



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST U.S. Embassy Ashgabat	2. AGENCY State	3a. POSITION NO. A55102
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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. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) minor update to Section 14: Driving USG vehicle is reflected as part of the major duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Mail Clerk, FSN-130	04	TLS	02/27/08
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Mail Clerk	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Section	a. First Subdivision Information Management Office
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
	11/17/2014
Typed Name and Signature of Employee Date(mm-dd-yy)	Typed Name and Signature of Supervisor Date(mm-dd-yy)

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.	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.
11/17/2014	11/17/2014
Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Performs unclassified mail handling duties in the Embassy mailroom. Assists with customs clearance and expediting general embassy shipments. The incumbent shall ensure that all mail is promptly received, handled, and sent in accordance with established procedures for the type of mail.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

95% - Under the supervision of the Mailroom Supervisor, is primarily responsible for receiving and dispatch of unclassified diplomatic pouches. Duties include coordination with local customs authorities at the airport to retrieve incoming pouches from secured storage, and to dispatch outgoing unclassified diplomatic pouches. Responsible for opening incoming pouches and distributing incoming mail, and for preparing unclassified outgoing diplomatic pouches as well as assisting with APO operations.

5% - Acts as a back-up for Mailroom Supervisor and Telephone Technician in her/his absence and performs full range of mailroom duties.

5% - Perform other duties as assigned. Drives USG vehicle during the fulfillment of official duties associated with the above duties.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a) **Education:** Completion of Secondary Education.
- b) **Prior Work Experience:** Six months to one year of basic office work.
- c) **Post Entry Training:** On-the-job training provided by the senior FSN and American personnel.
- 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) of English, Russian and Turkmen.
- e) **Job Knowledge:** Must have good working knowledge of mail handling instructions and basic customs clearance procedures.
- f) **Skills and Abilities:** Ability to perform heavy work, to lift heavy packages, to work outdoors in extreme weather. Driving skills and possession of a valid driver's license (category B, C) are required. Good working knowledge of MS Office programs, such as Word, Excel.

16. POSITION ELEMENT

- a) **Supervision Received:** Mailroom Supervisor.
- b) **Supervision Exercised:** None. Occasionally may direct casual-hire laborers.
- c) **Available Guidelines:** Written and oral instructions from supervisors; 5 FAM 300, 5 FAH 10 guidelines; post policies and general procedures.
- d) **Exercise of Judgment:** Must use sound judgment to prioritize multiple service requests.
- e) **Authority to Make Commitments:** None.
- f) **Nature, Level, and Purpose of Contacts:** Mission personnel, outside Embassy callers, airport and airline cargo staff, customs officers, rental crane and truck operators, casual-hire laborers.
- g) **Time Expected to Reach Full Performance Level:** Six months to one year.