



UNITED STATES EMBASSY OTTAWA, CANADA  
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

**Location:** TORONTO, CANADA

**GENERAL SERVICES CLERK**  
**SENSITIVE POSITION**  
**VACANCY NUMBER: 13-12**

Monday, April 15, 2013  
**This Vacancy is Open**

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) Only - All Agencies

**POSITION:** General Services Clerk **Grade:** FP-9

**OPENING DATE:** Monday, April 15, 2013

**CLOSING DATE:** Monday, April 29, 2013

**WORK HOURS:** Part time; 20 hours per week

**SALARY:** Not-Ordinarily Resident FP-9 \$31,963 USD per annum (salary is based on 40-hour per week work schedule and to be prorated for the actual hours worked).

**LENGTH OF HIRE:** FMA

**NOTE:** ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY, AS DEFINED UNDER DEFINITIONS, ARE ELIGIBLE FOR CONSIDERATION FOR THIS POSITION.

CANDIDATES FOR EMPLOYMENT ARE NORMALLY HIRED AT THE FIRST STEP OF THE GRADE OF THE POSITION. HR OTTAWA MAY CONSIDER PREVIOUS SALARY HISTORY AND QUALIFICATIONS WHEN DETERMINING A SALARY LEVEL ABOVE STEP 1.

The U.S. Consulate in TORONTO is seeking U.S. Citizen candidates for employment in CANADA for the position of General Services Clerk in the Management Section.

**BASIC FUNCTION OF POSITION**

Provides administrative/clerical assistance necessary for the smooth operation of the Management Section. The incumbent will travel to the U.S. on a rotational schedule to transport or receive U.S. mail. The incumbent will also serve as a switchboard operator and security escort.

**QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of secondary school is required.
- 2. Experience:** Minimum one year clerical experience and experience dealing with the public is required.
- 3. Language:** Level IV (fluent) speaking/reading/writing English is required.
- 4. Knowledge:** The incumbent must be familiar with general office procedures, general office equipment (photocopiers, fax machines), modern postal equipment, telephones, and be knowledgeable in Microsoft Office applications.
- 5. Skills and Abilities:** The incumbent must possess safe driving skills, be able to work under pressure, be able to lift and carry heavy pouch and mail material weighing up to 70 lbs and must be able to operate a basic telephone switchboard system.
- 6. Interpersonal Skills:** The incumbent must possess good communications skills in dealing with the public.

\*For additional Selection Requirement, please see Selection Criteria\*

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

### **ADDITIONAL SELECTION CRITERIA**

\*Additional Selection Requirement:  
Applicant must have a valid driver's license.

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 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 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. Candidates must be able to obtain and hold a Top Secret security clearance for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

#### **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 that provide the same information found on the UAE; 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.

**SUBMIT APPLICATION TO:** Management Office/HR  
U.S. Consulate  
360 University Ave.  
Toronto Ontario M5G 1S4

E-Mail Address: TrtHR@state.gov  
Please reference Job Announcement number.

**POINT OF CONTACT:** Management Office/HR  
Phone: (416) 595-1700

#### **DEFINITIONS**

- I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see below) at least 18 years of age; 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 FAM3232.2.

- II. EFM: An individual related to a U.S. 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, step-children 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 step-parents 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 step-sisters and step-brothers, 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.

III. 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.

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

IV. 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 tax laws; and,
- Has a U.S. Social Security Number (SSN).

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

V. Ordinarily Resident (OR) - A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

**CLOSING DATE FOR THIS POSITION: MONDAY, APRIL 29, 2013**

**The U.S. Mission in Canada 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.

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