

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Mexico City		2. Agency DOS		3a. Position Number 31801 A52214
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission X a. Redescription of duties: This position replaces (Position Number) <u>A52-214</u> (Title) <u>Storekeeper</u> (Series) <u>805</u> (Grade) <u>6</u> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Supply clerk, 805	FSN-5		08/04/2016
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) Receiving Clerk		7. Name of Employee		
8. Office/Section Management		a. First Subdivision GSO		
b. Second Subdivision Property		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <hr/> Printed Name of Employee <hr/> Signature of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. <hr/> Date (mm-dd-yyyy)		
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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
13. Basic Function of Position The receiving clerk must inspect and receive all property on behalf of the US Government for the USG warehouse – furniture and appliances belonging to the Furniture and Appliances Pool and equipment as well as property stored and used in the USG warehouse – valued at over USD 20 million. The incumbent must keep a log of all deviations from procurement orders. In accordance with the FAM, the incumbent must properly tag each item and create DS-127 receiving reports in ILMS within 24 hours of receipt of the property. The incumbent manages the “pending orders” file. Assists in inventory, delivery, pick-up, storage, disbursement, reclamation and sale of non-expendable property. Participates in special events, such as 4th of July, property sales, annual inventory and visits. Drives sedans, light and large trucks requiring special license.				
14. Major Duties and Responsibilities				

1. Inspection – In accordance with 14 FAM and 14 FAH, the incumbent must make certain that received property corresponds in condition and quantity to the order as placed by a Government procurement office and as reported by the shipping office. Any deviation from the order must be reported immediately to the procurement office in writing with details necessary for the procurement office to present the case to the vendor. For large orders from Government designated vendors (e.g. Drexel Heritage) the incumbent immediately notifies the procurement office and the vendor directly about the discrepancies in the order. The incumbent must keep a log of all deviations from placed orders. Once the claim is made, the incumbent tracks the delivery of replacement items and provides regular reports to the supervisor on any items for which replacement has not been made. Once items arrive, if the inspection cannot be done in time, the items must be placed into a holding area until proper inspection can be completed. (10%)
2. ILMS receiving and tagging – In accordance with 14 FAH, the incumbent must properly tag each item and create DS-127 receiving reports within 24 hours of receipt of the property so that the payment is made according to the USG Prompt Payment Act. The receiving must be done into the exact ILMS location where the items are physically located. The incumbent must work with the ILMS Assistant to ensure the new locations are available in time for receipt. Separate receiving reports must be created for each of the following: different dates of arrival of property, each agency, individual procurement documents, each bill of lading or airway bill, expendable property and non-expendable property. The incumbent must manage the Receiving area of the warehouse, be responsible for the security of the area, and ensure it functions as intended and according to the regulations. When necessary, the incumbent must assist the Expendable Property clerk with receiving. (20%)
3. Record-keeping – The incumbent manages the “pending orders” file that includes copies of all acquisition documents issued by GSO procurement. Each acquisition document must have its own folder and the file must contain all pertinent information on the delivery of ordered items. All partial shipments must be tracked and the status on partial shipments must be reported on a monthly basis to the Property Supervisor. The status of pending orders should be researched and resolved. The incumbent must stay current on the latest Asset Management initiatives and ensure that receiving is done in accordance with the latest State Department guidelines (e.g. all transaction should be processed as Final Receipt) (20%)
4. Assistance to the warehouse crew with moving furniture - Assists in inventory, delivery, pick-up, storage, disbursement, reclamation and sale of non-expendable property. Performs the duties of delivery/pick up/moving of furniture and appliances, and movements between offices and residences. Participates in special events, 4th of July, property sales, annual inventory and visits. Ensures that all proper transfer reports for property moved are reflected in ILMS within 24 hours. (40%)
5. Driving USG vehicles – Drives sedans, light and large trucks requiring special license - to perform above duties. (10%)

Note: “This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.”

15. Qualifications Required For Effective Performancea. Education:

Local High School diploma

b. Prior Work Experience:

Two years of clerical/office experience working with databases and records is required. Warehouse/property management experience

c. Post Entry Training:

ILMS and advanced property management training. Safe driver training, forklift training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English – level II; Spanish – level III

e. Job Knowledge: . Warehouse operations safety course/knowledge is required.

Thorough knowledge and ability to work with computer systems and programs (Microsoft Windows, database management, ILMS, Microsoft Excel, Microsoft Outlook, Microsoft Word, etc.).

f. Skills and Abilities: Must have thorough knowledge of State Department property and supply procedures 14 FAM and 14 FAH regulations. Strong knowledge of accounting and inventory procedures is required. Must understand and operate the Asset Management and Ariba modules of ILMS. Must understand and operate e-Services and the Generic Services Request module of WebPASS. Must have License B (truck)

16. Position Elements

a. Supervision Received: From the Property Supervisor

b. Supervision Exercised: None

c. Available Guidelines: 6 FAM, 14 FAH

d. Exercise of Judgment: As an expert in ILMS Receiving, decides on the best processes to manage receiving records for over \$20 million of USG assets

e. Authority to Make Commitments: Return damaged items to vendors

f. Nature, Level and Purpose of Contacts: Mostly internal, external contacts only with vendors

g. Time Expected to Reach Full Performance Level: 1 year