



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Ashgabat, Turkmenistan	2. AGENCY State	3a. POSITION NO. A55101
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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

1.1.

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. A55101 Mail Clerk/Telecommunications 130 05
Technician (Title) (Series) (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Mail Clerk, FSN-130	4	TLS	02/27/08
b. Other				
c. Proposed by Initiating Office				

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

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.
_____ 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.
_____ 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
See attached

14. MAJOR DUTIES AND RESPONSIBILITIES
See attached

13. BASIC FUNCTION OF POSITION

Performs unclassified mail handling duties in the Embassy mailroom. Assists with customs clearance and expediting general embassy shipments.

14. MAJOR DUTIES AND RESPONSIBILITIES

75% - Under the supervision of the IMO, is primarily responsible for the 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. Under the supervision of the IMO, is responsible for opening incoming pouches and distributing incoming mail, and for preparing unclassified outgoing diplomatic pouches as well as assisting with APO operations.

20% - Provides basic clerical assistance to Shipping Assistant with cargo clearance.

5% - Perform other duties as assigned.

15. REQUIRED QUALIFICATIONS

a) Education: Completion of secondary school.

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: Level III English
Level III Russian, Level III Turkmen

e) 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 ELEMENTS

a) Supervision Received: Incumbent performs pouch and APO operations under the supervision of the IMO. Work guidance from the Shipment Assistant on cargo clearance issues.

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 Required to Perform Full Range of Duties: Six months to one year.