

**IN-HOUSE  
VACANCY ANNOUNCEMENT  
Announcement Number: 036 11**

**OPEN TO:** *All Interested Applicants*

**OPENING DATE:** December 22, 2011

**POSITION TITLE:** **Passport & Citizenship Assistant**  
FSN-8\*, FP-6\* (full performance)  
FSN-7\*, FP-7\* (trainee level)

**CLOSING DATE:** **January 9, 2012**

**WORK HOURS:** Full-time work week schedule; 40 hours/week

**SALARY:** EFM/MOH/NOR: U.S. \$ 44,737 p.a.  
(Starting salary - Position Grade: FP-6/1)  
EFM/MOH/NOR: U.S. \$ 39,994 p.a.  
(Starting salary - Position Grade: FP-7/1)

Ordinary Resident: Euro 22,065 p.a.  
(Starting salary - Position grade: FSN-8/1)  
Ordinary Resident: Euro 19,148 p.a.  
(Starting salary - Position grade: FSN-7/1)

**NOTE: ALL ORDINARY RESIDENT (OR) (See Definitions) APPLICANTS  
MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS  
TO BE ELIGIBLE FOR CONSIDERATION.**

Mission employees may not apply for vacant position during probationary period.

- The U.S. Embassy in Athens is seeking an individual with the required residency/work permits for the position of **Passport & Citizenship Assistant in the Consular section, Athens.**

## **BASIC FUNCTION OF POSITION**

The incumbent of this position is one of three experienced specialists who provide the full range of passport and citizenship services to American Citizens in Greece. The incumbent will be cross-trained to be capable of dealing independently on a "case-officer" basis with all but the most difficult cases.

## **QUALIFICATIONS REQUIRED**

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- **Education:** Undergraduate College is required.
- **English language** level IV (fluent) s/r/w is required.
- **Greek language** level IV (fluent) s/r/w is required.
- **Experience FSN-8/1, FP-6/1 (full performance):** Four years of administrative or clerical work experience and past experience working with the public is required.
- **Knowledge of:** a) U.S. citizenship and immigration law and passport regulations and procedures b) Greek citizenship laws and laws related to birth, marriage and divorce c) local police procedures regarding lost, stolen and recovered passports d) local laws regarding Greek visa requirements for U.S. citizens, dual nationals and official travelers entering and departing Greece e) consular consolidated database (CCD) are required.
- **Experience FSN-7/1, FP-7/1 (trainee level):** Three years of years of administrative or clerical work experience and past experience working with the public is required.
- **Skills & Abilities:** Ability to a) understand, interpret, explain and apply laws regarding acquisition and loss of U.S. citizenship b) analyze cases, identify significant factors, recognize solutions and advise applicant of options. Must possess a) excellent verbal and written communication skills b) excellent customer service skills and c) computer skills (use of Internet and social media) are required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the

candidate specifically address the required qualifications above in the resume or application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
3. Currently employed NORs hired under 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.
4. Currently employees serving a probationary period are not eligible to apply.
5. 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.
6. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

### **HOW TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment (UAE), DS-174 form (copy attached) or
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experienced attached as a separate sheet; plus.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-124 with their application.

5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

1. Position Title.
2. Position Grade
3. Vacancy Announcement Number
4. Dates Available for Work
5. First, Middle & Last Names as well as any other names used.
6. Date and Place of Birth
7. Current Address, Day, Evening, and Cell phone numbers
8. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No); if yes, provide number)
9. U.S. Social Security Number and/or Identification Number
10. Eligibility to work in the country (Yes or No)
11. Special Accommodations the Mission needs to provide
12. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
13. Days available to work
14. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location).
15. U.S. Eligible Family Member and Veterans Hiring Preference
16. Education
17. License, Skills, Training, Membership, & Recognition
18. Language Skills
19. Work Experience
20. References

#### **ADDITIONAL INFORMATION**

All applicants must submit information that addresses the required qualifications.

**Applications which are incomplete will not be considered.**

## **WHERE TO APPLY**

You may hand deliver your application/resume to the Reception area of the Embassy by 5 p.m. on the closing date, or FAX, mail or e-mail it at [recruitmentath@state.gov](mailto:recruitmentath@state.gov).

All applicants will be notified in writing of the results of the consideration given their application approximately six to eighth weeks after the closing date of the announcement.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
10160 Athens

## **POINT OF CONTACT**

Telephone: 210-720-2238  
FAX: 210-720-2197

## **DEFINITIONS**

1. **Eligible Family Member (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, stepchildren 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 stepparents 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 stepsisters and stepbrothers, 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.

2. **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 above) at least 18 years old; 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 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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.

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

4. **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 and 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.

5. **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 Plan (LCP).

**CLOSING DATE FOR THIS POSITION: [January 9, 2011](#)**

The US Mission in Greece 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.

