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	State	97-357003

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) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	Secretary (Rover), 120	FP-8	MM	5/21/08
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Secretary	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION US Embassy	a. First Subdivision Management Section
b. Second Subdivision Human Resources Office	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.** Tabrese Venson Typed Name and Signature of Human Resources Officer — Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Incumbent provides office management support to any Department of State office/section within the mission either as the sole support of the office, or in assistance to an Office Management Specialist.

14. MAJOR DUTIES AND RESPONSIBILITIES — 100% OF TIME

Types in final, letters, telegrams, memoranda, Diplomatic notes and reports (to include EER) from written or typed drafts. Maintains and updates all mission and/or office lists and notices as required. May be called upon to take and transcribe minutes fro meetings. Assemble data and draft certain mission and/or office reports and materials (such as, status reports, staffing pattern, input to MPP, bios, briefing, conference reports, post profile, post report, etc.). Proofreads and edits all correspondence and materials to ensure proper format, accuracy and compliance with regulations. (See continuation)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

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

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

c. Post Entry Training: Cable Express, handling and safeguarding of classified information training from RSO; T&A software and other applicable software training.

d. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level I (Elementary) Speaking/Reading Spanish is required.

e. Job Knowledge: Must be familiar with the mission's organization structure. Must possess a good working knowledge of U.S. Government practices, particularly in the office management field. Must possess knowledge of general office procedures.

f. Skills and Abilities: Advanced level keyboard skill is required. Must have computer literacy on a variety of software applications (MS Word, Open-net and Internet). Must be able to organize routine data and maintain established procedures. Must be flexible. Must be resourceful and service-oriented in dealing with people. Must be able to work with all levels of the Embassy and the general public operating courteously and tactfully.

16. POSITION ELEMENTS

a. Supervision Received: Receives supervision from the Chief of Section where incumbent is assigned.

b. Supervision Exercised: Generally none, however, this may vary depending upon job and section.

c. Available Guidelines: Appropriate DOS regulations to include the FAM and FAH, along with post policies and guidelines, as well as office-specific SOPs.

d. Exercise of Judgment: Use sound and independent judgment in responding to queries for information. Must prioritize and schedule tasks to ensure due dates are met.

e. Authority to Make Commitments: None.

f. Nature, Level and Purpose of Contacts: Daily contact with American and LES of various organizational levels.

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

Continuation….

14. MAJOR DUTIES AND RESPONSIBILITIES

Receives and screens all incoming telephone calls and correspondence. Responds to inquiries and requests of a routine nature, or directs to responsible party for action.

Acts as custodian of classified and unclassified office files, and maintains section reference library, as well as the office information resource library. Maintains and controls reading file for office. Maintains office schedules and time and attendance records, or acts as back-up for reporting of T&A. Monitors deadline dates for submission of reports and action related matter. Receives and escorts visitors and maintenance personnel within section.

Coordinates administrative arrangements for VIP visits, TDY visitors and special functions. Assists officers and TDY personnel with travel arrangements, visas and accommodations. Reviews travel vouchers for accuracy and tracks processing and payment. Prepares invitations, applies knowledge of protocol in managing processes and events, e.g. preparing guest lists, invitations, seating charts, proper forms of address, and representation vouchers.

Maintains office equipment, e.g. telephones, personal computers, photocopiers, fax machines, scanner and schedules repairs and/or preventive maintenance services. Provides basic software support such as archiving and use of office software including the Internet and Intranet. Controls office supply stock and re orders as necessary.

May be assigned additional duties and responsibilities as required of the job.

May be called upon to coordinate, or assist with, special projects, events or functions as directed. Assists other sections as needed.