

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

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| 1. POST <p style="text-align: center; font-size: 1.2em;">PANAMA</p> | 2. AGENCY <p style="text-align: center; font-size: 1.2em;">ODC</p> | 3a. POSITION NO. <p style="text-align: center; font-size: 1.2em;">M-09</p> |
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (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 | ADMINISTRATIVE CLERK-105 | FSN-5 | MAM | 06/26/09 |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. POST TITLE POSITION (if different from official title) ADMINISTRATIVE CLERK | 7. NAME OF EMPLOYEE Vacant |
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| 8. OFFICE/SECTION U.S. Embassy Panama | a. First Subdivision ODC |
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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. <div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div> | 10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div> |
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| 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. <div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div> | 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. <div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div> |
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13. BASIC FUNCTION OF POSITION

Serves as administrative and clerical support to the Office of Defense Cooperation, U. S. Embassy, Panama and will execute administrative and personnel requests for members of the Office of Defense Cooperation.

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| 14. MAJOR DUTIES AND RESPONSIBILITIES SEE ATTACHED SHEET | % OF TIME |
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(continue on blank sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High School diploma or GED equivalent s required.
- b. Prior Work Experience:
One year experience performing clerical or administrative duties is required.
- c. Post Entry Training:
None.
- 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) Speaking/Reading/Writing English is required. Level IV Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge:
Good knowledge of administrative functions to include but not limited to maintaining the filing system, maintaining office supplies, etc is required. Good Knowledge of Spanish and English grammar to correct obvious errors in documents prepared is required. Good knowledge of Microsoft Suite is required.
- f. Skills, and Abilities:
Must be able to draft letters with minimum guidelines/instructions. Must be able to proof read documents prepared by non-native Spanish speakers. Must be a customer service oriented person.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the Administrative Officer.
- b. Supervision Exercised:
None
- c. Available Guidelines:
Post policies, Standard Operation Procedures, United States Army South, Southern Command, Department of the Army, Department of the Navy Policies and Regulations.
- d. Exercise of Judgement::
None
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
Communicates with members of the Office of Defense Cooperation in order to solve their administrative/personnel issues. In limited circumstances, communicates with Army South, SOUTHCOM and other organization to resolve minor admin and personnel issues.
- g. Time Expected to Reach Full Performance Level:
One year.

Continuation:

13. MAJOR DUTIES AND RESPONSIBILITIES

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| Generates letters in Spanish to Panamanian Government and in English to DoD coordinating major security cooperation in Panama including exercises and operations. Coordinates with Panamanian government ministries including staffs of senior leadership and Public Force Directors. Coordinates with U.S. General officers staffs at Southcom and DoD. Coordinate logistics movements of ODC drivers in support of ODC activities. Responds to routine and non-technical requests for information such as status reports, duty status of personnel, suspense dates for actions, country clearances, personnel actions, taskings and similar information. | 55% |
| Operates a computer terminal to produce work accurately and efficiently. Assures proper preparation and timely distribution of correspondence and reports in Spanish and English. Receives and distributes mail to appropriate persons based on addressee or on subject matter. Types a variety of material from rough draft or clean copy with responsibility for format, punctuation, arrangements, and spacing of material. Refers to style manuals and technical or non-technical dictionaries. | 20% |
| Assures proper establishment and maintenance of ODC's administrative files. | 10% |
| Performs general clerical duties to include, but not limited to, filing, faxing, coping, mailing and answering phones. | 10% |
| Orders supplies for all sections of the ODC and ensures that admin supplies are on stock. | 5% |