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 APPOINTMENT

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

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)*

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

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.

Printed Name of Admin or Human Resources Officer

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

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 at either a stationary post or a walking patrol in any one of several assigned positions located at the main building, component building or the Consul General's residence.
Controls access to the building or grounds, ensuring that only authorized personnel enter.
Inspects purses, briefcases, packages and other belongings of all visitors for weapons, appropriately utilizing provided detection equipment.
Maintains a log of all entrants including license numbers of all vehicles.
Maintains order in waiting lines of applicants for consular services and controls access to waiting room for these services **(See Addendum 1)**

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Addendum 1

Provides consular forms and information sheets to the public, but refers all questions on services to the Consular section.
Notifies security coordinator or post security officer in case of any disturbance.
Other duties as required.

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
Reading, writing.

f. Skills and Abilities
Must be able to deal with general public in a firm, courteous and tactful manner.

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
None

e. Authority to Make Commitments
None

f. Nature, Level, and Purpose of Contacts
None

g. Time Expected to Reach Full Performance Level
6 months