



John

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post HAMILTON	2. Agency STATE	3a. Position Number L53401
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3b. Subject to Identical Positions? 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) **VACANT POSITION**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CONSULAR SUB-CASHIER	FSN-415-4		10-22-2010
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) CONSULAR SUB-CASHIER/PASSPORT CLERK	7. Name of Employee CONSULAR SECTION
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8. Office/Section AMERICAN CONSULATE GENERAL	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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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. JACQUELYN ROSHOLT Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	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. DOUGLAS BOUDREAU Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function Of Position
SERVE AS PART-TIME SUB-CASHIER RESPONSIBLE FOR COLLECTION OF FEES FROM APPLICANTS IN THE FORM OF CASH ITEMS AND CREDIT CARD TRANSACTIONS FROM THE GENERAL PUBLIC IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS AND GUIDANCE. RESPONSIBLE FOR RUNNING CASHIER REPORTS, BALANCING ACCOUNTS. COLLECTS TEN FINGERPRINTS FROM NIV APPLICANTS. ALSO PERFORMS DATA ENTRY OF PASSPORT APPLICATION INFORMATION.

14. Major Duties and Responsibilities 100 % of Time

A. COLLECT FEES IN THE FORM OF CASH ITEMS AND CREDIT CARD TRANSACTIONS FROM THE GENERAL PUBLIC IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS AND GUIDANCE. RECEIVE DOCUMENTS FROM PAYEE AND DETERMINE APPROPRIATE FEE FOR THE TRANSACTION INVOLVED. ACCEPT CURRENCY, MAKE CHANGE FROM CASH ADVANCED FROM CLASS B CASHIER, RECORD TRANSACTION ON AUTOMATED TERMINAL. AT CONCLUSION OF EACH WORK DAY, RUN TAPES, BALANCE AMOUNTS AND DELIVER MONEY (LESS CASH ADVANCE) AND DAILY RECORDS TO THE CLASS B CASHIER. 50%

B. FINGERPRINTING - INSTRUCTS APPLICANT ON USE OF PRINT STATION AND ORDER OF TAKING PRINTS. (See Addendum 1)

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Addendum 1

TROUBLE SHOOTS PROBLEM CASES.

15%

C. PASSPORT AND CRBA APPLICATIONS AND NOTARIALS, PERFORMS DATA ENTRY, PREPARES COPIES AND QA AND ASSISTS WITH MANAGEMENT OF U.S. AND FOREIGN PASSPORT PASSBACK.

25%

D. CLERICAL SUPPORT FOR CONSUL AND OTHER DUTIES AS REQUIRED.

5%

15. Qualifications Required For Effective Performance

a. Education

COMPLETION OF SECONDARY SCHOOL IS REQUIRED.

b. Prior Work Experience

ONE YEAR OF PERFORMING RESPONSIBLE WORK IN CLERICAL ACCOUNTING OR BOOKKEEPING AT THE NEXT LOWER LEVEL OR EQUIVALENT; 6 MONTHS OF OPERATING A POINT-OF-SALE CASH REGISTER.

c. Post Entry Training

ON-SITE AND ON-LINE.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

LEVEL III ENGLISH ABILITY (GOOD WORKING KNOWLEDGE) IS REQUIRED. COURTESY-LEVEL SPANISH OR PORTUGUESE DESIRED BUT NOT REQUIRED.

e. Job Knowledge

A GENERAL UNDERSTANDING OF THE CONCEPT OF NEED TO ESTABLISH CONTROLS OVER THE CUSTODY AND PROCESSING OF CASH AND THE CONCEPT OF THE PRINCIPLE OF ACCOUNTABILITY.

f. Skills and Abilities

ABILITY TO OPERATE AN ELECTRONIC CASH REGISTER, TEN PRINT BIOMETRIC COLLECTION DEVICE, COMPUTER AND CALCULATOR.

16. Position Element

a. Supervision Received

INCUMBENT WORKS UNDER THE DIRECT SUPERVISION OF THE CONSULAR CHIEF.

b. Supervision Exercised

NONE.

c. Available Guidelines

4 FAH-3 AND CONSULAR MANAGEMENT HANDBOOK.

d. Exercise of Judgment

MUST DECIDE WHEN TO ANSWER QUESTIONS AND WHEN TO REFER TO THE AMERICAN OFFICER. MUST BE EXCEPTIONALLY CIRCUMSPECT WITH THE PUBLIC WHILE PROVIDING CORRECT AND COMPLETE INFORMATION.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

N/A

g. Time Expected to Reach Full Performance Level

ONE MONTH.