

# 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> DHS/ICE	<b>3a. POSITION NO.</b> HLS-03
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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 HRO	Chauffeur (Administrative Clerk), 1015	FSN-5	MM	06-01-09
b. Other				
c. Proposed by Initiating Office ICE				

<b>6. POST TITLE POSITION (if different from official title)</b> Chauffeur	<b>7. NAME OF EMPLOYEE</b>
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<b>8. MISSION/SECTION</b> US Embassy Panama	a. First Subdivision Immigration and Customs Enforcement (ICE)
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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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>  _____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<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 Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**

The incumbent is responsible for operating and managing the maintenance of a fleet of eight government vehicles (GOV) in accordance to ICE guidelines. Two of these vehicles are armored. Serves as the logistics facilitator for official events and VIP visits. Performs administrative duties as assigned. Also serves as the vehicle control liaison between ICE Panama and three Senior ICE Representative Offices in Central America. These offices are located in El Salvador, Honduras and Guatemala. Provides support to American Officers when needed for example when lost in the city, and in the event of an accident or a flat tire.

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

See attached page

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:  
High School diploma is required.
- b. Prior Work Experience:  
Two years experience as driver with law enforcement or security background is required. One year experience of administrative support in an office environment is required.
- c. Post Entry Training: None. During probationary period, incumbent must take Safe Driving Training and on-the-job training to learn the basics of the Section and mission requirements. Must receive defensive driving training.
- 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 Spanish language is required. Level II (Limited knowledge) speaking/reading /writing English language is required.
- e. Job Knowledge: Post policies, ICE procedures and policies are required. Extensive knowledge of streets and highways of Panama City, its surrounding areas and other major cities is required. Basic knowledge of how a motor vehicle operates, motor systems, ranking systems, steering and suspensions is required. Familiarized with the local driving culture, customs, habits, laws and regulations is required. Incumbent at times is required to travel outside of Panama City to transport personnel or make deliveries. Position requires being able to work extended hours, holidays and weekends. Must be familiar with law enforcement procedures, policies and environment.
- f. Skills, and Abilities:  
Must possess a valid Panamanian driver's license type C. Must be skilled in negotiating when obtaining prices and rates for repairs in the local market. Must have basic computer skills to prepare vehicle reports, file labels, standard forms and equipment inventory reports.

## 16. POSITION ELEMENTS

- a. Supervision Received:  
ICE Attaché or his designate will complete the Personnel Efficiency Report. ICE Attaché or his designate will provide overall supervision authority.
- b. Supervision Exercised:  
None
- c. Available Guidelines: Embassy Motorpool guides, Road Maps, GPS System, local law and requirement, ICE Vehicle Management Guidelines
- d. Exercise of Judgment: Expected to use good judgment and initiative in providing safety and security while driving VIP's. Safety of VIP is First and foremost, followed by safe operations of assigned vehicle to avoid accidents. Must be capable of selecting the correct or most correct solution in an every changing situation.
- e. Authority to Make Commitments: N/A
- f. Nature, Level, and Purpose of Contacts: ICE Attaché, ICE Deputy Attaché and ICE Representatives for instructions. Embassy Staff for guidance. Mechanics for car repairs. Car dealers when buying parts. Airport officials when expediting visitors. Government offices when delivering correspondence.
- g. Time Expected to Reach Full Performance Level: One year.

Continuation.....

14. Major Duties and Responsibilities

% of time

1. Drives members of the Immigration and Customs Enforcement Attaché Office as required in order to fulfill mission's objectives. Responsible for the personal safety of the occupants of any official ICE vehicle he is operating. Must be familiar with security precautions and trained in evasive driving skills. 40%

2. Must deal with general public in a courteous and polite manner while accomplishing assigned objectives. These objectives are wide and varied, but would include: being able to act independently in the sourcing and procurement of preventive maintenance, repairs and vehicle related purchases. Incumbent must decide when vehicle maintenance is required and update records and reports. 30%

3. Responsible for all facets of maintenance of official vehicles (8 cars), arranges for preventive maintenance. Finds parts and mechanics to repair or perform tasks when expertise is necessary. Responsible for insuring that vehicles meet rigid safety standards. The incumbent will maintain records on each vehicle as required by ICE International Affairs, Washington, D.C. Provides all input for monthly reports on petroleum product acquisition from commercial sources and utilization thereof. Responsible for obtaining price quotes for vehicle parts. 20%

4. Responsible for assisting the Attaché and office staff in accomplishing the goals of the office by providing necessary support with efficient, responsible and timely driving to the airport, meetings, delivery of correspondence, purchasing of office supplies and with general administrative duties. Incumbent is responsible for obtaining price quotes for office supplies and equipment purchases and maintain a supply of car parts and small stock of office supplies. 10%