Position Vacancy Announcement

U.S. CONSULATE GENERAL GUADALAJARA

Vacancy Announcement Number: 16/06

OPEN TO: All Interested Candidates / All Sources

The "Open To" category listed above refers to candidates who are eligible to apply for this position. The "Open To" category should <u>not</u> be confused with a "hiring preference" which is explained later in this vacancy announcement.

POSITION: A31-223 Visa Clerk, FSN-6, FP-08

OPENING DATE: 07/27/2016

CLOSING DATE: 08/10/2016

WORK HOURS: Full-time 40 hours/week

GROSS SALARY: Ordinarily Resident (OR): FSN-6 $190,563.28 MXP
Not-Ordinarily Resident (NOR): FP-08 $36,837 USD
*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. Consulate General in Guadalajara is seeking eligible and qualified applicants for the position of Visa Clerk.

BASIC FUNCTION OF POSITION
Perform technical and clerical phases of the nonimmigrant visa application and issuance process, including entering applicant data; CLASS name-check transmission; photographic image-capture; fingerprint capture; printing and placement in passport of machine-readable visas; analysis, review, and processing of first time visa applications and visa renewal applications, including interview waiver and age-exempted applicants; coordination with DHL to receive and send visas, passports, and other documents; and pre-check of visa applications one day before the visa appointment.
Maintain integrity of controlled items and ensure the quality of DHS-produced Border Crossing Cards (BCC). Conduct clerical duties, such as filling forms, separating BCCs and visa applications to be shredded, and direct public contact as necessary. On a rotational basis, process passport/citizenship cases, including complicated first-time applications. Perform initial review of passport/citizenship applications and prepare case paperwork for the adjudicating officer. Screen passport/citizenship cases

for possible fraud indicators and, as needed, suggest to the officer that a case be examined for potential fraud.

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: Completion of secondary (high school) is required.

2. EXPERIENCE: One year experience in office clerical work involving contact with the public.

3. LANGUAGE: Level III (Good Working Knowledge) in English and level IV (Fluent) in Spanish (Please see section "How to Apply" on pg. 3 for test instructions).

4. SKILLS AND ABILITIES: Position requires the ability to type 40 words per minute. (Please see section "How to Apply" on pg. 3 for test instructions.)

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at:
http://wha.p.state.sbu/sites/guadalajara/HR/default.aspx

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 the following: 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.

6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.

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), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
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 must present a Spanish Berlitz Online Proficiency Test (BOPT) with a minimum score of "C1" (Proficient User). Contact: centro.guadalajara3@berlitz.com.mx or 3641-4048 and 3121-3333 for information. (The exam fee is the applicant's responsibility). The minimum score required is 88. (Applicants who have completed a University Degree in Mexico or any other Spanish speaking country will be exempt from taking the Spanish Test.)
4. Non-native English speakers must present a TOEIC or TOEFL taken within the last two years with a minimum score of 650/540 respectively. Tests are accepted from the Instituto Cultural México-Norteamericano de Jalisco, A.C. Enrique Díaz de León Sur 300 in Guadalajara, Jal. Tel: 3825-5838 or any authorized testing center. (The exam fee is the applicant's responsibility). The scores for Level III (Good Working Knowledge) are : (TOEFL iBT 76+ or TOEFL ITP/PBT 540 + or TOEIC PBT 650+) Internal applicants who apply for a different position with the same required English level as their current job do not need to retest. Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the English Test.
5. Copy of on-line typing test score (test may be taken at **www.typingtest.com**)

WHERE TO APPLY:

Human Resources Office at e-mail: **HRGDL@state.gov** (Please refer to position number in subject line of e-mail.) A31-223 Visa Clerk. 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.