

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 16-10	SUBJECT: Property Clerk	April 4, 2016
--	--------------------------------	----------------------

OPEN TO: All Interested Candidates / All Sources

POSITION: Property Clerk

OPENING DATE: April 4, 2016

CLOSING DATE: April 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-5 341,577.00 DKR
Not-Ordinarily Resident (NOR): FP-9 Step 1 \$32,931.00*
**Final grade/step for NORs will be determined by Washington.*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Copenhagen is seeking eligible and qualified applicants for the position of Property Clerk within the General Services Office (GSO).

BASIC FUNCTION OF POSITION

Incumbent serves as Asset Management Clerk within the GSO section of the Embassy. Manages accountability of assets, including creating and maintaining records on accountable property for Department of State and associated agencies. Serves at the liaison with Washington D.C. regarding the Department of State's program for high-value heritage furniture items, including maintaining a photo inventory as required by Washington. Coordinates furniture moves from Warehouse to all properties in GSO Housing Pool. Monitors and responds to electronic services requests from tenants of USG furnished housing and various offices within the Embassy.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of Secondary School required.

2. **EXPERIENCE:** One year experience in administration.

3. **LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English required. Level II (Limited Knowledge) Speaking/Reading/Writing of Danish required. (This will be tested.)

4. **SKILLS AND ABILITIES:** Requires good organization and communication skills in dealing with customers. Driver's license, MS Office and general computer skills. Good physical condition and able to lift up to 50 lbs.

5. **JOB KNOWLEDGE:** Good working knowledge on asset management responsibilities required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities can be found at the end of this announcement or you may contact the Human Resources Office at: CopenhagenHRVacancy@state.gov

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran*
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available at the U.S. Embassy Copenhagen internet: <http://denmark.usembassy.gov/about-us/jobs.html>
2. A current resume or curriculum vitae that provides the same information found on the UAE in the same order, **and**
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.), **and**
4. Write a Statement of Interest where you explain why you are applying.

WHERE TO APPLY:

E-mail Address: CopenhagenHRvacancy@state.gov

Your e-mail must state the vacancy announcement number and your name in the subject line.

**CLOSING DATE FOR THIS POSITION:
April 18, 2016**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 16-10	SUBJECT: Property Clerk	DATE: April 4, 2016
--	------------------------------------	--------------------------------

MAJOR DUTIES AND RESPONSIBILITIES

Asset Management--Incumbent accounts for all post assets, including creating and maintaining accountable property records for DOS and associated agencies in DOS's proprietary inventory management system, ILMS. Maintains and updates database on all accountable property by location and condition. Conducts annual inventory and reconciliation of all embassy property to include: warehouse, Chief of Mission (Ambassador) Residence, Deputy Chief of Mission Residence, Chancery (Embassy), Marine Security Guard Quarters and all residences. Incumbent coordinates and liaises with Washington regarding all high-value furniture asset pieces. Incumbent conducts arrival and departure inventories at all USG furnished residences. Creates and maintains files to support accountable property management. Works directly with the receiving section to document new property additions. Advises GSO and A/GSO regarding future furniture need, by working with Warehouse Clerk to assess property on hand and develop a plan to meet future requirements. Incumbent is responsible for coordinating and accounting for all property disposals. 50%

Furniture Moves--Incumbent is responsible for coordinating all furniture moves to/from the warehouse into government furnished quarters. To include determining what furniture is required, scheduling/supervising contract movers, determining appropriate layout of furniture in each residence and working with the Make Ready Coordinator and Warehouse Clerk to ensure that all moves are completed on time and in accordance with USG regulations. Works closely with Tenants, Contractors and Embassy Warehouse Clerk to ensure timely completion of requested tasks. 45%

Other Duties Assigned

5 %