

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Panama	2. AGENCY State	3a. POSITION NO. A54022
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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) Position Established on 9/8/14 and replaces HR Clerk A54001

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority FRC	Human Resources Clerk - 305	FSN-5	CS	04/06/12
b. Other				
c. Proposed by Initiating Office HRO	Human Resources Clerk, 305	FSN-5		

6. POST TITLE POSITION (if different from official title) Human Resources Clerk	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION Management Section	a. First Subdivision Human Resources Section
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <u>Vacant</u> <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. <small>Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</small>
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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. <small>Typed Name and Signature of American Supervisor Date(mm-dd-yy)</small>	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. <small>Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION
Incumbent provides clerical and administrative support duties to the Human Resources Office such as upkeep of the section's filing system including the maintenance of official personnel folders, subject files, permanent files, manuals, regulations, and preparation of routine correspondence. Assist in the recruitment process. Assist the Human Resources Officer and Human Resources Specialist in special projects and assist HR Assistant in maintaining the Web.PASS Post Personnel System database.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

See Continuation Sheet

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: **Completion of secondary school is required.**
- b. Prior Work Experience: **One year of prior work experience in a clerical/administrative role is required.**
- c. Post Entry Training: **On the job training in post procedures and applicable regulations will be provided. Applications: Post Personnel System.**
- 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 English language is required. Level III (Good Working Knowledge) speaking/reading/writing Spanish language is required.**
- e. Job Knowledge: **Must have good knowledge of general office procedures and practices.**
- f. Skills, and Abilities: **Must be proficient in MS Office software applications, particularly Word and Excel. Must be familiar with standard office equipment (computer, calculator, fax, scanner, etc..). Must be personable, tactful, and able to communicate very well both orally and in writing). Must be confidential and trustworthy. Must be able to maintain a filing system.**

16. POSITION ELEMENTS

- a. Supervision Received: **Directly supervised by the Human Resources Specialist.**
- b. Supervision Exercised: **None**
- c. Available Guidelines: **State Department and post standard operating procedures specific to work area, such as 2 FAM, 3 FAM, 14 FAM and respective FAH and post policies.**
- d. Exercise of Judgment: **Incumbent must exercise judgment when dealing with sensitive and personnel issues.**
- e. Authority to Make Commitments: **None.**
- f. Nature, Level and Purpose of Contacts: **Internal clients include all level of employees. External clients include mid and low level contacts including Immigration Department, Ministry of Labor, Social Security Institution, potential candidates, etc...**

g. Time Expected to Reach Full Performance Level: **Six months**

14. Major Duties and Responsibilities (Cont.)

25% of time

Incumbent receives all incoming correspondence and is responsible for its distribution. Serves as the filing clerk of the HR office ensuring that the Official Personnel Files of Local and American employees are maintained and kept up-to-date, as well as all other subject files. Performs all duties required to assure that relevant materials in need of filing are filed and posted in the sections' subject and official personnel folders, regulations, handbook, and/or instructions provided by the immediate supervisor. Maintain a card system of LES departed employees.

25% of time

Incumbent assists in the recruitment process. Prints and ensures that applications received in response to posted vacancy announcements are duly recorded. Responds appropriately via email to candidates. Prepares the excel spread sheet with name of candidates and all pertinent information. Facilitates all scheduling of candidates for interview, prepares interviewing packages and regret letters. Performs final review of position folders to ensure all required information is filed accordingly. Maintains and updates the Vacancy Announcements/Recruitment report. Handles all PSA Limited recruitment to include preparing the PSA Limited contract.

15% of time

Maintains and updates the Arrival/Departure roster which includes coordinating with the CLO in obtaining information. The Arrival/Departure roster is distributed every other Friday. Assist HR Assistant (A54021) in maintaining and updating the Post Personnel System Database (Web.PASS). Maintains and updates Post Profiles ensuring that information provided is current on a monthly basis. Maintains and updates the Human Resources intranet to ensure that relevant policies, HR memos and vacancy announcements are posted and updated when appropriate.

15% of time

Type's correspondence, letters, telegrams, memorandums, announcements and HR related forms. Translate routine correspondence or documents from the language of the host country into English. Prepares job letters or other required letters and forms for both LES and American employees.

15% of time

Assist the HR Assistants with a variety of clerical and administrative support duties. Assist HRO and HR Specialist with special projects.

5% of time

Performs other related duties as assigned.