

**13. BASIC FUNCTION OF POSITION**

Incumbent serves as post's Housing Coordinator for Government Owned and Short Term Lease residential housing, and administrative vehicle fleet management. Performs secretarial, administrative and clerical duties for the post's General Services Officer (GSO) and Facilities Manager (FM). Prepares and types Facilities Maintenance and repair work orders, administrative service requests, vehicle transportation requests and manages office documents. The position reports to the GSO, or in his or her absence, the FM.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

A. Housing Coordinator (25%)

Initiates search for residences by surveying potential properties that meet U.S. Mission standards and requirements for the Embassy's residential housing pool. Assists the GSO in negotiating short term leases with property owners. Contacts realtors and relays basic search criteria, reviews residences, measures and ensures the properties meet the grade and space standards, and narrows down the final selection for the GSO and the Housing Board to review. Coordinates with utility companies to establish and maintain utility services to residences. Coordinates Housing Board issues by drafting the agenda and minutes and maintaining their files.

Conducts final inspections of residences prior to arrival of new USG personnel. Upon arrival, conducts the GSO Section check-in procedure for employees, including "walk-through" of residences with explanation of the operation of appliances, locks, doors, heating and air conditioning, hot water units or security devices. Ensures that all household furnishings and fixtures are in good working order and notes if repair or replacement needed.

Conducts pre-departure inspections of housing units soon to be vacated, assessing any damages or repairs required. Also participates in the hand over of residences for leases the Embassy has terminated

Maintains the GSO/FM key log and key box.

B. Administrative (25%)

Prepares Real Property Application Report. Prepares vouchers/claims for the GSO and office staff (e.g., travel, representation, education). Must keep up-to-date with various procedural requirements for completing vouchers. Prepares billings for American staff for petrol purchased from the Embassy's bulk supply, notifying B&F of amount billed. Monitors the use of Government-owned vehicles (GOV's), receives Fleet-card (petrol and maintenance) billings for GOV's (operated by all agencies), verifies and forwards to B&F for payment. Maintains a file copy of billings. Prepares and updates the list of GOV registration numbers of all agencies. Completes forms for refund of excise duty on petrol

bought for the Embassy's fuel tank and for GOV's. Takes meter readings of all photocopiers in the Embassy that are under contract and reports them to the relevant contractor.

C. Work Order Clerk (25%)

1. FM: Receives written, email or telephone requests for maintenance and repairs from offices and occupants of government-owned or leased properties and enters work order requests in the WebPASS Work Orders application. After approval of the work order, distributes to the appropriate work units, including property managers of short-term lease residences. Follows up on all work orders in process and provides information to questions related to the status of a work order. Closes out work orders in WebPASS and enters hours, materials used and cost as reported by FM personnel.

2. GSO: Receives written or email requests for procurement or motor pool needs from offices and occupants of government-owned or leased properties. After approval of the work order, distributes to the appropriate work units. Follows up on all work orders in process and provides information to questions related to the status of a work order. Closes out work orders and files them in appropriate files.

Maintains files of all completed work orders for reference and control purposes.

D. Clerical/Computer Systems Operations (20%)

Performs typing and word processing duties for the GSO and FM. If requested by GSO, assists other staff in same duties. Provides telephone and receptionist service for GSO. Maintains GSO's business appointments, having full authority to make appointments for GSO and on occasion for other GSO staff. Composes non-technical correspondence for GSO's signature. Receives and date stamps all incoming correspondence and communications; determines appropriate routing and distribution. Prepares travel orders, country clearances and additional cables. Reviews outgoing correspondence for proper format, grammar and punctuation, and makes corrections as necessary.

Maintains and updates files, handbooks and manuals.

Maintains adequate stocks of office supplies and performs tasks necessary to ensure the efficient and smooth functioning of the office.

Updates databases on the WebPASS, RPA and ILMS systems.

E. Timekeeper (5%)

Serves as timekeeper for GSO and FM, inputting Time & Attendance into WinTA and submitting report to the Main Timekeeper each pay period.

**15. MINIMUM REQUIREMENTS FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of secondary school.
- b. **Prior Work Experience:** Minimum of two years secretarial/clerical experience.
- c. **Post Entry Training:** Microsoft Office 2007 Word-processing training, and advanced word processing. Excel and intranet database usage training. Timekeeper training.
- d. **Language Proficiency:** Level III English - Good working knowledge of the English language, both oral and written.
- e. **Knowledge:** Good working knowledge of Administrative, Maintenance and GSO operations. Must have understanding of other mission elements, knowledge of clerical operations and procedures and general knowledge of maintenance operations and terminology. Extensive knowledge and familiarity with Wellington area required.
- f. **Skills and Abilities:** Minimum typing ability of 40 words per minute (Level II), ability to operate standard office machinery required. Proficiency in word processing operations. Must possess good organizational skills, be able to set priorities and meet deadlines, and be able to establish and maintain good working relationships with both post personnel and outside contacts. Must have a valid, current NZ driver's license.

## 16. POSITION ELEMENTS

- a. **Supervision Received:** The General Services Officer has overall responsibility for this position. Supervision is general for routine requirements; close for unusual or "one-off" assignments. Incumbent works independently. Performance is evaluated on results achieved.
- b. **Available Guidelines:** DOS Correspondence Handbook; GSO's Handbook; GSO standard operating procedures; 14 FAM, and agency/post directives. Appropriate sections of the Foreign Affairs Manual, the Maintenance Handbook, operating manuals, and post GSO procedures. PASS Work Orders Application and Real Property Application handbooks.
- c. **Exercise of Judgment:** Due to the independent nature of work, must exercise mature judgment in execution of duties, exercising discretion, tact and diplomacy. Judgment is used in planning/setting work priorities. Must be able to distinguish routine work order requests from non-routine, priority or emergency requests. Must be able to control and prioritize work orders.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level and Purpose of Contacts:** Has contact with all levels of post personnel.

Working level contacts with other personnel in the unit and significant contacts with all levels within the American Embassy community for the purpose of exchanging information on the status of work order requests.

**f. Supervision Exercised:** No supervision exercised.

**g. Time Required to Perform Full Range of Duties:** 9-12 months