

# 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> FAS - ATO	<b>3a. POSITION NO.</b> 312801 AAG-019
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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    **X** No**

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (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	Chauffeur, 1015	FSN-3		12-28-15
b. Other				
c. Proposed by Initiating Office	Chauffeur/Office Assistant	FSN-04		

<b>6. POST TITLE POSITION (if different from official title)</b> Chauffeur/Office Assistant	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> FAS- ATO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<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>
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_____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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<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>
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_____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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### 13. BASIC FUNCTION OF POSITION

Transport VIP, ATO and other FAS/USDA personnel on official duty. Transport office correspondence as necessary to various GoM liaison entities. Manage ATO vehicle and purchase accessory items for vehicles when necessary. Transport cargo as requested. Procure office supplies and manage petty cash on a recurring basis.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Transport ATO personnel (USDA VISITORS) using ATO vehicle to meetings in and around Mexico City, plan routes, be informed of protests, holidays and any eventualities which could cause scheduling delays. Plan travel to southern Mexico for ATO staff and FAS Washington Visitors. Follow RSO regulations and comply with notices for travel around Mexico. 50%

Ancillary/ Office requirements, assist the Administrative Assistant with office related duties such as filing, warehouse management, supplies inventory and office equipment servicing. Read the daily journals and news clippings to stay informed of upcoming Ag visits and events 25%

Transport/Deliver ATO correspondence, supplies and Ag samples received from Brownsville Logistics Center as well as materials needed for ATO presentations at conferences and trade Shows in southern Mexico. 10%

Procure supplies, work with Administrative Assistant to research the best sources for office supplies and equipment 10%

Manage ATO vehicle, scheduled maintenance as required, secure parts, keep office vehicle In good working order for city and rural visits. 5%

### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

Completion of High School is required.

b. Prior Work Experience:

At least 3 years of previous driving experience is required.

c. Post Entry Training:

Mission and ATO familiarization offered in-house. Advanced Defensive driving training required.

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's:

Must be a safe driver, possess sound knowledge of Mexico City area(s), and have good knowledge of roads and highways in adjacent states to Mexico City, as well as sound knowledge of the states within the area of responsibility of the other positions. Familiarization with Government of Mexico entities is also required.

- f. **Skills, and Abilities:**  
Self-starter (personal initiative/intuitive), safe driver, responds well to supervisory guidance, reacts well under pressure, performs requirement with limited supervision, accountable for own doings. Ability to read local newspapers and interpret agricultural events to his Supervisors. Must possess a local valid driver's license. Numerical (recordkeeping) and computer basic knowledge (data entry). Must be able to lift 50 lbs.

**16. POSITION ELEMENTS:**

- a. **Supervision Received:**  
From American management Supervisors (ATO Director and Deputy Director) for routine and non-routine tasks. ATO Deputy Director will be the Rater; ATO Director the Reviewer
- b. **Supervision Exercised:**  
No.
- c. **Available Guidelines:**  
Supervisor(s) will provide general Mission and Office security guidelines upon hire. Candidate should have a general sense of self security practices. Knowledge of DOS Vehicle manual and policy.
- d. **Exercise of Judgment:**  
Candidate should be able to think unilaterally and exercise sound judgment in all aspects of the job role, and ensure continuous communication/coordination with Supervisor(s) to resolve issues.
- e. **Authority to Make Commitments:**  
Candidate will make own decision(s) in the purchase of smalls items (below \$500.USD for OGV services or accessories, below \$200.00 USD for office supplies)
- f. **Nature, Level and Purpose of Contacts:**  
VIP, ATO personnel, and other USDA personnel traveling to Mexico on official duty. With GoM officials for official matters, SAGARPA and with vendors as required.
- g. **Time Expected to Reach Full Performance Level:**  
Six months.