

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Panama	<b>2. AGENCY</b> NCIS FPD	<b>3a. POSITION NO.</b> NC-01
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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) New position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority RHRO	Administrative Assistant, 105	FSN-6; FP-8;	GS	11/19/04
b. Other				
c. Proposed by Initiating Office NCIS	Office Management Specialist	FP-8		

<b>6. POST TITLE POSITION (if different from official title)</b> Secretary	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> US EMBASSY	a. First Subdivision NCIS Force Protection Detachment
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>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.</b>  <div style="text-align: center; font-size: large; margin-bottom: 10px;">Stephen Noguera</div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>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.</b>  <div style="text-align: center; font-size: large; margin-bottom: 10px;">Mark X. Perry</div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**  
 Administrative Assistant works under the supervision and direction of Force Protection Detachment (FPD) Resident-Agent-in-Charge (RAC) and carries out routine clerical and other administrative tasks.

**14. MAJOR DUTIES AND RESPONSIBILITIES** 40% OF TIME

1. Composes replies to letters involving technical aspects of the organization from brief notes or oral instructions. Prepares and types in final form a wide variety of material from rough draft. Assembles and types recurring and special reports for the organization. Compiles, extracts, and arranges information in logical sequence and prepares report in final form. Is responsible for format, spelling, punctuation, paragraphing, and correct and number and placement of copies and enclosures. Correspondence must be composed in either English or Spanish.

2. Maintains suspense records on all correspondence and action documents and follows up to ensure a timely reply. Responsible for the processing and transmission of various classified and unclassified Department of Defense (DoD) reports and Department of State (DoS) cables. Maintains frequent and regular contact with Defense Attaché Office (DAO) and Office of Defense Cooperation (ODC) administrative personnel to ensure FPD Panama has accurate current and projected DoD transient and TDY personnel, ship, and aircraft information. Maintain a list of all transient DoD personnel, ships, and aircraft that visit Panama.
3. Performs administrative tasks to support the functions of the Naval Criminal Investigative Service (NCIS) Force Protection Detachment (FPD) Panama. Types correspondence in English and/or Spanish. Translates non- technical documents from English to Spanish and vice versa. Reviews and distributes incoming correspondence. Prepares outgoing correspondence. Prepares and submits time and attendance documents. Establish and maintains NCIS investigative case files. Destroy case files upon completion of designated retention period. 20%
4. Receives telephone calls and visiting personnel either in English or Spanish, diverting calls not requiring attention of the Resident Agent-in-Charge (RAC), to appropriate key personnel in the organization or personally supplies information based on personal knowledge of organization, functions, and procedures or from information which is readily obtainable by reference to office files and records. Exercises tact and discretion as to what information is provided. Maintains the RAC's calendar and make/track RAC appointments. In absence of the RAC or when he/she cannot be interrupted, takes and relays messages or suggests to caller possible time that he/she will be available based on knowledge of previous appointments and plans 20%
5. Maintain control and accounting of NCIS C&CI petty cash fund. Compiles monthly voucher of petty cash and forwards to NCIS Mayport Field Office. 15%
6. Maintains a variety of reference material and technical equipment. Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for such matters as preparation and processing of correspondence, reports and forms; filing; mail procedures. 5%
7. Performs other duties as assigned.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: High school graduate/GED is required.
- b. Prior Work Experience: 2 years experience in secretarial or administrative field is required.
- c. Post Entry Training: None. On the job training: Incumbent must learn to utilize the NCIS case control system, accounting of NCIS C&CI funds (petty cash), handling of classified information, NCIS and DoD report writing guidelines, DoS Cable Express 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) Speaking/Reading English is required. Level II (Limited) Speaking/Reading Spanish is required.
- e. Job Knowledge: Knowledge of office machines including but limited to computers, telephones, fax machines, and scanners is required. Knowledge of English and Spanish grammar, spelling, punctuation and paragraphing is required. Must be familiar with host nation governmental structure, specifically in the security and law enforcement arenas.
- f. Skills and Abilities: Windows based computer systems such as Microsoft Office (Word, Excel, etc.), Cable Express, Lotus Notes, Powerpoint and other database is required.

## **16. POSITION ELEMENTS**

- a. Supervision Received: The FPD RAC is the direct supervisor of the FPD OMS.
- b. Supervision Exercised: None
- c. Available Guidelines: Manuals, SOPs, guidelines, including the NCIS Manual for Administration. NCIS and DOD report writing guidelines, DOS Cable Express system.
- d. Exercise of Judgment: Must be able to determine priorities and resolving scheduling conflicts. Must be able to decide what needs to be done and how it could be done based on the programs, goals, priorities and commitments of the FPD RAC. Must be tactful and discreet when providing information.
- e. Authority to Make Commitments: Only as designated by the FPD RAC.
- f. Nature, Level, and Purpose of Contacts: Incumbent will work closely with other U.S. agencies, members of the Embassy staff, and NCIS officials in Mayport, FL and Washington DC. Incumbent will have occasional contact with host nation government officials on RAC's behalf on administrative issues.
- g. Time Expected to Reach Full Performance Level: four months.

