



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 HAMILTON, BERMUDA	2. Agency STATE	3a. Position Number 312491 A00015
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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) **UPDATE OF DUTIES**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority Florida Regional Center	SECRETARY - 120	FSN-7	<i>W</i>	01-07-2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) EXECUTIVE ASSISTANT	7. Name of Employee
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8. Office/Section EXECUTIVE	a. First Subdivision
b. Second Subdivision OFFICE OF THE CONSUL GENERAL	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Printed Name of Employee	_____ Printed Name of Supervisor
_____ Date (mm-dd-yyyy)	_____ Date (mm-dd-yyyy)

Employee Signature	Supervisor Signature
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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.	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 Chief or Agency Head	_____ Printed Name of Admin or Human Resources Officer
_____ Date (mm-dd-yyyy)	_____ Date (mm-dd-yyyy)

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
PROVIDE SECRETARIAL AND EXECUTIVE ASSISTANT SUPPORT TO THE CONSUL GENERAL.

14. Major Duties and Responsibilities _____ % of Time

Maintain/update Consul General's Official/Personal Schedule:
 Schedule appointments and meetings; update schedule on a daily basis. Act as primary point of contact for the CG. Draft cables re CG's absence from Post. 25%

Protocol Duties:
 Act as Consulate's Protocol Officer. Advise CG on representational events and incoming invitations. Prepare invitations; develop/update guest list; develop seating plans. Develop and maintain contacts within Government and Business community. Advise Estate Manager on representational events. 20% (See Addendum 1)

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Addendum 1

Financial Affairs:

Maintain CG's bank accounts; arrange for transfer of funds (as needed); pay bills and household staff (as needed pay overtime and arrange/pay additional staff). Act as timekeeper for ORE staff. Prepare and submit paperwork for Official Residence Expenses (ORE) and Representational expenses for reimbursement. 15%

Correspondence, filing:

Compose/prepare letters for signature; respond to invitations. Organize/maintain CG's filing system, including current lists of host country officials. 15%

Liaison:

Serve as central point of contact between residence house staff, chauffeur, post officers and other consulate staff. 10%

Social Media:

At the Consul General's direction, assist with social media by identifying and forwarding event photos, distribute information on Consulate events, and forward Washington-based policy statements to the appropriate Consulate staff for posting on social media (Consulate web page, Twitter and Facebook). 10%

Miscellaneous:

Other duties as required, including screening calls and referring to appropriate staff. 5%

15. Qualifications Required For Effective Performance

a. Education

High School diploma required. One year of college required.

b. Prior Work Experience

Three years in position of responsibility at the executive secretary level.

c. Post Entry Training

Preparing Official Residence Expense and representational documents for submission. Protocol training (including how to organize an official function). Cable drafting. Training in Microsoft Word and Excel prior to employment.

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

e. Job Knowledge

Personal banking procedures, bill paying; filing. Knowledge of Bermuda officials and structure, as well as those in the community and business world. Understanding of State Department structure and relationship between US federal agencies/organizations.

f. Skills and Abilities

The ability to take initiative, prioritize tasks and exercise good judgement. The ability to write in a clear and grammatically correct manner. The ability to communicate ideas, both verbally and in writing in a tactful and courteous manner. The ability to organize. The ability to use Microsoft Word and Excel.

16. Position Element

a. Supervision Received

Supervised directly by the Consul General who assigns and reviews work.

b. Supervision Exercised

Work guidance provided to Official Residence staff and the chauffeur.

c. Available Guidelines

Foreign Affairs Manual, Correspondence Handbook, Protocol Handbook, samples of previous work.

d. Exercise of Judgment

Must make excellent judgement in dealing with a wide range of office contact.

e. Authority to Make Commitments

Schedule Consul General's appointments.

f. Nature, Level, and Purpose of Contacts

Contact primarily with Consul General and Deputy Principal Officer. Contact on an as-needed basis with staff of the Governor, Premier and government ministers; the press; and members of the public for purposes of arranging appointments, organizing meetings or eliciting information. Contact with American organizations in Bermuda.

g. Time Expected to Reach Full Performance Level

3 Months.