



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <b>QUITO - ECUADOR</b>	2. Agency <b>DEPARTMENT OF STATE</b>	3a. Position Number <b>97-348889</b>
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3b. Subject to Identical Position? 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) Vacant

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Biometric Clerk	FP-09		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Biometric Clerk	7. Name of Employee Vacant
8. Office / Section US EMBASSY	a. First Subdivision Consular Section
b. Second Subdivision Consular Management	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</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>_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor                      Date (mm-dd-yyyy)</p>
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<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>_____</p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____</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>_____</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____</p> <p>Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy)</p>
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**13. Basic Function of Position**  
Incumbent is responsible for collecting fingerprints for nonimmigrant visa (NIV) (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machines and capturing of fingerprints using biometrics software. Incumbent is also responsible for drafting English correspondence, managing requests for Security Advisory Opinions SAO cables and conducting name checks for Leahy Vetting Requests. Additional duties may be assigned based on the needs of the consular section.

Serves as backup for visa printing and quality assurance terminals.

**14. Major Duties and Responsibilities**

75%

Collect applicant fingerprints  
Maintain the fingerprint scanner

Draft correspondence  
Prepare SAO cables; track SAO, AO, and ARIS clearances  
Conduct name checks for Leahy Vetting requests  
Other duties as required

Back-up duties 25%  
Enter data from visa application forms  
Print visas and perform quality assurance checks  
Provide information by email, telephone, and at windows to customers

**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 agency."

#### 15. Qualifications Required For Effective Performance

- a. Education  
Completion of high school is required
- b. Prior Work Experience  
Two years customer service and/or administrative, clerical or managerial experience is required
- c. Post Entry Training  
None
- d. Language Proficiency:  
Spanish Level 2 (limited knowledge) speaking/reading, English Level 4 (fluent) speaking/written
- e. Job Knowledge  
Basic knowledge of information systems
- f. Skills and Abilities  
Customer service and basic computer skills (Microsoft Office/Internet). Must be able to write clearly and concisely in English at the professional level.
- g. Other  
**Able to obtain and hold a secret security clearance**

#### 16. Position elements

- a. Supervision Received  
Supervised by NIV Supervisor and/or Chief of the Nonimmigrant Visa Section
- b. Supervision Exercised  
None
- c. Available Guidelines  
Consular Support Desk, CA manuals, FAM and SOPS.
- d. Exercise of Judgment  
Incumbent must make decisions regarding identity of applicants, proper reading of fingerprints, waiving the fingerprint requirement according to guidelines, determining when an applicant is eligible for interview waiver.
- e. Authority to make Commitments  
None
- f. Nature, Level, and Purpose of Contacts  
Contact with systems personnel and CSD support desk for smooth operation of fingerprinting scanning operation
- g. Time expected to Reach Full Performance Level  
3 months