

## **Major Duties and Responsibilities**

1. The position receives, sorts, and routes incoming Unclassified Diplomatic Pouch mail, local mail, Diplomatic Postal Office (DPO)/USPS mail, common carrier mail (e.g. DHL, FedEx), inter-office mail, and newspapers. Prepares, arranges, and coordinates transportation and delivery of outgoing Unclassified Diplomatic Pouch, DPO mail, interoffice, and local mail and periodicals. Ensures compliance with all US Government, Department of State, and local mail laws, regulations, customs procedures and requirements. Serves as primary contact for agency officials and employees on mail room services and procedures. Provides customer service for all DPMU customers. Operates incoming/outgoing facsimile service and delivery for the Embassy. Serves as backup embassy operator as needed.

2. The incumbent screens and inspects incoming mail, following Department of State mail inspection standards and regulations, for hazards and possibly hazardous material. Transports incoming local mail to post's mail-screening facility for inspection and certifies what mail has passed inspection and arranges for its quick dispersal to the proper addressee. The incumbent coordinates with the RSO and IPC for further examination of suspected mail and assists with the proper dispensation of any suspected or confirmed hazardous mail and/or material. The incumbent is responsible for ensuring the upkeep and maintenance of the mail screening facility as well as all mail screening equipment. Ensures that the mail-screening facility is properly stocked with both medical supplies used for screening mail and office supplies. The incumbent is the primary point of contact for questions on mail screening procedures.

2. Keeps abreast of current USG and DoS laws, regulations, and requirements regarding USPS and Unclassified Diplomatic mail. Also keeps current with local laws pertaining to mail and customs. Trains and provides guidance to While Actually Employed (WAE) staff. Responsible for maintenance and upkeep of all mailroom equipment as well as inventory of all office equipment and assets. Orders supplies and ensures that the mailroom is well supplied for its pouch and office needs. Provides advice to IMS and IMO on ways to improve mailroom operation.

3. Maintains the Embassy's Diplomatic Note log and archive, mail and pouch documentation, and any additional mailroom recordkeeping as necessary per all FAM, FAH, DPO, USPS, and local requirements.