

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

Number: FRA 110-09

Date: 11/18/2009

<b>Position Title</b>	<b>Truck Driver / Mail Clerk</b>
<b>Location</b>	<b>American Consulate General, Frankfurt am Main, Dipl. Mail &amp; Pouch Center</b>
<b>Open To</b>	<b>All Interested Candidates</b>
<b>Salary and Grade</b>	<p><b>Not Ordinarily Resident</b>            - \$ 21,517 – per year starting salary            Position Grade: FP-BB</p> <p><b>Ordinarily Resident:</b>            - € 27,438 – per year starting salary (*)            Position Grade: FSN-03            (*) Full Performance Level: Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures</p>
<b>Work Hours</b>	<b>Full Time, 40 hrs/week</b>
<b>Opening Date</b>	<b>November 18, 2009</b>
<b>Closing Date</b>	<b>December 2, 2009</b>
<b>Security Requirement</b>	<b>U.S. Mission issued medical/non-sensitive security clearance</b>

>> **NOTE: This position will be available effective January 01, 2010 !** <<

The American Consulate General in Frankfurt is seeking an individual for the position of Truck Driver / Mail Clerk in the DMPC.

### **BASIC FUNCTION OF POSITION**

*(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [employment-germany@state.gov](mailto:employment-germany@state.gov) with identification of vacancy number.)*

Incumbent fills the Driver/Courier position assigned to transport, deliver and process APO mail & unclassified diplomatic pouch material to/from the American Consulate Frankfurt, military/airport mail facilities, German post office, and various airlines at the Frankfurt Airport. Primary duty is as a driver/courier with secondary responsibilities as a Mail Clerk.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific information supporting each item.

**EDUCATION:** Completion of secondary school (Germany: Realschule, America: American High School Diploma or GED, for all other: 10 years of schooling) is required.

**EXPERIENCE:** One year of mail handling experience in customer centered office or mailroom is required as well as one year of truck driving experience with C-1 local drivers license.

**LANGUAGE:** Level III (good working knowledge) English and Level IV (fluent) German language skills are required. (speak/write and read)

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Working knowledge of mail handling procedures and experience with German postal process, Post organization & function, and Department of State Mail and pouch regulations are required.
- Must have a class C-1 driver's license (truck) with acceptable driving history. (must be attached with the application)
- Ability to drive American and German vehicles as required.
- Basic computer skills/abilities (Microsoft Office Suite including Word, Excel) are required.

- Incumbent must be able to lift up to 32 kg (70 pounds) heavy pouch and mail bags/boxes.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

## APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
  1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
  2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
  3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Report are not eligible to apply.
  4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment.
  5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
  6. The candidate must be able to obtain and hold a non-sensitive security clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application procedure:

Direct link: <http://employment.usembassy.de/>

1. The U.S. Mission will only accept applications submitted electronically using the above-referenced link.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

For a complete list of the terms such as USEFM, EFM, MOH, NOR, OR and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

**CLOSING DATE FOR THIS POSITION:** December 2, 2009

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: IPC: MTagge  
Cleared: MGT/HR: MRRittley  
Drafted: MGT/HR: FBachmann