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	STATE	A52326

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) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority HRO	SHIPPING CLERK, 905	FSN-6; FP-8	TB	01/28/11
b. Other				
c. Proposed by Initiating Office GSO		FSN-6; FP-8		

6. POST TITLE POSITION (if different from official title) Shipping Clerk	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision General Services Office	c. Third Subdivision Shipping & Customs Unit
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

This is a non supervisory position reporting directly to the Shipping Supervisor. Duties include, but are not limited to:

- managing outgoing official and personal shipments approved for DOS and other Mission agencies;
- assisting in all phases of documentation including preparing permits and diplomatic notes;
- represent the Team on all ITGBL matters; Handle the ITGBL Shipments
- applying FAM, JFTR, JTR, DTR, (Regulations) and other DOS and Embassy guidelines to official and personal shipments;
- assisting the Shipping Supervisor in preparing and filing various shipping reports.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Two years of college or university studies in Business Administration or Management is required.

b. Prior Work Experience: One (1) year experience working in shipping/transportation or very closely related function is required.

c. Post Entry Training: During probationary period incumbent must take Shipping and Transportation Training and on-the-job training regarding DOS, DOD, US Customs and Panamanian Customs policies and regulations.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing in Spanish is required.

e. Job Knowledge: Must demonstrate proficiency in US and Panamanian custom's procedures, as well as transportation regulations.

f. Skills and Abilities: Ability to function independently when dealing with all kinds of Panamanian Government officials, employees and eligible family members (EFM), and vendors is required. Must be able to monitor and manage multiple projects at the same time. Must have excellent organization skills. Must have excellent customer service skills. Must have intermediate computer skills in MS Word and Outlook and low intermediate in MS Excel and PowerPoint.

16. POSITION ELEMENTS

a. Supervision Received: From Shipping Supervisor and/or GSO Management (SGSO or AGSO). Routine assignments are done independently.

b. Supervision Exercised: None

c. Available Guidelines: 14 Foreign Affairs Manual (FAM), Joint Federal Travel Regulations (JFTR), Joint Travel Regulations (JTR), Defense Transportation Regulation (DTR), Panamanian Laws and Regulations, and other DOS and Embassy guidelines.

d. Exercise of Judgment: Evaluates moving schedules to minimize waiting periods. Assures that transportation regulations are applied to all shipments.

e. Authority to Make Commitments: Only with GSO Management approval.

f. Nature, Level, and Purpose of Contacts: Works with all levels of Panamanian Government officials in order to ensure a smooth and efficient shipment process. Coordinates with Embassy employees and EFMs for HHE, UAB, and POV deliveries and pickups.

g. Time Expected to Reach Full Performance Level: One year.

Continuation…..

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Manages all outgoing official and personal shipments approved for DOS and other Mission agencies. Coordinates movements with transportation companies, US Dispatch Agencies, other Embassies, and Panamanian and US Government officials. Processes all paperwork associated with incoming shipments including diplomatic notes, permits, and registrations. Ensures that FAM, JFTR, JTR, DTR, (Regulations) and other DOS and Embassy guidelines are implemented and followed. **50%**

2. Processes all Shipping and Custom's outgoing documentation, updates the Shipping tracking program, tracks the GOV and POV license plates, and updates diplomatic information for exonerated fuel purchases. **25%**

3. Represents Shipping and Custom's on all ITGBL matters ensuring the Embassy implements and complies with all DOS requirements. **10%**

4. Assists the Shipping Supervisor to prepare various weekly, monthly, and quarterly shipping reports for GSO Management. Other ad-hoc shipping responsibilities as assigned by the Shipping Supervisor and/or GSO Management. **10%**