



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post: U.S. Consulate Tijuana

2. Agency: DOS

3a. Position Number: 312812 A52301

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason For Submission

a. Redescription of duties: This position replaces

(Position Number) \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Shipment Clerk, 905	FSN-6		6/1/2022
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)  
Customs and Shipping **Clerk**

7. Name of Employee

8. Office / Section  
Management Section

a. First Subdivision  
General Services Office

b. Second Subdivision  
Customs and Shipping

c. Third Subdivision

### 13. Basic Function of Position

Working under the direction of the Shipping Assistant, has responsibility of the coordination of incoming and outgoing shipments for the U.S. Consulate Tijuana. Troubleshoots problem shipments and serves as the main point of contact (POC) with USLC Brownsville and the Consolidated Receiving Point in San Diego regarding clearance and onward transportation and delivery for incoming/outgoing shipments of household goods, personal effects, POVs and other US citizen personnel property and USG supplies and equipment. Acts as a liaison with the U.S Embassy, Mexican customs and CBP regarding all customs documentation, clearances, and free entry permits.

## 14. Major Duties and Responsibilities

### CUSTOMS AND SHIPPING.

65%

1. Maintains schedules, documentation and deliveries pertaining to the Consulate's incoming and outgoing shipments including official shipments, consumables, oversized personal shipments and HHEs of Consulate personnel.
2. Prepares the necessary paperwork and documentation for custom clearance pick-up, transportation, storage, local transfer and other related logistics services for shipments of private and USG property.
3. Prepares and submits all additional permits required to import/export any items besides personal effects and regular shipments. (e.g. medical equipment, medical supplies, construction material, etc.)
4. Picks-up, transports, clears with GOM customs and coordinates delivery of all unaccompanied air baggage shipped to Tijuana for DoS employees.
5. Provides remote assistance to the Consular Agency at Cabo in customs and shipping and GSO related issues such as vehicle disposals, and equipment and supplies shipments.
6. Communicates with them on a daily basis to determine the status and track onward shipments, misplaced items, damaged shipments, schedules etc. and maintains a spreadsheet of all incoming/ outgoing shipments.

### PERSONALLY OWNED AND GOVERNMENT VEHICLES

20%

1. Arranges for incoming and outgoing shipments, custom clearances, inspections, registrations, licensing, and insurance coverage of U.S. Government vehicles.
2. Prepares the documentation and other necessary paperwork for POV/GOV transactions or arranges for it to be prepared by the interested person under supervision.

### GSO ASSISTANT

15%

1. Accounts for all administrative sections needed to support the unit.
2. Administrates the flow of all communications (paper and electronic) from GSO preparing correspondence, cables, letters, announcements and memorandums in English and Spanish.
3. Maintains GOV and POV records and databases for on-compound parking tracking purposes.

**Note: "This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.**



## 15. Qualifications Required For Effective Performance

- a. Education: A minimum of two years of College Studies is required.
- b. Prior Work Experience: A minimum of two years of progressively responsible work experience at a business management environment or a shipping/transportation field required.
- c. Post Entry Training: On the job training on U.S. Government regulations and methods relating to general services and particularly in customs and shipping processes and regulations. Computer training in all USG government software. Smith driver training. Must be able to lift up to 50lbs.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). Level III (Good Working Knowledge) English and level III (Good working knowledge) Spanish required.
- e. Job Knowledge: Detailed knowledge of transportation, shipping and travel regulations in State Department and other serviced agencies. Custom laws and regulations and shipping practices of local shipping companies.
- f. Skills and Abilities: Computer, accounting and administrative skills needed. Needs to be completely familiar with Microsoft Office software. Typing skills required and with the ability to draft correspondence in English and Spanish. Ability to work with people at all levels of the organization and having tact to deal with state and other serviced agencies as well as GOM officials of all ranks. Typing level II (40 wpm) required. Must have a valid local driver's license.

## 16. Position element

- a. Supervision Received: Reports directly to the Shipping Assistant and in coordination with the General Services Officer. Must be able to exercise good independent judgment in priorities and work with little supervision.
- b. Supervision Exercised: N/A.
- c. Available Guidelines: 6FAM/FAH General Services and 14 FAM/FAH Logistics Management. State Department, Embassy and Consulate Policies. Government of Mexico laws and regulations regarding customs such as "Ley Aduanera" (Customs law) or "Ley de Comercio Exterior" (Foreign Commerce Law) for document processing and Free Entry Permits. Vienna Conventions guidelines and "SRE Guia de Protocolo" (Mexican Ministry of Foreign Affairs Protocol Guide).
- d. Exercise of Judgment: Must exercise independent judgment setting own timelines and work priorities to ensure completion of activities and avoid delays in shipments and missed deadlines. Must exercise independent interpretation of custom laws and regulations to ensure best practices and advises others as needed.
- e. Authority to make Commitments: No authority to monetary commitments. Sets dates for pack outs/unpacking and shipping of effects. Sets delivery dates for USG and US personnel property.
- f. Nature, Level, and Purpose of Contacts: Communicates daily with a full range of internal and external contacts from low to high ranks throughout various organizations such as, the shipping assistants and supervisor in the Embassy to request support from Mexico City, shipping industry and logistic services providers to pursuit a better service, and high rank GOM officials and on both sides of the border to expedite processes. Coordinates with the Embassy, the Consulate and shipping vendors in all shipping and GSO related issues.
- g. Time expected to Reach Full Performance Level: One year.