

Position Vacancy

US Consulate Monterrey

Announcement



U.S. Mission Mexico

Vacancy Announcement Number: 16/12

OPEN TO: All Interested Candidates / All Sources

POSITION: A32103 American Citizenship Assistant FSN-8

OPENING DATE: May 2, 2016

CLOSING DATE: May 6, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: *Ordinarily Resident (OR): FSN-8 \$271,821.12 pesos per year (starting salary)*
*Not-Ordinarily Resident (NOR): FP-6**
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Monterrey is seeking eligible and qualified applicants for the position of Special Consular Services Assistant.

BASIC FUNCTION OF POSITION

This position is one of the initial points of contact between the office and U. S. citizens or host country officials and the public. It will be one of two base position descriptions in the ACS unit. It will require cross training in SCS procedures, the other base position in the ACS unit, and in NIV procedures to provide assistance to Monterrey's NIV unit in critical times, as needed. The position involves processing applications for passports, registrations of U.S. citizens, Consular Reports of Birth Abroad, and renunciation and recovery of citizenship. Also assists US citizens with emergency cases such as arrests, deaths, child custody disputes, domestic violence, automobile accidents, and welfare/whereabouts cases including mentally ill and destitute U.S. citizens. Assumes the duties of sub-cashier when the ACS cashier is absent. The incumbent also assists in handling workload in the absence of any of the other Passport/Citizenship or Special Consular Services Assistant staff. Responds to general questions by the public in the office and by email and telephone. The position also serves on a rotational business in the Mission Mexico call center to respond to emergency and routine inquiries from our public. The incumbent also performs general administrative duties and other tasks as required.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Two years of college or university studies or local equivalent to US Associate Degree is required.
2. **EXPERIENCE:** Three years' experience in secretarial work or prior experience in customer service, problem resolution and providing information to clients or the public.
3. **LANGUAGE:** Fluency in English and Spanish language is required at Level IV.
4. **SKILLS AND ABILITIES:** Level II (40 words per minute) typing skills is required. Must have basic computer skills and be able to use Microsoft Word and Excel and the internet.

OR

1. **EDUCATION:** Completion of high school is required.
2. **EXPERIENCE:** Five years' experience in secretarial work or prior experience in customer service, problem resolution and providing information to clients or the public.
3. **LANGUAGE:** Fluency in English and Spanish language is required at Level IV.
4. **SKILLS AND ABILITIES:** Level II (40 words per minute) typing skills is required. Must be able to summarize large amounts of legal information and court documents. (will be tested at interview).

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <https://mx.usembassy.gov/jobs/monterey>

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification,
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
3. Non-Native Spanish speakers. For Spanish test, applicants should contact Nancy Arzaga at extensions 3202 on M-W-F from 4:00 to 5:00. Non-EFMs, will be responsible for test fee.
4. Test score of English language TOEIC or TOEFL (iBT/ITP/PBT (Valid for two (2) years) exam is required from the following institution: Instituto Mexicano Norteamericano de Relaciones Culturales de Monterrey AC (IMNRC) Hidalgo 768 Pte. Monterrey N.L. Tel. 8004-9090 ext.132; contact Lucila Gutierrez. (Cost is the applicant's responsibility).
5. The scores for Level III English (Good Working Knowledge) are : (TOEFL iBT 76+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+)
6. Copy of typing test score (test may be taken at www.typingtest.com)

WHERE TO APPLY:

Human Resources Office at e-mail: permtr@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A32103 American Citizenship Assistant FSN-8**. Please note that hard copies are not accepted.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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 affiliation. Individuals with such complaints should avail themselves of

the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.