

American Embassy Madrid

VACANCY ANNOUNCEMENT

No. 4-15

MAIL CLERK - DPO

March 3, 2015

OPEN TO: US Citizen Eligible Family Members (AEFMs) and US Citizens Ordinarily Resident (OR) as per the definitions below – All Agencies

POSITION: FP-9 (to be confirmed by Washington)/ FSN-5

OPENING DATE: March 3, 2015

CLOSING DATE: March 17, 2015

WORK HOURS Part-time (20 hours per week)

Please note that this position is contingent on the availability of funds

IMPORTANT NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY (COM) AND U.S. CITIZEN ORDINARY RESIDENTS AS DEFINED BELOW ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Madrid is seeking a U.S. citizen eligible family member (AEFM) or Ordinary Resident (OR) for employment in country for the position of **MAIL CLERK** in the Information Management Office. **Incumbent must be able to obtain and maintain a United States Government Top Secret security clearance.**

BASIC FUNCTION OF POSITION

The incumbent works the Diplomatic Pouch Office (DPO) Parcel Drop-off/Pickup window, providing customers with hands-on guidance using the Embassy's Postal Kiosk; accepts and prepares all DPO United States Postal Service (USPS) mail items and Department of State (DoS) Diplomatic Pouch—both classified and unclassified—items for outbound mailing/shipping. He/she receives and distributes classified pouch contents and escorts classified pouch shipments to and from the airport. He/she also assists in the management of Post's Emergency Action and Evacuation (E&E) Radio Inventory.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completed Secondary School Education.
2. **Prior Work Experience:** One year customer service experience. One year experience as a U.S. Postal Clerk or related clerical experience. Six months experience handling classified material.

3. Language Proficiency: English and Spanish level 3 (good working knowledge) speaking/reading. This will be tested.
4. Knowledge of computer technology and applications (e-mail, word processing, spreadsheet, internet browser). Basic knowledge of basic accounting principles.
5. Skill: Ability to lift and handle up to 70 pounds of postal material

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above)

VERY IMPORTANT NOTE: *All candidates must indicate in the presentation letter and/or application DS-174 that they meet the qualifications stated above. Those applications that do not clearly show that all the requirements are met will be discarded. Ordinary Resident applicant must provide a copy of their work/residence permit.*

SUBMIT APPLICATION TO

Human Resources Office
Serrano, 75
28006 Madrid
Telephone: 91-587 2226
FAX: 91-587 2229
e-mail: Madrid_HR_Applications@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted their main residency focus to the host country and has the required work and/or residency permits for employment in country.

CLOSING DATE FOR THIS POSITION: March 17, 2015

The US Mission in Spain provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuous diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and /or courts for relief.