

ADMINISTRATIVE ASSISTANT (ROVER)

Major Duties and Responsibilities	% of time
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<u>Roving Administrative</u>	90%
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Position performs regular secretarial/administrative duties such as drafting and preparing correspondence, cables, memos, etc.

Proofreads and edits all correspondence and materials to ensure proper format, accuracy and compliance with regulations.

Answers telephone and gives information to callers, takes messages or transfer calls to appropriate individuals.

Greets and escorts visitors and handles inquiries.

Coordinates arrangements for VIP visits, conferences, special projects and events. Liaises with Protocol and coordinates representational events. Picks-up and distributes incoming mail and other material. Directs the Ambassador's motor pool drivers.

Completes forms in accordance with section/DOS procedures.

Assists officers and TDY personnel with travel arrangements by using E2travel, visas and accommodations. Reviews travel vouchers for accuracy and tracks processing and payment.

Submits ARIBA requests and makes random procurements.

Assists with EQip submissions and tracking.

Coordinates all in cycle and out of cycle Employee Performance Reports (EPRs) and Employee Evaluation Reports (EERs), ensuring that Work and Development Plans and Work Requirements Statements are completed on time. Maintains Human Resources EPR files and other efiles.

When providing support to non-ICASS offices, tracks and reports work hours to FMC for the required vouchering and accounting processes.

<u>Special Projects</u>	10%
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Is called upon to coordinate or assist with special projects such as surveys, scanning and events or functions as directed.

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