

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> Panama	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b> A52744
--------------------------	---------------------------	-----------------------------------

**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) To update supervisor's name

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	MSG Chauffeur -1015	FSN-3	JG	09/19/04
b. Other				
c. Proposed by Initiating Office GSO	MSG Chauffeur – 1015	FSN-3		

<b>6. POST TITLE POSITION (if different from official title)</b> MSG Chauffeur	<b>7. NAME OF EMPLOYEE</b> VACANT
---	--------------------------------------

<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision General Services Office	c. Third Subdivision MSG

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
---	--

<b>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.</b>  _____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<b>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.</b>  _____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
---	--

**13. BASIC FUNCTION OF POSITION**

Drives Marines to all destinations as requested.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
1. Drives Marine officers to all areas of Panama (MSQ quarters, Embassy, business, entertainment and tourist locations, etc) as requested. Submits daily trip tickets .	80%

(continue on blank sheet)

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
Primary school diploma is required.
- b. Prior Work Experience:  
Two years of experience as a chauffeur within Panama City is required.
- c. Post Entry Training:  
None. During probationary period, incumbent must take Safe driving training, SHEM Training and basic vehicle maintenance training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):  
Level II (Limited Knowledge) Speaking/Reading English. Level II (Limited Knowledge) Speaking/Reading Spanish.
- e. Job Knowledge:  
Knowledge of streets and avenues, as well as businesses and tourist attractions in Panama City. Must know highways, and safety driving rules, especially in extreme conditions. Basic knowledge of vehicle maintenance is required.
- f. Skills, and Abilities:  
Must possess a valid driver's license (Type F). Must be able to drive both Automatic and Manual type vehicles.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Directly supervised by MSG Detachment Commander, administrative supervision by Motor Pool Supervisor.
- b. Supervision Exercised:  
None
- c. Available Guidelines:  
Instructions received from MSG.
- d. Exercise of Judgment:  
Which are the safest and fastest routes to take, especially when an emergency arises.
- e. Authority to Make Commitments:  
None.
- f. Nature, Level, and Purpose of Contacts:  
Marines, RSO staff, other FSN drivers, Motorpool Supervisor, Dispatcher.
- g. Time Expected to Reach Full Performance Level:  
One year.

**DS-298, Interagency Post Employee Position Description**  
**MSG Chauffeur**  
Continuation

**14. Major Duties and Responsibilities, cont.**

- 2. Cleans and performs maintenance checks to MSG vehicles daily 10%
  
- 3. Other duties as assigned, such as provides information about Panama to Marines concerning shops, restaurants, tourist locations, entertainment; assists with VIP visits. 10%

