

**FSN# 2013/14
Consular Clerk**

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-6; FP-8

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum starting salary)
Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Backs up other LES, including for emergency ACS.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) At least one year work experience in a position with substantial customer service requirements;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have successfully completed the Foreign Service Institute consular correspondence courses;

(5) Must be able to type quickly and accurately to do data entry in computer systems and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office).

(6) Must be client-oriented with good interpersonal skills.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM) and U.S. Veterans who are legally residing in the country will be 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) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

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 or Family Member (DS-174); 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.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement no. /title on the subject line. (*Only one email per position*)

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: February 21, 2013