

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Mexico City	<b>2. AGENCY</b> Department of State	<b>3a. POSITION NO.</b> 312801 A62-002
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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 Base classification MEX-A52-703

**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces  
 Position No. A52-732 Chauffeur (Title) FSN- (Series) 3 (Grade)  
1015
- b. New Position
- c. Other (explain) updated of signatures

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Florida Regional Center	Chauffeur, FSN-1015	3		11-24-14
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Chauffeur	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S. Embassy Mexico City	a. First Subdivision Diplomatic Security
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b. Second Subdivision Marines Security Guard Detachment	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

<b>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.</b>	<b>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.</b>
_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**  
 Operates a U.S. Government owned/leased vehicle in accordance with Department of State regulations and instructions received and provided by the Marines. At times will be required to drive senior members of the military or other agency personnel in, and around the city and its environs.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**  
 Incumbent works directly as a Chauffeur for the MSG Detachment; serves as a special messenger for the MSG Detachment.  
 When required, the incumbent will serve as a Chauffeur for the DS and MSG VIP visits. She/he will keep vehicles clean and report all maintenance problems to the MSG Detachment immediately.  
 Will be expected to serve as Chauffeur for MSG Detachment military and DS visitors as required. Provides guidance/service to DS and MSG VI P visitors during visits.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

a. Education:

Completion of Local secondary school is required.

b. Prior Work Experience:

Two (2) years of professional driving experience is required.

c. Post Entry Training:

On-the-job training in the proper operation and minor maintenance of MSG vehicles.

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

Spanish Level III, English Level II

e. Job Knowledge:

Must be familiar with local traffic laws and traffic patterns. Possess a working knowledge of automotive vehicle operation and safety and a general knowledge of automotive maintenance.

f. Skills, and Abilities:

Must be organized and responsive in following schedules. Must be in possession of a current and valid driver's license.

**16. POSITION ELEMENTS:**

a. Supervision Received:

Receives supervision from the MSG's and Detachment Commander.

b. Supervision Exercised:

None

c. Available Guidelines:

Department of State regulations in the use of government property and assets.  
Post Management procedures and policies on the use of overtime and government assets.  
Pertinent FAM guidelines and training materials and manuals.

d. Exercise of Judgment:

Must exercise good judgment and common sense when operating a vehicle. Be familiar with the standards of motor vehicle operations when driving. Identify problems quickly and determine the best course of action to take.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Detachment Commander, MSG's, DS officials, military officials, at all levels.

g. Time Expected to Reach Full Performance Level:

Three (3) Months.