

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Mexico City, Mexico	2. AGENCY Department of Justice, CRM	3a. POSITION NO. 312801 A82809
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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. Reclassification of duties: This position replaces
 Position No. A82-809 , Administrative Assistant (Title) 0105 (Series) 08 (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Florida Regional Center	Administrative Office Management – 105	FSN-8		02/10/2016
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Department of Justice – Criminal Division	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. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

The incumbent reports directly to the Attaché and during his absence to the Deputy Attaché and supports the office in the accomplishment of administrative, management planning, analysis, performance, financial, physical, technology, and office facilities. Coordinates and support short and long-range administrative planning affecting the office and assists the Attaché in the development of procedures to increase efficiency and expedite handling of office workload. Apprise the Attaché of impending issues that require management level decisions. Successfully completing special projects proposed by the Attaché, tracking their progress and stepping in when necessary to ensure that the goals are met, projects stay on track, and keep in constant communication with DOJ Headquarters in Washington, DC.

14. MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

Individual will demonstrate great interpersonal skills, highly organized with precise attention to detail. Ability to work independently, exercise good judgment, and complete projects on time under very tight and continual deadlines, all while maintaining positive attitude. The ideal candidate should be able to capably identify, consider, and recommend solution to issues or administrative problems of a procedural or factual nature. Ability to maintain Attaché's calendar, schedule appointments, arrange all official travels, set up and maintains systems to control purchasing of supplies, and ensure office operates smoothly and under strict deadlines. Manages time and attendance, collects and distribute mail, scan, fax, phone calls, maintain case files (electronic and paper). Responsible for cash advance, petty cash, FedEx and UPS packages. Prepares necessary documents for the accession and de-accession of DOJ or State Department property.

Skill in working effectively with colleagues, Department of State employees, DOJ Washington senior staff, Mexican counterparts and federal agencies with which the Attaché's office conducts routine business and interactions. Provide direct support to Attaché, Deputy Attaché, TDY attorneys and visitors. Serve as floor Warden.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

University degree in Business, Administration, Finance, Commerce, Social sciences or any other related field.

b. Prior Work Experience:

5 years experience working in a similar capacity and environment, particularly in the field of office administration. At least 6 months of supervisory experience.

c. Post Entry Training:

None

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

English level IV and Spanish level III.

e. Job Knowledges:

The candidate should have basic understanding of DOJ legal practice and office procedures. The incumbent must work/coordinate effectively as a liaison between the Attaché and other offices within the Embassy to coordinate a variety of administrative issues.

f. Skills, and Abilities:

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agencies with which the Attaché's office conducts routine business and interactions. Provide direct support to Attaché, Deputy Attaché, TDY attorneys and visitors. Serve as floor Warden. Computer skills, (word processing, excel, power point, Internet Explorer, research tools, social networking and data bases) is required. Basic accounting skills

16. POSITION ELEMENTS:

- a. Supervision Received:
Reports to the Department of Justice Attaché, or in his absence to the Deputy Attaché
- b. Supervision Exercised:
Supervision over (one) Chauffeur and one administrative assistant.
- c. Available Guidelines:
Reference guide
- d. Exercise of Judgment:
Incumbent uses his/her own initiative, creativity, and exercise good judgment in handling phases of the work assignment and use discretion when discussing cases with other agencies within the Embassy, with close interaction with DOJ Attaché on each step taken
- e. Authority to Make Commitments:
Has authority to commit/cancel meetings for the DOJ Attaché or Deputy Attaché
Has authority to order/purchase supplies for the office with fund cites
Has authority to correct financial errors with FMO
Has authority to handle petty cash
Has authority to make travel arrangements
Has authority to handle chauffeurs schedules and provide task
- f. Nature, Level and Purpose of Contacts:
The incumbent will be expected to make daily contact with attorneys within the Department of Justice and State Department Legal Advisor's office, and at times, high level officials at the Mexican Attorney General Office (PGR) and Foreign Secretariat's office (SRE) on behalf of DOJ Attaché.
- g. Time Expected to Reach Full Performance Level:
Three (3) months.