

# Position Vacancy



U.S. Consulate General Nogales

## Announcement

No: 2016/001

Open to: All Interested Candidates

Position: **A31-202 VISA CLERK, FSN-6, FP-8\***

Opening date: July 8<sup>th</sup>, 2016

Closing date: July 22<sup>nd</sup>, 2016

Work hours: Full-time; 40 hours/week

Salary: \*Not-Ordinarily Resident: Starting Salary and Position Grade FP-8 to be confirmed by Washington.

Ordinarily Resident (OR): \$190,563.28 pesos per year (FSN-6 starting salary)

***ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.***

\*Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job.\*

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**The Consulate General of the United States of America in Nogales is seeking eligible and qualified applicants for the position of Visa Clerk in the Consular Office Section.**

### **Basic Function of Position**

The employee is responsible for technical and clerical phases of visa issuance process to include data entry, CLASS transmission, capture of biometrics, scanning supporting documents, printing and placement of visa foil in passport. The incumbent is responsible throughout the process for the integrity of controlled items and quality of the finished product. The employee is also responsible for various clerical duties, such as visa pass back to CSC staff, producing and stocking interview windows with various notice slips and refusal letters plus answering general public inquiries by telephone on occasion.

### **QUALIFICATIONS REQUIRED:**

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

- Completion of High School is required.
- Minimum of two years in the Customer Service area and/or work applying regulatory material.
- Level III English oral/written is required.
- Level III (fluent) Spanish oral/written is required.
- Good Typing skills are required.
- Basic understanding of USG policies relating to Consular-Visa Operations.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at [H:\FSN's\A31-202 Visa Clerk Vacancy\312808\\_A31205 Visa Clerk DS-298 FRC final.pdf](H:\FSN's\A31-202 Visa Clerk Vacancy\312808_A31205 Visa Clerk DS-298 FRC final.pdf).

**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](#))

[Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.](#)

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

## **HOW TO APPLY Applicants for this position MUST submit the following or the application WILL NOT BE CONSIDERED:**

- Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/nogales/384042/PDFs/DS0174.pdf>
- 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.
- Non-Native Spanish speakers. For Spanish test, applicants should contact Gloria Galindo/Carlos Basurto at extensions 8170/8196. Non-EFM's will be responsible for test fee.
- Test score of English Language exam is required with results equal or higher than the required qualifications. Test will be applied at Consulate, please see below for contact information.
- The scores for Level III (fluent) are : (TOEFL iBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+)
- 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.
- Typing test results (Test may be taken at: [www.typingtest.com](http://www.typingtest.com))

## **Submit Application To**

U.S. Consulate Nogales/Human Resources Office  
Calle San José S/N  
Fraccionamiento Los Álamos  
Nogales, Sonora 84065

## **Or electronically at**

E-mail: [NogalesHR@state.gov](mailto:NogalesHR@state.gov) (**PLEASE REFER TO POSITION NUMBER IN SUBJECT LINE OF E-MAIL I.E. Pos. A31-202 Visa Clerk**)

Please check the U.S. Consulate web site for future vacancy announcements: <https://mx.usembassy.gov/jobs/nogales/>

**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.