

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number A52628
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

 Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) _____ Position Description changed to reflect new duties _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	PROPERTY CLERK, FSN-805	6		04/11/14
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) PROPERTY CLERK – ALTERNATE CASHIER	7. Name of Employee
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8. Office / Section US CONSULATE GENERAL	a. First Subdivision MANAGEMENT SECTION
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b. Second Subdivision GENERAL SERVICES OFFICER	d. Third Subdivision PROPERTY
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9. This is a complete and accurate description of the duties and responsibilities of my position VACANT	10. This is a complete and accurate description of the duties and responsibilities of this position
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Printed Name of Employee

Printed Name of Supervisor

Signature of employee Date (mm-dd-yyyy)

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	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.
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Printed Name of Chief or Agency Head

Printed Name of Admin or Human Resources Officer

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

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

13. BASIC FUNCTION OF POSITION:

Incumbent, under the supervision of the Property Unit Supervisor, is responsible for the management of all non-expendable property records in the ILMS database and coordinating with the Receiving Clerk regarding new items received. S/he maintains all inventory records and manual logs for non-expendable property using the ILMS Asset Management system or other databases required by the Department of State. S/he is the process owner for the Consulate's excess property disposal sales, prepares Welcome Kits, and is responsible for performing annual inventories at the residences, Consulate and for other Agencies who sign up for this service under ICASS.

Incumbent is Alternate Class B cashier with all duties and responsibilities of the position for at least 16 hours per month.

14. MAJOR DUTIES AND RESPONSIBILITIES:

NON-EXPENDABLE PROPERTY MANAGEMENT

55%

- Organizes the workload for the property area including using current Department of State work flow management system to maintain flow of expendable property transactions. Coordinates delivery of items from warehouse, keeps clients informed of all necessary information including reasons for the GSO's approval or disapproval of property requests. Delivers excellent customer service and seeks ways of improving client satisfaction.
- Maintains Non-Expendable inventory of all Furniture and Appliances for Mission Ecuador in ILMS Asset Management system by inputting information on all items received, issued, transferred or disposed of. Total Value of Non-Expendable Inventory: \$3 million. Reconciles stock or property records and inventory counts, and updates records to reflect condition and location.
- Notifies staff of and schedules annual non-expendable supply inventories in offices, the Consul General's Residence (CGR), the warehouse, and other locations as necessary. Works with Supply Clerk in conducting annual inventory of non-expendable property. Prepares and reconciles all paperwork and database entries, and submits to the GSO and to the Personal Property Office in the United States all necessary reports. Generates quarterly or as needed the following reports: Annual Property Report, Capitalized Property Report, IDF Inventory, and Procurement Document Report. Coordinates and organizes public auctions with all Consulate offices, the public and auction house (if one is used). Selects and groups all the items to be sold, conditional upon GSO approval. Prepares a list of available items, including condition and base price. Develops sales paperwork such as: advertising, mission-wide notices, awarding & publishing bids, proceeds accounting and agency apportionment. Informs the Management Officer, GSO, FMO, Sub-Cashier, and the agencies as to which items were sold and the price received. Informs Sub-cashier how to distribute the funds among the participating agencies.
- Prepares and submits annually to the Embassy in Quito the Workload Counts statistics (number of items inventoried by Agency).
- Tracks loans of non-expandable property, ensuring that all property records are correctly updated upon issuance and return and that all items are returned by the end of the loan period.

FURNITURE AND APPLIANCE POOL (FAP) MANAGEMENT

30%

- Serves as the primary point of contact for the Mission Ecuador Furniture and Appliance Pool. This includes coordinating with the Property Unit in Quito as well as the OBO residential furniture program.
- Formulates standard operating procedures for Property Ecuador teams in Quito and Guayaquil, in order to standardize operations and keep the best quality services.
- Responsible for assigning furniture to USDH officer's residences for Mission Ecuador, per requests from Mission Housing offices. Suggests to the GSO non-expendable items for disposal or refurbishing. Assesses annual purchasing needs for residential furnishings, appliances and other non-expendable supplies.
- Notifies USDH staff of and schedules non-expendable residential inventories. Works with Supply Clerk to conduct inventories of non-expendable property issued to residences prior to the arrival and upon the departure of American officers. Prepares inventories for items transferred to Quito residences. Prepares both a printed inventory using the ILMS Asset Management system, as well as a photo inventory. Ensures that all necessary signatures are obtained and maintains a file of all properties.
- Conducts reupholster and refurbishing program for residential furniture, ensuring the highest quality and most cost effective methods are used.
- Coordinates repairs with Facilities including maintenance record keeping s of appliances usage and recommends replacement or replenishments. This includes tracking reliability of brands, customer complaints, etc.
- Total value of FAP: \$7 million

ALTERNATE CLASS B CASHIER

10%

- Responsible for full range of duties including collections, payment of bills and distributing checks. Must act as Class B cashier 16 hours per month according to FAM regulations.

OTHER DUTIES

5%

- Serves as back-up to Property Database Clerk

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."

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:



- A. EDUCATION:** Completion of secondary school.
- B. PRIOR WORK EXPERIENCE:** Two years warehouse inventory or related experience is required.
- C. POST ENTRY TRAINING:** Three months of training by GSO and Property Supervisor with emphasis on ILMS Asset Management programs, record keeping, inventories and min/max calculations. Cashier training with Class B Cashier and attendance of course online or at FSC Charleston (when funding is available) Completion of Property Management/NEPA course, either online or away from post (when funding is available).
- D. LANGUAGE PROFICIENCY:** Level III English and Level III Spanish.
- E. JOB KNOWLEDGE:** Excellent knowledge of Department of State and associated agencies record keeping, supply and cashiering procedures and instructions, including FAM, Personal Property Management handbook, familiarization with different agencies serviced under ICASS, location of all official residences and warehouses.
- F. SKILLS AND ABILITIES:** Must have excellent computer skills (Microsoft Word, and Excel) and possess data entry skills necessary to manage property databases. Typing of 30 words per minute. Must be able to direct unskilled laborers and, if necessary, perform the work personally. Must have a valid driver's license with a good driving record.

16. POSITION ELEMENTS:

- A. SUPERVISION RECEIVED:** Directly supervised by Property Unit Supervisor (GSO Assistant, Property) with indirect supervision from GSO.
- B. SUPERVISION EXERCISED:** None
- C. AVAILABLE GUIDELINES:** Department of State regulations and manuals on property management including ILMS and cashiering.
- D. EXERCISE OF JUDGMENT:** Must insure maximum use of resources. Must adhere to the Department of State property and cashiering guidelines. Uses judgment to determine frequency, size, and composition of furniture orders, as well as composition of Welcome Kits and repairs/upgrades needed to Welcome Kits and TDY apartments
- E. AUTHORITY TO MAKE COMMITMENTS:** None.
- F. NATURE, LEVEL AND PURPOSE OF CONTACTS:** Embassy Quito and AmConGen Guayaquil personnel and family members, Occasionally maintains contact with bank personnel, when serving as Class B Cashier back-up as well as with TMC (Metro) and hotels when backing up travel function.
- G. TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** One year.