



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">HAMILTON</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">L53201</p>
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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)

NEW INCUMBENT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	MANAGEMENT/POST SECURITY ASSISTANT	FSN-8		06-18-2014
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">MANAGEMENT ASSISTANT</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">U.S. CONSULATE GENERAL</p>	a. First Subdivision <p style="text-align: center;">MANAGEMENT</p>
b. Second Subdivision <p style="text-align: center;">FINANCIAL</p>	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
 Management and Post Security Assistant to the Management/Post Security Officer. Prepares and processes purchase orders and vouchers, examines vouchers for accuracy and compliance. Acts as Receiving Clerk, Budget Assistant. Acts as alternate Communications Security Custodian.

14. Major Duties and Responsibilities _____ % of Time
 A. Financial 50%

Examines invoices and other claims for payment, attaches to approved procurement requests and supporting documentation. Reviews completed vouchers (including computations) for completeness and accuracy of presentation, compliance with regulations, and propriety. Inputs all vouchers into the financial management program or scans and emails the vouchers and supporting documentation to the Post Support Unit (PSU) for voucher processing. Itemizes personal long-distance fax and telephone calls, sends employees bill for personal calls, attaches information to telephone bill payment.
 Notifies payees of receipt of checks or electronic transfer of funds. Types envelopes for distribution of checks or emails funds.

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(See Addendum 1)

Addendum 1

transfer notification in line with established procedures. Files processed transmittals, paid voucher information, payee copies of vouchers, and other documents. Maintains utility data report and performs monthly collections reconciliation. Records on appropriate form all liquidations, received and transferred funds allotted to Post in connection with the Interagency Agreements. Calculates surplus/shortfall vs budgeted amounts. Make recommendations for upcoming fiscal year budget needs. Prepares for approval procurement requests for the agency's recurring expenses. Prepares and submits: leased housing land tax exemptions; exemptions for driver's and vehicle licenses; local tax and customs duty exemptions, and re-entry letters. Prepares duty refund requests for customs duty paid on fuel and requests for permission to sell duty-exempted items.

B.Management 25%

Provides administrative support for Management Officer on an as needed basis.
Ensures all Ariba procurement requests are correct and complete prior to Financial Management Officer and Contracting Officer approval.
Acts as Purchase Card Holder.
Updates Post Profile and employee job description spreadsheet.
Acts as 'Receiving Clerk'. Enters all received goods into expendable and non-expendable supply data bases, receiving report and/or bar code as necessary. Assists General Service Office (GSO) Management Assistant in conducting annual inventories and expendable stock control.
Provides back-up services for management of incoming calls to office main trunk line which also includes processing country clearances using established procedures and relevant online country clearance programs, receives and sends packages, receives and sends local mail and Diplomatic Pouch and Mail (DPM).
Provides back-up services in absence of Realty Assistant/Maintenance Supervisor.

C.Post / Regional Security 25%

Provides operational assistance to the Post/ Regional Security Officer (PSO/RSO). Liaise directly with DS Command Center Technical Operations Group(DSCC TOG), Engineering Security Services (ESC), Cryptographic Services Branch and with RSO during absence of PSO. Responds to afterhours alarm events and priority messages. Acts as content coordinator and editor for post Emergency Action Plan (EAP) and ensures it is up-to-date using Crisis Emergency Program Application (CEPA).
Manages building access for employee and visitor badges and key control, including taking employee photograph and printing badges. Assist PSO with security directives and security data calls, analysis and troubleshooting. Ensures all visitors and equipment to Controlled Access Area (CAA) and Technical Security Equipment Room are logged and escorted as needed. Acts as Alternate ComSec Custodian duties may include management and maintenance of ClassNet hardware and inventory, semi-annual inventory and annual ComSec Audit update Emergency Destruction Plan as needed and coordinate quarterly destruction drills.
Assist with Regional Information Management Officer (R-IMO) site visits relating to the CAA. Assists the MO with Accountable Property Inventory and management of classified pouch. Operate High-Frequency (HF) radio for weekly radio checks. Provides operational support and instruction for technical security equipment. Provides back-up services in the absence of Security Coordinator/Guard Supervisor.

****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.

15. Qualifications Required For Effective Performance

a. Education

Two years of full-time post-secondary study.

b. Prior Work Experience

Two years prior administrative or clerical experience is required.

c. Post Entry Training

12 months on-the-job training, with work guidance by the Financial Assistant, Management Officer and REgional Security Officer is required to become proficient in the job as well as successful completion of the following courses: GFS21; PA297; YW226; YW231; PA526; Customer Service.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (fluent) in written and spoken English is required.

e. Job Knowledge

Must be familiar with general office and clerical procedures and equipment. Proficiency with Microsoft Office and Excel programs is necessary. State Department and DS regulations.

f. Skills and Abilities

Ability to type 40 words per minute and use Microsoft Word and Excel. Basic mathematical computational skills are necessary. Must be able to receive Top Secret security clearance.

16. Position Element

a. Supervision Received

Receives general supervision from the Management Officer. All finished work is approved by the Financial Assistant and/or Management Officer.

b. Supervision Exercised

Provide work guidance to others relating to Post Security and ComSec.

c. Available Guidelines

Foreign Affairs Manuals and Standardized Regulations. Diplomatic Security policies and ComSec regulations.

d. Exercise of Judgment

Judgment is needed in order to recommend a course of action with regard to technical security operations, and ComSec. Must be able to keep superiors informed on situations requiring attention.

e. Authority to Make Commitments

No authority is delegated to make any commitments for the U.S. Government.

f. Nature, Level, and Purpose of Contacts

Working level contacts from Bermuda Customs, local emergency response organizations, local vendors, ARSO and the Diplomatic Security (DS) Engineering Security Office, DS Command Center Technical Operations Group, DS Emergency Planning Office and Information Resource Management including Cryptographic Services Branch.

g. Time Expected to Reach Full Performance Level

12 months.