

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

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| 1. POST <p style="text-align: center;">Mexico City, Mexico</p> | 2. AGENCY <p style="text-align: center;">Department of Justice, CRM</p> | 3a. POSITION NO. <p style="text-align: center;">A82-807</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. Reclassification of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Change in English level _____

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|---|--|--------------|----------|--------------------|
| a. Post Classification Authority HRO/MEXICO CITY | Administrative Assistant FSN-0105-7 | FSN-7 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. POST TITLE POSITION (if different from official title) | 7. NAME OF EMPLOYEE |
|---|---------------------|

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|---|----------------------|
| 8. OFFICE/SECTION <p style="text-align: center;">Department of Justice – Criminal Division</p> | 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. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |
| <p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p> | <p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p> |

| | |
|--|---|
| 11. This is a complete and accurate description of the duties and | 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. |
| <p>_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p> | <p>_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p> |

13. BASIC FUNCTION OF POSITION

The Administrative/Financial Assistant will have a dual function for the Department of Justice, Criminal Division in Mexico City. The candidate will work on administrative and financial tasks. The candidate will provide a full range of executive assistant-type and budgetary duties, including answering telephone calls, scheduling meetings, handling and drafting correspondence, maintaining electronic administrative files, distributing mail, and providing support in the areas of payroll, assisting with budget preparation, estimates, financial planning and analysis. The candidate needs to possess knowledge and skills in the application of accounting methods and techniques to analyze and evaluate the effects of continuing changes in program plans and funding. The candidate must follow State Department accounting standards. In addition, the candidate will work with the Office Management Specialist (OMS) to share the heavy administrative workload of the office. The candidate will be an alternate when the OMS is on annual leave or sick leave, managing the successful administrative operation of the office. The candidate will perform other duties as assigned by the Attaché and the Deputy Attachés.

14. MAJOR DUTIES AND RESPONSIBILITIES

Administrative Duties

- Provide high level administrative support duties, including one or more of the following types of work: Searches files and records for information and references; assembles material for use in preparation of reports, correspondence, technical papers, etc.; composes correspondence, cables, memorandums, etc., in accordance with standard office procedures. (40% of time).
- Answers telephone and receives visitors to the office, which includes providing information requested or referring callers and visitors to the appropriate staff member, or takes messages. (5% of time).
- Responsible for maintaining records of leave and attendance, ensuring supervisors approve employee leave and entering all relevant information into the WinTA program every pay period. (5% of time).
- Organizes the flow of administrative and financial processes in the office and helps OMS create Standard Operating Procedures and office guidelines. (5% of time)

Financial Duties

- Checks correspondence, bills, COAST vouchers, and receipts for content and signature, prepares expense reimbursements, ensures accuracy of fiscal data, etc. Prepares monthly cumulative report for headquarters' offices in Washington, DC. Assists with procurement of services, equipment, and resources as required by the Attaché. (20% of time).
- Attends all ICASS meetings for the office, examines and makes recommendations to the Attaché about decisions related to ICASS. Reviews and meticulously examines annual ICASS report for errors and omissions. Makes recommendations to Attaché for corrections. Works in conjunction with the Attaché to ensure timely submission of all ICASS reports and invoices. (5% of time).
- Provides support and assistance in reviewing accounting documents, allocations, and operating budgets. Identifies differences between current spending and the projected estimate. Recommends adjustments to the Attaché's Office to accommodate future needs. (5% of time).
- Works in conjunction with the Attaché to ensure accuracy and completeness at various points in the process, and with an eye toward providing more demanding assignments that will continue to provide growth to the employee, while enhancing the Office's effectiveness in meeting budgetary goals and objectives. (5% of time).

Other Duties

- Other duties as assigned. (10% of time).

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

- Completion of high school diploma or equivalent is required.
- Three years of secretarial/clerical/administrative/financial or customer service experience and aptitude for figures and/or detail-related duties is required.

b. Prior Work Experience:

- Three (3) years of administrative, office, financial, or equivalent experience is required.
- Excellent computers skills in Microsoft Word, Excell, Power Point, Internet Explorer or Google Chrome, research tools, organizational databases, i.e. Oracle, etc., strongly preferred, but not required.
- Applicant must have at least one year remaining in their tour to Mexico City, if that is applicable.

c. Post Entry Training:

- All training provided "on the job" or through Embassy-offered courses.

