

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

90% - Guard duties:

Maintains full familiarity and compliance with all General and Post/Specific guard orders for which s/he is responsible.

Provides routine guard coverage on a regular or rotating shift at a stationary post, reception point, or walking patrol at any one of U.S. Mission Ashgabat's various guard posts.

Controls access to buildings and grounds in accordance with the Mission's general and post/specific guard orders, departmental guidance, and other security standards as appropriate. In this regard, also maintains a post security log to record routine activities, security incidents, and to keep track of security equipment at the various guard posts.

Ensures that all visitors are screened properly and depart in a timely and orderly fashion after notification of visit termination.

Inspects packages and bags of parties entering mission premises, in accordance with standing guard orders and/or procedural instructions.

Inspects vehicles entering mission premises in accordance with Departmental and Mission procedural guidelines.

Maintains order in waiting lines and controls access to the chancery lobby during consular section visa hours.

Provides timely notification up the chain of command in cases of emergencies, disturbances, and/or issues of security and safety concern.

Functions as part of the Mission's emergency REACT team under the direction of the guard supervisor.

5% - Attends English-language, physical, and special readiness training as assigned.

5% - Performs other duties as assigned by the LGF Supervisor and the RSO/ARSO.

15. REQUIRED QUALIFICATIONS

a) Education: Completion of secondary school.

b) Prior Work Experience: One year of general work experience is required.

c) Post Entry Training: On-the-job training will be provided by the guard supervisor and senior guard on duty during the incumbent's initial six months on duty and before promotion to the full performance level.

d) Language Proficiency: Level I (Rudimentary knowledge) English is required. Level III (Good working knowledge) Russian or Turkmen is required.

e) Knowledge: Must have basic understanding of how security concerns interface with local law enforcement practices.

f) Skills and Abilities: Ability to deal calmly, professionally and effectively with members of the public, colleagues (both American and Turkmen) and official visitors. Ability to work nights, overtime, extra shifts and unusual hours. No physical limitations, which would prevent carrying out normal guard duties, including foot patrols. Employees must demonstrate excellent physical fitness at all times of their continuing employment with the Local Guard Force irrelevant of the assigned position. Be able to learn how effectively to use security equipment (baton, handcuffs, and radio).

16. POSITION ELEMENTS

a) Supervision Received: Direct supervision from the Shift Leader and Senior Guard/Mobile Patrol Guard on duty and the oversight of the LGF Supervisor, RSO/ARSO and Marine Detachment as appropriate.

b) Available Guidelines: Standing general and post/specific guard orders, written and oral orders and Departmental policies.

c) Exercise of Judgment: Must exercise good judgment when dealing with the public, particularly when dealing with volatile personalities and situations. Must have the presence and competence to deal with situations without the use of force, but must also be able to judge judicious use of force is warranted. Must be able to determine what incidents and concerns need to be reported immediately up the chain of command. Integrity is absolutely essential.

d) Authority to Make Commitments: None.

e) Nature, Level and Purpose of Contacts: Working level contacts with colleagues, local police officials assigned to protect USG installations and with levels of the public who visit the mission and its various components.

f) Supervision Exercised: None.

g) Time Required to Perform Full Range of Duties: Six months.