U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
PANAMA	DOS	97-347003

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ **Yes 4** ☐ **No**

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) To Advertised vacant position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority RHRO	Maintenance Security Escort, 701	FSN-4; FP-AA	MM	03/10/10
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Maintenance Security Escort	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION US Embassy	a. First Subdivision Management Section
b. Second Subdivision GSO	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) _____

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) _____

13. BASIC FUNCTION OF POSITION

The incumbent of the position is responsible for maintaining the security integrity of the Controlled Access Areas (CAA). The incumbent will ensure that prohibited items are not introduced into the CAA, i.e. electronic devices, firearms, explosives, photographic equipment, drugs, alcohol and controlled substances. The incumbent will escort employees and contractors without appropriate security clearances within the CAA. Also, incumbent will maintain an escort log and records unusual and pertinent incidents as well as the arrival and departure of escorted contractors.

The incumbent also will assist with secure local procurement practices. This can include accompanying local employees to make random purchases, or ensuring that purchased items are escorted, inspected, or otherwise screened before being placed into a CAA.

14. MAJOR DUTIES AND RESPONSIBILITIES — % OF TIME

(See attached)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: High school or GED equivalent is required.

b. Prior Work Experience: One year experience in general office work is required.

c. Post Entry Training: Briefings/orientation from Security Office and from supervisor.

d. Language Proficiency: Level II (Limited Knowledge) speaking/reading English language is required. Level II (Limited Knowledge) speaking/reading Spanish language is required.

e. Job Knowledge: Must possess knowledge of agency/Mission/Section's location. Must have knowledge of Microsoft Office (Outlook and Word). Must be familiar with embassy procedures.

f. Skills and Abilities: Must possess valid local driver's license. Familiarity with computer applications, particularly Outlook and Word is required. Must be able to detect that prohibited items are not introduced into the CAA (electronic devices, firearms, explosives, photographic equipment, drugs, alcohol and controlled substances).

16. POSITION ELEMENTS

a. Supervision Received: Reports to the S/GSO

b. Supervision Exercised: Oversight/escort of uncleared employees

c. Available Guidelines: RSO instructions, 12 FAM guidance; State cables and memorandums

d. Exercise of Judgment: Must appreciate when workers or procedures are not acceptable and alert security office.

e. Authority to Make Commitments: None

f. Nature, Level and Purpose of Contacts: Line managers, desk employees (stores, etc.) Within the embassy will have contacts at every level of work.

g. Time Expected to Reach Full Performance Level: 6 months.

Continuation…..

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Escort uncleared contractors in Controlled Access Area during construction or other projects.	40%
Escort Locally Employed Staff who lack a security clearance in Controlled Access Areas.	40%
Assist Procurement Section with random procurement.	20%