



## COMMERCIAL CLERK

The U.S. Consulate General in Sydney is seeking an individual for the temporary position (Not to exceed 90 days) of Commercial Clerk in the U.S. Commercial Service.

Salary: A\$52,465 pro rata + superannuation benefits

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

1. Completion of Secondary school (Year 12) is required.
2. One year clerical experience is required, of which at least six months should be directly related to a specialized field of business or commerce.
3. Level 4 (Fluency) written and verbal English is required. This will be tested.
4. Knowledge of general office clerical procedures is required.
5. Good working skill in operating personal computer and related equipment is required.

please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59<sup>th</sup> Floor, 19 – 29 Martin Place  
SYDNEY NSW 2000 **by December 9, 2014.**

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: COMMERCIAL CLERK**

**POSITION GRADE LE-05  
(STARTING SALARY \$52, 465)**

---

## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The employee performs a wide range of administrative, computer/LAN support, and budgetary duties for USCS Sydney office. These responsibilities will primarily involve providing administrative support to CS Australia, responding to routine business and USCS client inquiries, assisting with market research and company promotions, inventory coordination, support for and resolution of section computer problems, LAN administration and coordination of CS Australia's social media platforms and general clerical duties.

### **Major Duties and Responsibilities**

#### **1. Administrative Support**

- Provides administrative support to CS Australia, including preparation of E2 travel authorizations/vouchers, approval of eCountry Clearance cables, preparation of ILMS purchase requests and coordination of eServices requests.
- Collates and distributes CS Australia's weekly report.
- Serves as Internship Program Coordinator.
- Coordinates the U.S. student group briefing program.
- Manages the Office Australia mailbox and answers inquiries as needed.
- Provides assistance with T&A recordings for LES, as well as Officers.
- Provides additional administrative assistance as required by CS Australia.

#### **2. Commercial Assistance**

- Assists Commercial Specialists with client work by conducting market research and identifying industry leads.
- Assists with coordinating Single Company Promotions, including the preparation of guest lists, invitations, and name tags.

#### **3. Social Media and Information Technology**

- Coordinates CS Australia's social media platforms by creating content, coordinating online campaigns and monitoring social media performance.
- Manages CS Australia's websites - [export.gov/Australia](http://export.gov/Australia) and [BuyUSA.gov/Australia](http://BuyUSA.gov/Australia).
- Maintains CS Australia's SharePoint site, including the team calendar.
- Serves as point of contact for technology-related issues, including LAN administration.
- Serves as IT Property Custodian for CS Australia.

#### **4. Budget & Finance**

- Coordinates invoice approval and payment process.
- Manages CS Sydney's CabCharge account, including reconciliation of taxi fare expenditures.
- Assists with ILMS purchase requests.
- Prepares travel reimbursement vouchers, representation claims and petty cash vouchers.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED 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.

#### **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 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.

## **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 below); 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**

Human Resources Office  
U.S. Consulate General Sydney  
MLC Centre  
59<sup>th</sup> Floor, 19 – 29 Martin Place  
SYDNEY NSW 2000

OR

Email: [sydrecruitment@state.gov](mailto:sydrecruitment@state.gov)

## **THE DEADLINE FOR APPLICATIONS IS DECEMBER 9, 2014**

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

**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