U.S. Department of State
INTERAGENCY FOREIGN SERVICE NATIONAL 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	97-971137/A32321

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. Redescription of duties: This position replaces Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	SUB-CASHIER (T), FSN-1415	FSN-5; FP-9	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Sub-Cashier	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Consular Section
b. Second Subdivision American Citizens Services Unit	c. Third Subdivision PPT & Citizenship Office
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

Incumbent collects fees for all units of the Consular Section and Bureau of Citizenship and Immigration Service (BCIS), with the exception of non-immigrant visa (NIV) application fees. He/she also prepares all notarial services. Secondary responsibilities: provides American Citizen Services (ACS) and processes Passport and Citizenship cases.

14. MAJOR DUTIES AND RESPONSIBILITIES **70 % OF TIME**

Collects Consular and BCIS fees totaling approximately U.S$450,000 yearly. Prepares daily, monthly, yearly and special accountability reports. Provides notarial services: acknowledgements, oaths, affidavits, true copies, powers of attorney, etc. Maintains and updates registration of American citizens in the Automated Consular Systems applications. (See attached)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
At least two years of college or university studies is required.

b. Prior Work Experience:
One 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.

14. Major Duties and Responsibilities (Cont.)

30%

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.