

Administrative Clerk/ Security Escort

Basic Function of Position

Incumbent provides security escort of non-cleared personnel in cleared access areas of the Mission; supports security escort requirements during construction projects on the Embassy compound; assists with the Embassy ID card system in issuing badges as well as a myriad of other administrative support services. Also, may be called upon to assist during VIP visits. The incumbent will work under the supervision of the DRSO. Must be able to obtain a Top Secret clearance from the US Department of State's Bureau of Diplomatic Security.

Major Duties and Responsibilities

1. Security Escort services to monitor work by persons without clearance in classified areas; coordinate secure material movement to and from designated areas; ensure only appropriate construction material enters Controlled Access Areas. (40%)
2. Screening Visitors and Telephone Calls: determining the nature of the visit/call and routing appropriately. Is authorized to give out administrative and programmatic information upon determination they are authorized to receive it. (25%)
3. Administrative Representation: serves as the temporary backup to the office OMS on an as needed basis with duties to include but not limited to issues involving Timekeeping, Mission's Global Identification System, RSO's Visitor Management System through E-Services, RSO indices and forms, E2 Travel arrangement, Locally Employed Staff Background Checks, and is familiar with the current issues, programs and schedules of the RSO staff. (20%)
4. Assists with VIP and other visits, reviews Embassy policies and procedures, inventories of classified or unclassified equipment and supplies. (10%)
5. Special Projects: as required by the office to assist RSO staff in completing projects and programs, too include administrative support to the local hire background investigations portfolio. (5%)

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."