

# 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> State	<b>3a. POSITION NO.</b> LDP55001
--------------------------	---------------------------	-------------------------------------

**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) To update duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Mail Supervisor-130	FSN-5	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Mail Supervisor	<b>7. NAME OF EMPLOYEE</b>
---	----------------------------

<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision Information Management Office	c. Third Subdivision Information Programs Office

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
_____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)

<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>	<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>
_____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**  
Incumbent is responsible for the management of the mail room serving the Embassy and all serviced agencies. Supervises two Mail Clerks.

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> See attached	<b>% OF TIME</b>
--	------------------

(continue on blank sheet)

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
High school diploma is required.
- b. Prior Work Experience:  
Two years of mail handling experience is required. One year of supervisory experience is required.
- c. Post Entry Training:  
None. During probationary period, incumbent must take Safe Driving Training, Fire Hazard Training, and Security Training for suspicious letters and parcels and Training with security X-Ray machine. Also, must receive on-the-job training to learn Department of State pouch and DPO regulations.
- 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 IV (Fluent) Speaking/Reading Spanish is required.
- e. Job Knowledge:  
Must have basic knowledge of local customs procedures and airport operations. Must know how to use different MS Word applications
- f. Skills, and Abilities:  
Must possess a commercial driver's license. Must have the ability to drive a variety of vehicles. Must demonstrate the ability to learn and implement changes as technology changes. Must be customer service oriented. Must be able to communicate effectively to explain procedures and regulations of the Embassy mailroom.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Directly supervised by Information Programs Officer and during his/her absence by the Information Management Officer.
- b. Supervision Exercised:  
Supervises two Mail Clerks.
- c. Available Guidelines:  
5 FAH, Department of State pouch regulations, APO guidelines, and Embassy instructions and memoranda.
- d. Exercise of Judgement:  
When establishing work priorities and allocating resources.
- e. Authority to Make Commitments:  
None. Can only commit with prior authorization.
- f. Nature, Level, and Purpose of Contacts:  
Communicates with airport personnel, customs personnel and local personnel. Also communicates with American and FSN employees at all levels.
- g. Time Expected to Reach Full Performance Level: One year.

14. Major Duties and Responsibilities

% of time

<p>1. Plans and organizes and directs the daily operation of two (2) employees in the Embassy Mailroom. Works with Embassy Motorpool Supervisor to make sure that mailroom vehicles are properly maintained, and reports any difficulties in obtaining service to the IPO/IMO. Incumbent must be thoroughly conversant with all DOS and USPS regulations that govern U.S. Mail and DOS pouch operations. Must maintain good working relationship with Panamanian airport, customs officials, and airline employees to ensure that mail, diplomatic cargo and pouch material is handled on an expeditious basis. Coordinates with DPO Supervisor, daily airport trips to deliver mail and assist with manpower when needed.</p>	<p>60%</p>
<p>2. Ensures that adequate materials and supplies are available at all times. Serves as timekeeper for IPO and Mailroom sections. Requests petty cash disbursements to purchase stamps for official letters and parcels, highway toll cards, airline fees, etc. Prepare reports of mailroom activity. Manages the leave and work schedules and evaluates the performance of the Embassy Mailroom employees.</p>	<p>40%</p>