INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Shipping Clerk Assistant /905, PSA-06-FP-08

Open To: All Interested Candidates - All sources

Vacancy Opening Date: July 17, 2015

Vacancy Closing Date: July 30, 2015

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Performs shipping/clearing functions for USDH personal effects, as well as tax exemption and customs documentation prior to arrival or departure of surface and air shipments of private, USG property and affiliated agencies. May replace the Senior Shipment Assistant in his absence.

Major Duties and Responsibilities:

Coordinate Personal Services for USDH: 55%

Serves as the primary contact for USDH at post for personal requests such as POV registration, insurance and license plates. Coordinates the importation of personal items outside of HHE/UAB/CONS/POV, for example, items such as an additional car, boat or Jet Ski. Aids USDH and their EFMs with situations surrounding vehicle accidents and liaise with the local insurance company for insurance claims. Works with the departing USDH to sell the POV, such as calculating the amount of customs duties.

Coordinate Official Services for inbound and outbound Embassy shipments: 35%

Receives notifications of arrivals of HHE, POVs, CONS, UABs, medicines, food supplies, furniture, etc. Drafts and types letters/cables in French and English concerning shipments. Types duty free exoneration and customs forms. Goes to the port or airport to clear items. Pays necessary fees. Arranges for delivery by shipping agents and/or hire truck, forklift, and laborers. Maintains files on all transactions. Provides information and documents to shipping agents. These

services are provided for all incoming and outgoing shipments for Embassy and DOD officials.

Other projects and duties assigned: 10%

<u>Qualifications Required for Effective Performance</u>:

Education:
Completion of secondary School is required.

Prior Work Experience:
A minimum of two years of clerical experience in the area of customs and shipping are required.

Post Entry Training:
None.

Language Proficiency: List both English and host country language(s) proficiency by level (II, III) and specialization (sp/read):
Level III English and French (good working knowledge of both written and spoken English and French) are required.

Job Knowledge:
A general knowledge of Government of Gabon customs clearance regulations and Department of State regulations governing the preparation of documentation and other paperwork for the shipment of private and U.S. Government items is required. Should possess good computer skills. Knowledge of Word and Excel program is required.

Skills and Abilities:
Ability to work independently, to set priorities and follow through with assignments. Level I (30 wpm) typing ability is required. Must possess a valid category B driver's license and must be able to drive.

<u>Position Elements</u>:

Supervision Received:
The position is supervised by the shipping supervisor who gives direction and guidance. Also receives instruction from the GSO.

Supervision Exercised:
None.

Available Guidelines:
Interagency shipping and transportation regulations. GOG regulations.

Exercise of Judgment:
Constant search for new and/or best shipping procedures, and for delayed and missing cargo.

Authority to Make Commitments:
Pays customs and shipping fees. Hires trucks, forklifts and laborers.

Nature, Level and Purpose of Contacts:
All American personnel in handling of personal effects and POVs. Port and airport authorities and airline and shipping agents, customs officials.

Time Expected to Read Full Performance Level:
Six months