

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">State</p>	3a. Position Number
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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) Consular Assistant, (Series) 1405 (Grade) FP-8

b. New Position \_\_\_\_\_

c. Other (explain) Hiring purposes

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Consular Assistant, 1405	FP-8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Consular Assistant</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Consular Section</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ <p style="text-align: center;">Printed Name of Employee</p> _____ <p style="text-align: center;">Signature of Employee</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ <p style="text-align: center;">Printed Name of Supervisor</p> _____ <p style="text-align: center;">Signature of Supervisor</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>
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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 style="text-align: center;">Printed Name of Chief or Agency Head</p> _____ <p style="text-align: center;">Signature of Section Chief or Agency Head</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</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 style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> _____ <p style="text-align: center;">Signature of Admin or Human Resources Officer</p> _____ <p style="text-align: right;">Date (mm-dd-yyyy)</p>
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13. Basic Function Of Position  
 The incumbent serves as Consular Assistant, providing assistance to the Section in providing services to American citizens and in assisting the Consular Chief and Vice Consuls in all non-adjudication duties permitted, absent Consular Training and Consular Associate designation. The position includes some analysis, special project and fraud prevention work as well as some clerical work such as maintaining files, entering data, photocopying, and keeping statistics.

14. Major Duties and Responsibilities 100 % of Time

This position reports to the Chief of Section with general oversight and guidance provided by the Vice Consul or LE staff subject matter expert for the activity performed. The incumbent will perform some American officer duties as permitted within regulations and until training and consular designation are achieved and granted for the next level. Assists overall consular operations by providing services only authorized to an American with Secret Clearance or higher. Job holder performs consular duties, including the provision of services to American citizens. US citizen with minimum of a secret clearance will help with a variety of sensitive tasks, including security advisory opinion preparation, classified cable traffic, biometric data collection, prison visits, and fraud prevention. (40%)

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Secondary school diploma is required.

b. Prior Work Experience

Minimum of one year of prior general office experience is required.

c. Post Entry Training

Basic on-the-job training in consular systems.

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

Level IV English (Fluent) Speaking/Reading/Writing is required.

e. Job Knowledge

Thorough knowledge of good office practices, use of various office equipment. Basic knowledge of consular section's functions.

f. Skills and Abilities

Incumbent must possess good computer skills, including Microsoft Word, Microsoft Outlook, and Internet access. Must also be able to conduct operational research. Must possess good telephone skills and a strong interpersonal skills. Must be able to obtain and hold a Secret security clearance.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Consul.

b. Supervision Exercised

None

c. Available Guidelines

Incumbent is governed by the provisions of the Immigration and Nationality Act of 1990, by Chapters 7 and 9 of the Foreign Affairs Manual, by the Consular Management Handbook, by Standard Operating Procedures and other guidance issued by the Bureau of Consular Affairs, and by generally accepted standards of good administrative practice.

d. Exercise of Judgment

The job holder makes independent determinations in cases where regulatory guidance may be unavailable or unclear. Organizes own workload with freedom to make innovations and process improvements. Incumbent must be able to decide how various inquiries can be handled - either independently or referred to the appropriate American officer or LE staff member.

e. Authority to Make Commitments

Routinely makes commitments of him/herself in terms of the working office environment, including service commitments to visa and US Citizen clients, commitments of resources within the section to accomplish section priorities, etc.

f. Nature, Level, and Purpose of Contacts

Within the mission: incumbent routinely interacts with low- to upper mid-level of the community. Outside the mission: maintenance of numerous contacts outside the mission, assisting with public inquiries. Provides American citizen services, including prison visits.

g. Time Expected to Reach Full Performance Level

Without prior General work experience, incumbent is expected to reach full performance level in three to six months.

### **Addendum 1**

Responds to public inquiries or direct calls to LE staff subject matter expert as appropriate; picks up, logs and distributes consular mail; maintains SMS Emergency notification systems. Performs data entry for pending registrations; compiles immigrant visa packets for pick-up by applicant; photocopies necessary documentation, inspects files to ensure they are complete with all required paperwork and signatures, controls final visa data before visa is issued and placed in passport. (10%)

Maintains the Fraud Prevention Unit (FPU) activity log; logs new cases, closes completed cases, follows up on open cases. Scans documents for FPU investigations and liaises with FPU contacts including local officials and those at other U.S. missions in the region. Performs visa validation studies and analysis of fraud prevention effectiveness. (30%)

Assists in the organization of Visas 92/93 files; prepares packets of information as needed, including required forms. Also performs clerical tasks such as stocking consular adjudication windows with documents and forms regularly used and reviewing them for appropriateness and ensures they are current. (5%)

Performs other consular duties, including the provision of services to American citizens, as required. Conducts welfare visits and prison visits as assigned, applying proper procedure and within framework of 7 FAM regulations. (10%)

Assists with outreach projects to ensure general public, ministries and American citizens have the most up-to-date information on visa application procedures. May be assigned lead role on special consular projects. Advises Consular Chief on status of inquiries and adjustments to be made in standard responses. Explains basic visa procedures and policy to an often uneducated clientele.

Incumbent communicates daily with the Consul, the Vice Consuls, the Consular Specialist and five Consular Assistants. Communicates daily with all levels of host country nationals as well as in-country Americans who call the Consular Section.

May also participate in public speaking events where consular outreach is needed. (10%)