

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A55133
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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. N55001 , Mailroom Supervisor (Title) 130 (Series) FSN-5 (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 HRO	Mail Clerk-130	FSN-4	MM	
b. Other				
c. Proposed by Initiating Office IPO	Mail Clerk-130	FSN-3		

6. POST TITLE POSITION (if different from official title) Mail Clerk	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision Information Management Office	c. Third Subdivision Information Program Center/DPMU

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.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

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 the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ 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
 The incumbent performs a variety of tasks associated with postal operations in a Diplomatic Post Office and unclassified mail and pouch facility to include pickup, delivery, processing, security screening, and distribution of personal and official mail. Mail facility duties also include the associated clerical and financial transactions necessary to receive and dispatch mail and pouches.

14. MAJOR DUTIES AND RESPONSIBILITIES **20 % OF TIME**
 As required, operate vehicles capable of carrying loads of up to 1 and ½ tons to transport mail. Load and unload mailbags, trays and outside pieces by hand and by assistance of conveyor belts where available. Handle mail from conveyance at the AMT, air carrier or air cargo facility to vehicle; load and unload vehicle; operate mailbag equipment, locks and keys. Exercise caution in preventing overloading and securing mail to prevent damage or loss in transit. Perform operator level maintenance and wash vehicle in compliance with established GSO policies. Conduct screening of all mail in accordance with established Diplomatic Security policies to minimize threats from hazardous devices or contaminants.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High School diploma.
- b. Prior Work Experience:
One year of postal of mail handling experience is required.
- c. Post Entry Training:
None. During probationary period, incumbent must take Postal Operations Training, Postal cashier training, Post Office Locator/Directory Software Training, Mail & Distribution Training, Postal Supply Control/Inventory Training, Safe Lifting Techniques Training and Universal Postal Union Dangerous Goods Training. Also, incumbent will receive on-the-job training to become familiar with the different offices/agencies and functional areas within the Mission.
- 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 I (Rudimentary) Speaking/Reading Spanish is required.
- e. Job Knowledges:
Must have knowledge of lifting techniques. Basic knowledge to operate, isolate and trouble shoot minor repairs in reproduction equipment. Must have basic knowledge of automotive mechanics (change a flat tire, etc.).
- f. Skills, and Abilities:
Must be able to lift and handle packages (up to 70 lbs). Must possess a valid Panamanian driver's license Type C or D and a good driving record. Must possess good telephone and interpersonal skills. Must have good interpersonal and customer service skills.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the DPMU Supervisor.
- b. Supervision Exercised:
None
- c. Available Guidelines:
United States Post Office Postal Manuals and Directives, Diplomatic Mail and Pouch Directives and Polices, and local DPO Standard Operating Procedures.
- d. Exercise of Judgment:
Must exercise independent judgement and initiative in making technical and administrative decisions as to mail handling, processing, transportation and documentation. Unique problems must me consulted with DPMU supervisor. Take appropriate action if a threat or contaminant is encountered.
- e. Authority to Make Commitments:None
- f. Nature, Level, and Purpose of Contacts:
Airline personnel and Panama postal workers for the purpose of dispatching and receiving mail. American Embassy employees and dependents entitled to use of DPO and Veterans entitled to use APO services.
- g. Time Expected to Reach Full Performance Level: One year.

14. Major Duties and Responsibilities

30%

Process incoming parcels and letter mail. Inspect mail for contraband and hazardous devices or contaminants. Deliver and distribute mail to receptacles, authorized customers or designated office mail clerks, following established procedures.

30%

Provided window services to postal patrons. Operate postage meters and provide information on DPO and USPS mail policies. Accept and distribute official and personal mail. Inspect, sort and transport various types of mail. Complete required documentation in support of mail services. Report loss, theft, and rifling of mail to proper authorities. Document and report any other postal incident. Apply mail classification and rates to various classes of mail, including special categories and mixed classes of domestic and international mail.

20%

Maintain working sets of publications and directives. Assign receptacles to authorized customers. Perform minor maintenance of receptacles including the changing of combinations. Maintain a directory file, and process mail requiring address correction. Maintain mail operation files, documents, keys and equipment. Process AWOL mail, mail for deceased, refused mail, undeliverable and dead mail. Perform other related duties as assigned. Clerk is responsible for the makeup and distribution of outgoing mail to include monitoring mail distribution schemes.