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 III.

e. Job Knowledge:

Knowledge of administrative and financial procedures and systems, such as word processing, managing files and records, accounting principles, providing estimates, closing year ending financial books, designing forms, and other office procedures and terminology. Knowledge of principles and processes for providing customer and personal services. Knowledge of principles and processes for providing customer and personnel services.

f. Skills, and Abilities:

Candidate will demonstrate great interpersonal skills, and be highly organized with precise attention to detail. Will be a great team player, but also be a self-starter with the ability to work independently, exercise good judgment, and complete their work on time under very tight deadlines, all while maintaining a positive attitude. Among other things, responsible for cash advances and petty cash (if applicable), FedEx and UPS package expense reconciliation. Responsible for maintaining highly organized office inventory and preparing necessary documents for the accession and de-accession of DOJ or State Department property. Because the candidate will be responsible for monitoring and attending ICASS meetings, and monitoring ICASS charges and budgets, as well as for monitoring office expenditures, a background in bookkeeping or organization of numbers a plus.

Knowledge of State Department computer system, i.e., WinTA, E-2, Arriba, COAST, e-services, and others is a plus.

Applicant must have, or be able to obtain and maintain, a Secret security clearance.

16. POSITION ELEMENTS:

a. Supervision Received:

Reports to the Office Management Specialist as well as the Department of Justice Attaché, or in his/her absence, to one of the Deputy Attachés.

b. Supervision Exercised:

N/A

c. Available Guidelines:

Reference guide and training by OMS and/or Attaché, or his/her designee.

d. Exercise of Judgment:

Candidate uses his/her own initiative, creativity, and exercises good judgment in handling all phases of the work assigned and uses discretion when handling payroll, accounting and budget information, given that this type of information should be kept confidential. Accounting functions are performed accurately and timely.

e. Authority to Make Commitments:

- Only the Attaché has authority to commit DOJ funds; however, on his/her own initiative, the Administrative/Financial Assistant identifies office needs and submits work/procurement orders to the Attaché for review/approval/signature.
- Has authority to handle petty cash and use petty cash (if applicable), but only with Attaché's supervision and approval.
- Has authority to make travel arrangements with Attaché's supervision and approval.
- Has authority to correct financial errors with FMO in conjunction with Attaché's prior approval.
- Has authority to order/purchase supplies for the office with fundcites in consultation with, and approval of, the Attaché.

f. Nature, Level and Purpose of Contacts:

Weekly contact with attorneys within the Department of Justice and State Department ICASS service providers, Financial Management Office (FMO), and at times, high level officials at the Mexican Attorney General's Office

(PGR), Foreign Secretariat's Office (SRE), and the Secretary of Governance (SEGOB). In addition, candidate may have weekly contacts with law enforcement community within the Embassy.

- g. Time Expected to Reach Full Performance Level:
Six (6) months.

Guerrero, Leticia (Mexico City)

From: HR-OE-MCLASSAdmin@state.gov
Sent: Thursday, September 26, 2013 11:59 AM
To: Hunsley, Deborah A; Verma, Rajiv K; Appleton, Corinne G; Cole, Caroline M; McCall, Ronnie; Parisi, Concettina E; Romero, Ingrid; Trammell, Nadia J; Zoller, Michael J; GarciaMS@state.gov; Gonzalez, Alejandro (Mexico City); Gonzalez, Omar (Mexico City); Guerrero, Leticia (Mexico City); Padilla, Jacqueline I Merida; Rivera, Laura H; Roque, Bealet (Mexico City); Trevino, Yocasta E; Vega, Adriana (Mexico City); Zetter, Rosa; ZunigaLP1@state.gov; Wilks, Christopher E; Castillo, Martina T; EperiamMB@state.gov; Zincke, Melissa J (Mexico City)
Cc: HR EAPS
Subject: MClass Jobs Notification
Categories: Working

M-Class

Job ID: MEX-A82-807
Post Name: MEXICO -CITY D.F.
Agency: DEPARTMENT OF JUSTICE
Occupation Series Code: 0105-GEN. CLER. & ADMIN.
Official Position Title: ADMINISTRATIVE MGMT ASST
Post Position Title: ADMINISTRATIVE ASST (DOJ)
Evaluation Date: 9/12/2013
Status: LOCAL APPROVED
Approval Date: 9/26/2013

This job has been approved. Please [Click Here](#) to review.

Comments:

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