



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 31-2012

**OPEN TO:** US Citizen Eligible Family Member (EFMs)  
**POSITION:** Consular Clerk, FP-08  
**OPENING DATE:** June 21, 2012  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full Time (40 hours per week)  
**COMPENSATION:** \$35,753 USD \*  
**GRADE:** FP-08  
**LENGTH OF APPOINTMENT:** Full Time

**\*Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of a Consular Clerk in the Consular Section.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING CURRENTLY IN COUNTRY TO BE CONSIDERED.

**BASIC FUNCTION OF POSITION**

The employee serves as a Visa Clerk in the Consular Section. The jobholder is responsible for working with the public while prescreening visa applications, taking fingerprints and providing routine services to American citizens. The incumbent must protect controlled items and consular records. The employee provides clerical support to the consular officers and the senior FSN employee in the Section. The Position is supervised by the Consular Section Chief and does not have any supervisory responsibilities.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

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

1. **Required Education:** A high school education is required.
2. **Prior Work Experience:** One to two years of work in an office environment is required.
3. **Language Proficiency:** Level 4 English and Level 1 French are required.

4. **Other criteria:** Employee must become familiar with consular laws and regulations and must have a solid understanding of the USG and the Mission.

5. **Other Skills and Abilities:**

Must possess strong oral communication and writing skills as well as the ability to work with basic computer applications. Must be able to work with tight deadlines and effectively plan work activities.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Eligible Family Members who currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

**SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

**TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

1. Preliminary Documentation
  - Current Resume: A current resume or curriculum vitae that provide the same information as a DS-174.
  - Letter of Interest: You must attach to the letter:
    - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
  - All prospective employees must complete an Embassy application form (usually the Federal Employment DS-174, available at the HR Office).
  - Can be submitted if selected for an interview.

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria 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.

**Point Of Contact:**

Submit Application to: **Human Resources Office**  
Attention: **Consular Clerk/Vacancy Announcement #31-2012**  
Point of Contact: Human Resources Office  
Fax: 021-60-73-35  
E-mail: [USEmbassyAlgiers\\_app@state.gov](mailto:USEmbassyAlgiers_app@state.gov)