

## **Addendum 1**

Working under the supervision of the INL Logistic Supervisor the INL Driver/Logistics Clerk will be responsible for assisting the logistics process, starting with the item's receiving procedures which includes processing items procured (with a total cost of up to \$10 Million per year) by INL from the Embassy warehouse, lifting the boxes (usually heavy) using the warehouse equipment and following the safety and regulations; opening boxes to verify asset conditions and quantities then comparing them with the purchase order or invoice received; adding INL barcodes and annotating every item description, serial number, etc.; tracking the collected information into the INL EUM database software and maintaining control of the items record into the database; preparing and loading Embassy trucks with items to be delivered and coordinating with final users (GOES Law Enforcement Offices) the arrival; inspect/monitor each item (inventory) at least twice a year at every location.

30% time

Incumbent will be on charge of the INL office vehicle's fleet (8 vehicles), monitoring each vehicle's maintenance and assuring they are working properly, and are in good conditions, ensuring all vehicles have enough fuel and are cleaned before use. Also Driver/Logistics Clerk must report any issue to the supervisor, or INL Coordinator, any incident or malfunction of any vehicle.

This person must assist INL office by delivery urgent official documents to the Police, Prisons or Attorney's General office locations, and give support on any important event like donation ceremonies, taking over all the logistics equipment delivery for that activity. Additionally as a Driver incumbent must have availability to work (when is required) outside of his/her normal schedule, for activities like travelers pick up at the airport, or special projects events.

Note: This position description 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 agency.