly retiring of P/E section classified material
- Yearly coordination of EERs for P/E FSOs and FSNs
- Coordinating and tracking annual reports due to Congress and the Department
- Managing Political/Economic section paper flow and clearances
- Daily mail pickup and distribution for the P/E section
- Maintains yearly magazine, journal, and newspaper subscriptions for the Political/Economic section
- Performs basic internet research, cable archive searches