

Addendum 1

NIV DUTIES

"Loads upcoming visa applications into NIV system, reviews data for visa applicants using the new NIV application form DS-160, ensuring that biographical information, visa category, and annotations are correctly entered in the NIV system according to Chapter 9 of the Foreign Affairs Manual, the Code of Federal Regulations, and the Immigration and Nationality Act, in order to process the various types of cases. Captures optimum quality photos for foil printing. Prints approved visas on daily basis and arranges for passports to be delivered to Embassy courier.

"Responsible for Group Visa processing and ensures that companies are screened before their interview and the correct visa category is entered for each applicant. Also plans for the completion and execution of return checks after workers or performers have completed their contract and returned to El Salvador.

"Responsible for the T & U Visa portfolio, and for looking up petition information in the Consular Consolidated Database in order to open files for upcoming visa applicants, keeps electronic and physical files up-to-date, and performs data check the day of interview. Directly manages all correspondence related to portfolio with the supervision of the NIV chief.

IV DUTIES

25%

"Responsible for reviewing and preparing all the supporting documents the applicants bring for the interview in order to facilitate the visa adjudication performed by the FSO. Ensures that documentation is complete and accurate based on the policy and regulations provided in the 9 Foreign Affairs Manual and the Standard Operating Procedures. Must arrange and print all IV visas that have been approved by the consular officers on daily basis. Fulfill the unit assignments according to workload priorities.

"Maintain high level of knowledge of immigration policies and regulations in order to recognize intelligibilities committed by the applicants. Advise the Consular Officer regarding the proper applicability of waivers or other type of visa requirements. "Plan and organize the waiver procedure workload to fulfill needs. This includes updating the waiver database on daily basis and running monthly reports of all cases received and sent to DHS. Distribute daily tasks with the other waiver teammate appropriately.

"Establishes close liaison with personnel inside and outside of the Mission related to adoption cases. Become the primary point of contact regarding the adoption process through the Hague Adoption Convention in order to give accurate information to adoptive parents, attorneys and the public in general.

ACS DUTIES

15%

"Interview applicants seeking passport and routine citizenship services and assists them in completing requisite applications and in furnishing required documentary evidence. Processes routine and less complex cases to the point of final review, referring the more complex or questionable cases to higher authority.

"Assists the ACS Unit in passport, citizenship and special consular services. Prepares passports for adjudication by the Consular Officer. Prepares consular reports of birth abroad and other documents concerning U.S. Citizenship. Prepares important legal documents for consular notarial services. Interviews applicants

"Provides services to the public and telephonically, exercising independent judgment and able to respond with little or no supervision from Consular Assistant or Consular Officer. Conducts liaison with local hotels, guesthouses, restaurants, airlines, in order to provide assistance to U.S. citizens.

CORRESPONDENCE DUTIES

15%

"Assists the IV/NIV/ACS/FPU units, processing all written, electronic and some telephonic visa inquiries.

"Drafts and prepares congressional correspondence, and IV/NIV correspondence received on daily basis for general information or specific cases.

"Receives and distributes correspondence among all the Consular Section Units.

"Keep communication with the Visa Information Center for NIV group visas.

"Keep records of processed correspondence accordingly.

"Assists in the translation of official documents and correspondence from English to Spanish and vice versa.

FRAUD PREVENTION DUTIES

15%

"Responsible for all FPU records management including, but not limited to: managing all Category 1 and Category 2

ineligibility files originating from the NIV and IV Units; data entry and filing of all reports of lost or stolen visas.

"Research and draft responses to local law enforcement name check requests; review, analysis, lookout entry, scanning, and file creation of I-275's confirmed by the FPM; and for entering Lookouts on Salvadorans on which derogatory information is gathered.

"Responsible for managing the FPU Fraud Referral Database. The database is a critical information tool for the unit that consolidates information on fraud referrals and allows the FPM and investigators to track cases and compile workload statistics that contribute to identifying fraud trends.

ADMINISTRATIVE ASSISTANCE

5%

"Provides administrative assistance to the Consul General and Deputy Consul General, and customer service to the Consular Section visitors.

"Acts as the Consular Section time and attendance clerk, registering time and attendance and providing leave reports to FMO, and keeping information for the Consular Package.

"Ensure office records are retained or destroyed according to DOS requirements and regulations.

"Maintains and updates Consular Section lists and notices as required.

"Provides management requirements assistance to the different units of the Consular Section.