

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
At least two years of college or university studies is required.
- b. Prior Work Experience:
Two to four years work experience in cashier functions and clerical work is required.
- c. Post Entry Training:
None. During probationary period, incumbent must receive on the job training.
- 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 Spanish is required. Level III (good working knowledge) speaking/reading/writing English is required.
- e. Job Knowledges:
Must be familiar with valid/authentic Panamanian documents. Must possess knowledge of Panamanian notarial services. Knowledge of Panamanian immigration and customs rules, regulations, and procedures is required. Must know how to use a wide variety of computer applications including Word, Excel, Outlook and Internet Explorer.
- f. Skills and Abilities:
Must possess customer-service experience. Must be able to deal efficiently and courteously with an often demanding public. Strong clerical, word processing and computer skills are required. Must be able to operate a computerized cash register. Must have typing skills at 40wpm.

16. POSITION ELEMENTS

- a. Supervision Received: Incumbent receives supervision from the FSN ACS Supervisor (position No. N32001) and is reviewed by the Consul General.
- b. Supervision Exercised: None.
- c. Available Guidelines: Consular Fees Schedule, Notarial Procedures, 7 FAM, Immigration and Naturalization Act.
- d. Exercise of Judgment: Must exercise considerable judgment in determining the authenticity of documents presented for notarial services and for ACS cases. Brings irregular cases to the attention of management.
- e. Authority to Make Commitments:
On a daily basis, provides guidance to colleagues and clients on preparing notarial services such as procedures for affidavits; powers of attorney; IRS identification requirements; acknowledgements for wills, properties; certifications of single status; Panamanian immigration and customs requirements; true copies, etc. Provides guidance to clients on procedures of the Hague Convention Abolishing the Requirement of Legalization of Foreign Public Documents.
- f. Nature, Level and Purpose of Contacts:
Has contact with general public and with the Mission staff; with Panamanian customs, immigration, police and judicial authorities; with Government of Panama Ministry of Foreign Relations Office of Authentications; with Panamanian and stateside attorneys; with foreign diplomatic missions in Panama. All contacts are used for issues related to the position's functions.
- g. Time Expected to Reach Full Performance Level: One year.

Continuation Sheet

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Position A32321

Sub-Cashier, FSN-6

14. Major Duties and Responsibilities (Cont.)

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Receives and process passport and citizenship cases for example, applications for passports, registrations, births abroad, and deaths abroad.

Provides ACS information and assistance both in person and telephonically. Distributes voting materials; orders, receives and distributes Internal Revenue Services forms.