



VISA CLERK (CASHIER)

****PREVIOUS APPLICANTS NEED NOT RE-APPLY****

The US Consulate General in Perth is seeking a visa clerk (cashier) for a position in its Consular Section.

This position is on a full time basis
Starting salary \$57,421 p.a.+ superannuation benefits.

Please refer to:

<http://canberra.usembassy.gov/job-opportunities.html>

for further details.

Forward letter, resume and response to the position requirements to the Human Resources Office, U.S. Consulate General, 16 St. Georges Terrace, PERTH WA 6000 by **COB DECEMBER 9, 2011.**

Hand delivered applications cannot be accepted.

Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

POSITION TITLE:
VISA CLERK (CASHIER) – FULL TIME

POSITION GRADE LE-6
(STARTING SALARY A\$57,421)
FP-8 (STARTING SALARY
US\$35,753)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The incumbent works across all facets of consular services. The incumbent acts as assistant for both the Visa and American Citizen Services sections and is responsible for applying and implementing all applicable regulations in assisting the general public and responding to correspondence. The incumbent is also the primary consular cashier, responsible for accurate and efficient processing of up to several thousand dollars of consular transactions daily.

Major Duties and Responsibilities

A. Non-Immigrant Visas (55%)

Accepts and reviews all nonimmigrant visa (NIV) applicants at the counter during prescribed time frames, responds to all routine inquiries from the public either by mail, email or telephone. Enters NIV applicants' data into NIV, prints visas, and implements procedures to return visas to applicants. Drafts responses to letters, cables, and emails concerning NIV matters for the approval of the consular officer. In the cases of visa refusals, prepares the official refusal letters. Drafts waiver requests. Prepares and maintains all NIV records, files, and reports including consular package statistics. Additionally, schedules applicants for interview with consular officer upon return of waiver requests. Liaises with local law enforcement agencies and other officials in regard to visa or passport fraud.

B. American Citizen Services (20%)

Assists American Citizen Services unit as needed and is Responsible for performing all ACS unit functions during absence of ACS Consular Assistant inclusive of issuance of emergency passports, Report of Birth Abroad, Arrests, Death, and federal assistance cases. Liaises with local law enforcement agencies, prison authorities and immigration officials as a result of arrests of American citizens in an effort to ascertain preliminary information to assist the Consular Officer. Prepares reports of death for Americans residing in country and liaises with mortuary and funeral home personnel and local law enforcement in regard to deaths of Americans. Communicates with family abroad or in country as required and assists family and officials with transportation arrangements for deceased.

C. Cashiering (25%)

Acts as primary consular cashier, responsible for the efficient and accurate collection of up to several thousand dollars in cash and credit transactions daily. Maintains a cash float. Uses specialized consular systems and knowledge of complex consular fee structures to correctly charge and collect consular fees.

SELECTION CRITERIA

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

1. Completion of Secondary School (Year 12) is required.
2. Minimum three years of progressively responsible clerical/secretarial/administrative duties with customer oriented focus, one year of which must involve cash handling experience is required.
3. Level IV (fluent) English is required.
4. Basic knowledge of Consular operating procedures, rules and regulations is required.
5. Demonstrated ability to exercise tact and good judgment in dealing with the public is required.
6. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

THE DEADLINE FOR APPLICATIONS IS DECEMBER 9, 2011

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.