



UNITED STATES CONSULATE GENERAL

RIO DE JANEIRO, BRAZIL

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*Management Notice No. 13-016  
February 7, 2013*

*TO: ALL POST PERSONNEL*

*FROM: MGMT OFFICER, PATTI HOFFMAN*

*SUBJECT: POSITION VACANCY – ADMINISTRATIVE (VISA) CLERK*

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**OPEN TO:** Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

**POSITION:** Administrative (VISA) Clerk, FSN-6

**OPENING DATE:** Thursday, February 7, 2013

**CLOSING DATE:** Tuesday, February 26, 2013

**WORK HOURS:** Full Time – 40 hours per week

**SALARY:** \*Ordinarily Resident (OR), FSN-6  
Starting Salary: R\$37.609,00

\*Not-Ordinarily Resident (NOR), FP-8  
Starting Salary: US\$35,753.00

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS (Attached to the application) TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Rio de Janeiro is seeking **one individual** for the position of Administrative (NIV) Clerk with a work schedule of 40 hours per week, to work in the Consular Section, Visa Unit.

**BASIC FUNCTION OF POSITION**

The incumbent serves as the Administrative Assistant to the Visa Chief of the Consular Section, performing full range of functions as required by the Non-Immigrant Visa Unit, managing correspondence and communications.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

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

1. **EDUCATION:** Completion of Secondary (high school) is required.
2. **EXPERIENCE:** At least three years of work dealing with the public, performing clerical functions and working with automated systems in a position as an executive secretary or an administrative assistant, is required.
3. **LANGUAGE:** Level III (good working knowledge) reading/speaking English and Level IV (fluent) reading/speaking Portuguese, is required. **THIS WILL BE TESTED.**
4. **KNOWLEDGE:** Incumbent must develop specialized knowledge in order to be familiar with political and business structures within the five-State consular district. After hiring, incumbent should be able to quickly learn the various NIV applications and have a thorough knowledge of NIV application processes and procedures. Incumbent must also have knowledge of cashiering functions, collections, reimbursements and data entry in the pertinent consular section software. The incumbent, with the knowledge acquired regarding the host country environment, must be able to provide information and advice to the Visa Chief of the NIV Unit when making appointments and receiving requests for meetings with host country personalities, politicians, military, foreign office officials, federal police officials and immigration authorities.
5. **SKILLS:** Incumbent must have the ability to follow instructions, be reliable in attendance and performance, be able to concentrate and maintain high level of attention, have good observation skills, and be tactful and polite with visitors and colleagues. Incumbent manages proprietary databases for travel (E2 Solutions), for visitors (E Country Clearances), and for T&A. **Advanced typing dexterity is required at Level II (30 - 59 wpm).** Incumbent's job requires cashier coverage and emergency entries where speed and accuracy are paramount factors. For time and attendance purposes, attention to detail and discretion are critical. When substituting for the Consular Section cashier, the incumbent must be versed in the full scope of responsibilities, including maintaining accurate accounting of the funds received/disbursed, change, exchange, etc. **The position requires extensive use of Microsoft Office suite, Word and Excel.** Incumbent will also deal with specialized software for the Visa Unit. The ability to deal with numbers and be able to work electronic calculators, percentages, statistics, etc., is required. **TYPING AND EXCEL WILL BE TESTED.**

### **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, continuity 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 EFM's 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.

#### **TO APPLY**

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **IN ENGLISH** that provides the same information found on the UAE (*see Appendix B*). **NOTE: We will not/not accept any applications that are not submitted in English; 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 US 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.

#### **SUBMIT APPLICATION TO**

Email: [riorecruitment@state.gov](mailto:riorecruitment@state.gov)  
(with position title)

#### **POINT OF CONTACT**

Ana-Maria Miranda  
Human Resources Office  
Address: Ave. Pres. Wilson, 147  
Castelo, Rio de Janeiro, RJ 20030-020  
Fax: 21-3823-2600

**CLOSING DATE FOR THIS POSITION: February 26, 2013**

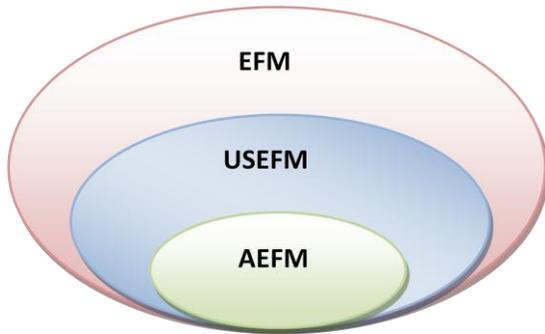
*The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Drafted: hr/amcm  
Cleared: CONS/BMullarkey

## APPENDIX A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and

**Dependency Report**, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (**AIT**), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References