

ANNOUNCEMENT NUMBER: 14-20

OPEN TO: All Interested Candidates

POSITION: American Citizen Services Clerk FSN-6; FP-8

OPENING DATE: October 20, 2014

CLOSING DATE: November 7, 2014

WORK HOURS: Full time: 40 hours per week

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration.

The U.S. Embassy, Nassau is seeking an individual for the position of American Citizen Services Clerk in the Consular Section.

BASIC FUNCTION OF POSITION

The ACS Clerk handles all aspects of American Citizen services, which includes cases of arrested U.S. citizens, processing inquiries involving Federal benefits and tax matters, preparing documentation for notarial services, assisting with passport/nationality cases, death cases, and all other aspects of American Citizen Services as required.

QUALIFICATIONS REQUIRED

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

1. Completion of secondary school is required.
2. Two to three years of experience in office clerical work.
3. English level 4 (fluent) is required.
4. Job holder has to have a basic knowledge of the local government, and its bureaucratic operations. Job holder also has to have a basic understanding of the country's judicial system and processes. Job holder should have a basic knowledge of U.S. law and regulations pertaining to U.S. citizen support and federal benefits.
5. Ability to type and must have a basic level of competence on Microsoft Word, Excel, and Outlook programs. Must demonstrate a willingness to learn Consular Affairs software; must have a sharp attention to detail. Excellent customer service skills are essential.

TO APPLY

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff (LES) or Family Member (DS-0174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. 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**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

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 (OR) 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 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 Not Ordinary Residents (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 non-sensitive clearance.

SUBMIT APPLICATION TO HUMAN RESOURCES VIA FAX OR EMAIL

Human Resources Office
42 Queen Street
Nassau, Bahamas
Telephone: 242-322-1181

FAX: 242-328-7838

Email: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: November 7, 2014