Signing Instructions

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post	2. Agency	3a. Position Number
HAMILTON	STATE	L56207

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

[X] Yes [ ] No

4. Reason For Submission

[ ] a. Redescription of duties: This position replaces

(Position Number) _____ , *(Title)* _____ *(Series)* _____ *(Grade)* _____

[ ] b. New Position _____

[X] c. Other *(explain)* NEW INCUMBENT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	GUARD - FSN 710-2	2		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)* GUARD	7. Name of Employee
8. Office/Section SECURITY	a. First Subdivision PSA GUARDS
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 / Date *(mm-dd-yyyy)*	10. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor / Date *(mm-dd-yyyy)*
Employee Signature	Supervisor Signature
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. Printed Name of 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. Printed Name of Admin or Human Resources Officer / Date *(mm-dd-yyyy)*
Chief or Agency Head Signature	Admin or HR Officer Signature

13. Basic Function Of Position

Performs guard service to safeguard U.S. government property and personnel.

14. Major Duties and Responsibilities — 100 % of Time

Performs Guard Duties on a regular or rotating shift as required at The US Consulate Compound, The US Consul Generals Residence, or as directed at any mission properties. Will conduct Stationary Post Duty and/or Walking Patrol as dictated by the instructions pertaining to the assigned post or as otherwise directed by the Post Security Officer or Security Coordinator. Will deal with and/or report matters of security concern in accordance with relevant instruction.

Controls access to buildings or grounds, ensuring that only authorized personnel enter. According to specific Post instruction, may inspect purses, briefcases, packages and other such belongings of all

(See Addendum 1)

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Addendum 1

visitors both physically and by utilization of detection equipment and will remove weapons and any other item deemed to be prohibited or which may represent a threat to Post security.

Maintains a written log of all entrants to guarded property, including details of vehicles and license numbers. According to assigned post, maintains order among those queuing for and awaiting Consular Services, and controls access to the waiting room for these services.

**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

High School Diploma.

b. Prior Work Experience

One year prior law enforcement or security experience.

c. Post Entry Training

Guard training.

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

Level 3 English

e. Job Knowledge

Must be able to communicate effectively, both orally and in writing. Must demonstrate functional knowledge of operational security both in patrol and static posts. Must demonstrate excellent local knowledge, awareness of local issues and recognition of persons of prominence. Must demonstrate knowledge of technical applications including basic computing skills, such as ability to use Microsoft Outlook and Internet Search functions.

f. Skills and Abilities

Must be able to personally interact with the public in terms of positive Customer Service and where necessary to deal with people in a firm, courteous and tactful manner. Must be able to work either alone or in a team environment and to positively interact with colleagues. Must be capable of using post issued equipment such as Alarm and CCTV Systems, Cell Phone s and Emergency Radio.

16. Position Element

a. Supervision Received

Direct supervision from Security Coordinator.

b. Supervision Exercised

None

c. Available Guidelines

General Post Guard Orders.

d. Exercise of Judgment

Guards will exercise judgment in the execution of their duty to identify threats and assess the appropriate actions to be taken in response to them. Judgment will also be exercised when interacting with Consulate personnel and visitors to ensure that security obligations are carried out whilst ensuring the quality provision of customer service.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Guards will routinely be in contact with Consulate personnel and visitors all of whom will be subject to the level of security intervention demanded by their status and requirement of access to Consulate or any other guarded premise. Also on occasion and during representational events, Guards will interact with persons of high prominence who will be treated with the deference due to their status or post.

g. Time Expected to Reach Full Performance Level

6 months