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	97-623502

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) Recruitment Process

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 Rover/Newsletter Editor	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION Management Section	a. First Subdivision Community Liaison Office
b. Second Subdivision	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

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 and provides secretarial support to the Community Liaison Office to include processing of the US Embassy Panama employee newsletter.

14. MAJOR DUTIES AND RESPONSIBILITIES — 100% OF TIME

See Continuation Sheet

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. Newsletter or E-Signage software training.

d. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English is required. Level I (Rudimentary) Speaking/Reading/Writing 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 and media editing.

f. Skills and Abilities: Advanced level keyboard skill is required. Must have computer literacy on a variety of software applications (MS Word, MS Publisher, PowerPoint, Adobe Acrobat, 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 Community liaison Officer and temporary supervision from Chief of Section where incumbent is assigned as Secretary Rover.

b. Supervision Exercised: None.

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

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 from meetings. Assemble data and draft certain mission and/or office reports and materials (such as, status reports, staffing pattern, input to MSPR, 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.

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 called upon to coordinate, or assist with, special projects, events or functions as directed. May be called upon to act as security escort when required. Assists other sections as needed. **65%**

Contribute, compile, write, prepare, edit and submit in final form for publication, an issue of the US Embassy Panama employee newsletter, Huaca talk, each Thursday of every week.

In charge of developing, designing, and producing many different types of digital media. Must be able to manage many different projects all at one time, and be able to clearly and concisely edit material using various types of editing software and computer programs. Must manage media both physical and electronic. **30%**

Other related duties as assigned. **5%**