



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901100019
------------------------------------	---	--

3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
(Position Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position

c. Other (explain) New Incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority RHRO	Visa Clerk FSN-1415			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee Vacant
8. Office/Section Consular Section	9. First Subdivision First Subdivision
b. Second Subdivision	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p style="text-align:center"><u>Vacant</u></p> <p style="text-align:center">_____ Printed Name of Employee</p> <p>_____ Signature of Employee _____ Date(mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p style="text-align:center">_____ Printed Name of Supervisor</p> <p>_____ Signature of Supervisor _____ Date(mm-dd-yyyy)</p>
---	---

<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p> <p style="text-align:center">_____ Printed Name of Section Chief or Agency Head</p> <p>_____ Signature of Section Chief or Agency Head _____ Date(mm-dd-yyyy)</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p style="text-align:center">_____ Printed Name of Acting Management or Human Resources Officer</p> <p>_____ Signature of Acting Management or Human Resources Officer _____ Date(mm-dd-yyyy)</p>
---	---

13. Basic Function Of Position
Incumbent serves as Visa Clerk in the Consular Section with responsibility for a variety of American Citizen Services (ACS) and both Immigrant (IV) and Non- Immigrant (NIV) visa issues. In the ACS sphere, incumbent manages Consular correspondence, responds to telephone inquiries, and processes passport applications. Incumbent also assist with finger-scanning of visa applicants, processing IV police clearances, and assisting the IV unit in preparing Immigrant Visa travel packets. Incumbent also backs up NIV and IV visa-printing duties, and performs a variety of other duties as assigned during the peak summer season.

14. Major Duties and Responsibilities _____ % of Time (Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary school is required.

b. Prior Work Experience

One year experience in office clerical work is required.

c. Post Entry Training

On-the-job training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III (Good working knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Good working knowledge of MS Word or equivalent is required.

f. Skills and Abilities

Must have good interpersonal skills, including the ability to remain collected and polite when dealing with difficult people. Must be able to work under continuous pressure. Ability to tactfully deal with the public is required. Typing speed of 25 words per minute is required. (This will be tested.)

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the NIV Vice-Consul. Working guidance supervision is provided by the NIV Visa Assistant. Incumbent may also receive instructions or guidance from the other Vice Consuls and the Consular Section Chief.

b. Supervision Exercised

None.

c. Available Guidelines

FAH, FAM, and Consular Application User Manuals.

d. Exercise of Judgment

Must demonstrate good judgment in determining appropriate processing of specific cases within established guidelines.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contact with the general public, including visa applicants and Americans seeking assistance.

g. Time Expected to Reach Full Performance Level

One month.

14. Major Duties and Responsibilities

Non-Immigrant Visa Processing

60% of Time

Incumbent provides assistance to the Consular Section by performing the following duties:

Incumbent downloads applications and registrations, registers comments, processes non-immigrant visa applications and reviewing documents to assure acceptability and completeness. Files and retrieves case files, scans Cat1 documents into the NIV application system, prints and affix visas to passports, provides a variety of information on immigrant and non-immigrant visa inquiries to the public in person and by telephone related to basic requirements and procedures for routine immigrant visa categories. Incumbent processes required clearances, applications for U.S. passports (including renewals) and applications for Immigration and Naturalization Services (INS) transportation letters. Obtains signatures or letter of authorization from applicants and visa pass back, reads newspapers and copies fraud articles; processes related name-checks, performs data input, and assists as needed in preparing immigrant visa cases for final processing.

Assists the Visa Assistant in maintaining Immigrant Visa (IV) files, dispatches packets to applicants whose priority dates are current, prepares issued passports, prints emergency passports, and assists with the data input of American citizen registration.

Clerical Duties

40% of Time

Assists the various sections (NIV, IV, and ACS) with general filing, data-entry, case production, drafting reports and correspondences.

****Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.