



VISA CLERK

An opportunity is available to work as a Visa Clerk within the Consular Section at the U.S. Consulate General Melbourne.

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

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

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of secondary school (Year 12) is required.
2. Two years progressively responsible experience in Administrative/Government Services and experience dealing with the public is required.
3. Level 4 (fluent) Speaking/Reading English is required. This may be tested.
4. Proven ability to learn complex regulations and procedures and be able to apply this theoretical knowledge in daily work situations is required.
5. Basic computer skills with an ability to type 40 wpm is required. This may be tested.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Management Section/HR, U.S. Consulate General Melbourne, Level 6/553 St. Kilda Rd., Melbourne Victoria 3004 or via email to: MELBHR@state.gov by **August 3, 2015**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: VISA CLERK	POSITION GRADE LE- 6 (STARTING SALARY A\$57,421)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As directed by the Visa Team Leader, Visa Chief, LES Supervisor, or Consular Chief performs non-adjudicating duties associated with Nonimmigrant applications, cashiering of consular fees, and assists in other consular services, as required.

Major Duties and Responsibilities

A) Consistent with RJD-1415-6, and in accordance with CA procedures, assists with full range of consular duties, including visa intake, biometric enrollment and data entry. Data processes and prints visas. Answers a variety of inquiries relating to nonimmigrant visa applications and visa processes via telephone, email, and at the visa window. Performs filing duties, including file searches, which require a thorough knowledge of nonimmigrant visas. Collects fingerprints from visa applicants for further administrative processing. Independently drafts responses to nonimmigrant correspondence via email or letter. May be assigned back up cashiering duties.

B) Assist with training new/WAE/TDY/other staff to the visa unit. Assists with training external organizations/personnel who handle US student/work travel visa programs. Performs other duties as requested by the Visa Team Leader, Visa Chief, LES Supervisor, or Chief of the Consular Section.

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 progressively responsible experience in Administrative/Government Services and experience dealing with the public is required.
3. Level 4 (fluent) Speaking/Reading English is required. This may be tested.
4. Proven ability to learn complex regulations and procedures and be able to apply this theoretical knowledge in daily work situations is required.
5. Basic computer skills with an ability to type 40 wpm is required. This may be tested.

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

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

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 US Citizen EFMs 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.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ 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); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;

- ✓ (If applicable) 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 U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Management Section/HR
U.S. Consulate General
Level 6/553 St. Kilda Rd.
Melbourne Victoria 3004

or via email to: MELBHR@state.gov

THE DEADLINE FOR APPLICATIONS IS AUGUST 3, 2015.

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.

APPENDIX B

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, provide 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