

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

| | | | | |
|--|---|--|----------|----------------------|
| 1. Post <p style="text-align: center;">USCG Guadalajara</p> | 2. Agency <p style="text-align: center;">State</p> | 3a. Position Number <p style="text-align: center;">312803 A55101</p> | | |
| 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 If yes, please provide position number: _____ | | | | |
| 4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <p style="text-align: center;">Update</p> | | | | |
| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
| a. Post Classification Authority <p style="text-align: center;">WHA/EX/FRC</p> | Mail Clerk, 130 | FSN-5 | | 10-24-2011 |
| b. Other | | | | |
| c. Proposed by Initiating Office | Mail Clerk FSN-130 | FSN-5 | | |
| 6. Post Title Position (If different from official title) | | 7. Name of Employee | | |
| 8. Office/Section <p style="text-align: center;">Management</p> | | a. First Subdivision <p style="text-align: center;">Information Programs Office</p> | | |
| 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. | | |
| Printed Name of Employee _____ Date (mm-dd-yyyy) _____ | | Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____ | | |
| Employee Signature _____ | | Supervisor Email Address _____ <small>signed by eForms PKI</small> | | |
| 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. | | |
| Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____ | | Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____ | | |
| Chief or Agency Head Email Address _____ <small>signed by eForms PKI</small> | | Admin or HR Officer Signature _____ | | |
| 13. Basic Function Of Position As sole clerk, the incumbent is responsible, under the supervision of the Senior Systems Administrator for the day-to-day operations of the Consulate U.S. mail, Unclassified diplomatic pouch, courier and local and international mail services. This entails sorting and distributing incoming and outgoing local, U.S. & International mail and publications, express mail and diplomatic pouch material for the Consulate and all other agencies participating in ICASS. Responsible for coordinating Classified pouch reception with the Airport and airlines personnel. Serves as courier escort and as the backup to the Computer Assistant/Radio-Telephone Technician with minor duties. | | | | |
| 14. Major Duties and Responsibilities _____ % of Time The mail clerk must be able to drive a US Government Official Vehicle (GOV) in order to perform the courier and mail handling duties below. The mail clerk must handle and account for up to US\$100 per year for small cash payments for charges associated with his courier and mail handling duties. Mail Handling U.S. Mail and Unclassified Diplomatic Pouch Operations - 60% Incumbent is responsible for the U.S. Postal Service and the Unclassified Diplomatic Pouch operations, including the proper updating of the Diplomatic Pouch and Mail System (DPM) for incoming and outgoing pouch shipments and the registration of contractual <small>(See Addendum 1)</small> | | | | |

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15. Qualifications Required For Effective Performance

a. Education

The level of knowledge and information this position deals with, might require completion of at least two years of college or university studies, beyond high-school.

b. Prior Work Experience

A minimum of two years of progressively responsible experience in a professional office environment is required.

c. Post Entry Training

Through on the job training, the incumbent will further develop the necessary knowledge and skills needed to perform the full range of duties required by this position. Additionally ILMS/DPM tracking database training and Safe Driver Training (Smith Driving system).

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) English and Spanish is required.

e. Job Knowledge

Must have good knowledge of general office procedures and protocol. Overtime the incumbent will become knowledgeable of aspects of 5 FAM and the USPS regulations, as well as US and Mexican customs requirements that apply to this position.

f. Skills and Abilities

Functional computer skills and a working knowledge of Microsoft Office, in particular Word and Excel are required. Well developed interpersonal skills and the ability to work under pressure, generally with no direct supervision. Tact and good judgment are essential. A valid driver's license class B/Chauffeur and a minimum of one year of safe driving experience are required. Ability to lift 25 kilograms of weight and to move large heavy crates and pouch bags is mandatory.

16. Position Element

a. Supervision Received

The incumbent will work under the direction of the Senior Systems Administrator, who sets priorities, establishes guidelines and standards of performance. Must be capable of resolving moderately difficult issues with minimal assistance or supervision.

b. Supervision Exercised

None

c. Available Guidelines

Incumbent will receive most guidance from supervisors. FAM instructions covering the handling of State pouch material. Vienna Convention regulations on transportation of Diplomatic Material. Overtime, incumbent will become knowledgeable of aspects of 5 FAM and the USPS regulations that apply to this position.

d. Exercise of Judgment

Utilizes a sound understanding of prioritization in organizing work tasks.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Has regular contact with USG employees in the Consulate, Embassy, Brownsville and the Department, the local postoffice and express companies as with airport and airlines security personnel.

g. Time Expected to Reach Full Performance Level

One year.

Addendum 1

shipping service waybills for payment. Ensures the proper handling and distribution of incoming and outgoing mail, tracks both incoming and outgoing shipments, and immediately reports any discrepancies for corrective action. Notifies of any gaps or missing pouch in a timely manner. Maintains an accurate shared database of pouch receipts from Brownsville in order to highlight any missing pouches. Checks outgoing data for correct postage and return address. Escalates violations of use and other difficult or sensitive issues to supervisor in action. Obtains signatures for registered pouch items and logs incoming and outgoing registered pouch items.

Local and internal Mail Operations - 20%

Incumbent is responsible for the domestic mail operation including biweekly trips to the local post office. Pre-screens and opens all mail and distribution coming into the Consulate for possible biological or viral contamination. After inspection, distributes all mail, notifying any agencies of urgent or express receipt.

Domestic and International Courier Operations - 10%

Incumbent is responsible for the regular dispatch and delivery of pouch mail to and from Mexico city and Puerto Vallarta and shipments to other domestic sites as required. Obtains signatures for registered pouch mail received and report waybills to originator and verifies receipt of items sent to domestic destinations. Dispatches, receives and notifies recipients of parcels received from the various express services. Mail Clerk is responsible for setting up all airport security procedures for the Diplomatic Courier Service (DCS) before, during and after the departure, with the Airport Security Department and the Airline Security Department. With supervision from the American staff, the mail clerk is responsible for DCS courier escort duties (meet and assist courier), assisting with language translations if needed, and the transportation of the courier material to and from the airport and Consulate. If needed mail clerk is responsible for ensuring all payments due to the carrier during expedition of the DCS courier are expediently paid and administratively processed.

Backup and Other - 10%

Servers as a backup to the Computer Assistan/Radio-Telephone technician in performing some minor communication tasks and/or assisting when a task requires two people. Responsible for reservation of appropriate vehicle for courier transportation and driving to and from airport. Responsible to request and obtain shipping supplies from the different delivery Co. the DoS works. 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.