



VISA CLERK CASHIER

The U.S. Consulate General Melbourne is seeking an individual for the position of Visa Clerk - Cashier in the Consular Section.

Salary: A\$57,421 p.a. pro-rata + superannuation benefits

Hours: Full time, 40hrs/week.

For further information and the selection criteria please refer to the [Duties and Responsibilities Statement](#).

Forward application letter, response to the selection criteria and resume to the Management Office U.S. Consulate General, 553 St Kilda Road, Melbourne, VIC 3004 by
April 3, 2013.

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

POSITION GRADE LE- 6
(STARTING SALARY A\$57,421
PRO-RATA)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Visa Clerk – Cashier serves as the principal cashier for Consular Section. The incumbent performs a wide range of non-immigrant visa services including, but not limited to, pre-screening applications, compiling statistics, preparing correspondence, and providing visa information.

Major Duties and Responsibilities

(A) (65%)

The incumbent acts as the Consular Section's principal cashier for approximately four hours per day. Duties include collecting Australian and U.S. currency for American Citizen and Visa fee-based services, issuing receipts via the Automated Consular Register System (ACRS), and returning the correct change.

The Consular Cashier is responsible for maintaining a float and for the safeguarding of collected funds until reconciled and deposited with the Class B Cashier at the end of the work day. They are responsible for printing several reports on a daily basis and maintaining the Consular Section's general receipt file.

(B) (25%)

The incumbent reviews and classifies non-immigrant visa applications received by mail, from travel agents or in person; prepares applications, checks visa classification, and ensures that the application is processed correctly for the Consular Officer's formal decision and approval. The incumbent will also refer more complex cases to the Consular Officer.

This process can include drafting visa clearance requests to the Department or other posts when assigned, providing statistical data to the LES Supervisor for the annual consular package, answering a variety of over-the-counter and telephone inquiries concerning non-immigrant visas and procedures, referring the more complex cases to the Consular Officer. The incumbent will be required to explain refusals to applicants, as well as draft correspondence letters, memoranda and cables.

The incumbent maintains non-immigrant issuance and visa files in accordance with Department guidelines and post policy and handles the disposal of non-immigrant visa records in accordance with the Department's handling policy.

(C) (10%)

The incumbent assists with training new staff to the visa section, assist with the provision of American Citizens Services, and completes other duties as assigned.

QUALIFICATIONS REQUIRED AND 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. Two years experience in office clerical work, with demonstrated ability to deal with the public, is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Basic computer skills with an ability to type 25wpm. This will be tested.
5. Proven ability to learn complex regulations and procedures and be able to apply this theoretical knowledge in daily work situations is required.
6. Proven ability to function honestly and effectively while processing cash/cash items is required, including a general understanding of the need to establish controls over the custody/possession of cash and the concept of accounting.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

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 above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees 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 EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive but Unclassified security clearance.

EFM's must have 12 months remaining at Post.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne VIC 3004

THE DEADLINE FOR APPLICATIONS IS APRIL 3, 2013

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.

U.S. Mission Australia maintains a drug free work environment

Appendix

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References