**U.S. Mission**  
Athens, Greece

**APPLICATION FOR EMPLOYMENT AS A  
LOCALLY EMPLOYED STAFF OR FAMILY MEMBER**  
(This application is for positions recruited by the Mission under the  
Department of State's Office of Overseas Employment's interagency  
Local Employment Recruitment Policy)

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**POSITION**

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1. Position Title \_\_\_\_\_ 2. Grades \_\_\_\_\_

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3. Vacancy Announcement Number (*if known*) \_\_\_\_\_ 4. Date Available for Work  
(*mm-dd-yyyy*) \_\_\_\_\_

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**PERSONAL INFORMATION**

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5. Last Name(s)/Surnames \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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6. Other Names Used \_\_\_\_\_

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7. Date of Birth (*mm/dd/yyyy*) \_\_\_\_\_ 8. Place of Birth \_\_\_\_\_

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9. Current Address \_\_\_\_\_ 10. Phone Numbers Day \_\_\_\_\_  
Evening \_\_\_\_\_  
Cell \_\_\_\_\_

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11. E-mail Address \_\_\_\_\_

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12. Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

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13. Do you have permanent U.S. Resident Status? Yes \_\_\_ No \_\_\_ If yes, provide  
number \_\_\_\_\_

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14a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) \_\_\_\_\_

And/Or

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14b. Country Identification Number \_\_\_\_\_

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15. Are you legally eligible to work in this country? Yes \_\_\_ No \_\_\_  
If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that  
confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not  
sure if you need to submit proof of eligibility, contact the Mission's HR office.

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16. If hired, are there accommodations the Mission needs to provide so that you can perform all the  
essential functions and duties of the position? Yes \_\_\_ No \_\_\_ If yes, please  
explain \_\_\_\_\_

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17. If you are applying for a position that includes driving a U.S. Government vehicle, do you have a valid  
driver's license? Yes \_\_\_ No \_\_\_ N/A \_\_\_  
If Yes, Class/Type of License \_\_\_\_\_  
If Yes, have you operated a vehicle without incident for the past three years? Yes \_\_\_ No \_\_\_

18. What days are you available to work as part of a regularly scheduled work week? (Check all that apply) Sunday \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_

19. Do any of your relatives or members of your household work for the United States Government? Yes \_\_\_ No \_\_\_  
 If yes, provide the details below. If you need more space, use an additional sheet of paper. (See Instructions for Completing the DS-174 for the definition of relatives and members of household.)

Name	Relationship	Agency, Position and Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

**U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING PREFERENCE**

20. Are you claiming preference in hiring under U.S. law, including the Foreign Service Act of 1980, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? See Instructions for Completing the DS-174 for additional information about the USEFM and U.S. Veterans hiring preference.

(Check only one)

- \_\_\_ Yes, I am a U.S. Citizen EFM.                      \_\_\_ No, I am neither a U.S. Citizen EFM, nor a U.S. Veteran.  
 \_\_\_ Yes, I am a U.S. Veteran.  
 \_\_\_ Yes, I am a U.S. Citizen EFM and also a U.S. Veteran.

If claiming eligibility for US Veteran preference, you must attach a copy of your most recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming conditional eligibility for U.S. Veterans preference, you must submit proof of conditional eligibility

**EDUCATION**

21. Graduate School	Dates Attended (mm-dd-yyyy)	Graduate?		Degree/	Major
Name of School,	From	Yes	No	Diploma	Subject
City, State or Country	To				

Undergraduate	Dates Attended (mm-dd-yyyy)	Graduate?		Degree/	Major
College/University	From	Yes	No	Diploma	Subject
Name of School, City, State or Country	To				

High School/GED or	Dates Attended (mm-dd-yyyy)	Graduate?		If no, highest grade/level
Country	From	Yes	No	completed

Equivalent To  
Name of School,  
City, State or Country

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Other, e.g.,	Dates Attended ( <i>mm-dd-yyyy</i> )	Graduate?	Certificate/	Major
Primary, Tech/Vocational School Name of School City, State or Country	From To	Yes No	Diploma/	Subject

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### LICENSES, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION

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22. List professional licenses, certifications, typing/keyboard, computer skills, formal and on-line training, and other skills and abilities you consider relevant to the position. Please include the license or certification number. Attach a copy if the licensing or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as required)

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23. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant.

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### LANGUAGES

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24. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators:

Level I = Basic Knowledge

Level II = Limited Knowledge

Level III = Good Working Knowledge

Level IV = Fluent

Level V = Professional Translator

Language	Speak	Read	Write	Primary Language?
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___

**WORK EXPERIENCE**

Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as required)

25a. Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
_____	_____	_____	_____

Employer's Name and Address

Supervisor's Name and Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

May HR contact your current supervisor? Yes \_\_\_ No \_\_\_

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

25b. Job Title (If U.S. Government, include the series and grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
_____	_____	_____	_____

Employer's Name and Address

Supervisor's Name and Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Describe your duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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25c. Job Title (If U.S. Government, include the Series and Grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name _____
	Phone Number _____
	E-mail Address _____

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Describe your duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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25d. Job Title (If U.S. Government, include the Series and Grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name _____
	Phone Number _____
	E-mail Address _____

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Describe your major duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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**REFERENCES**

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26. List three personal references who are not relatives or former supervisors who have knowledge of your work performance. HR will obtain your permission before contacting any references.

Name	Address	Telephone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SIGNATURE AND CERTIFICATION**

27. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily give on or attached to this application may be investigated.

Signature \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

**PRIVACY ACT STATEMENT  
(for U.S. Citizens and Legal Permanent Residents of the U.S.)**

**AUTHORITIES:** The information is sought pursuant to, e.g., the Foreign Service Act of 1980, as amended, and 22 U.S.C. 2669(c).

**PURPOSE:** The information solicited on this form is necessary to establish your eligibility and qualifications for advertised positions. The information furnished may also be used in the pre-employment fitness-for-duty process, if you are selected for a Mission position. We are authorized to solicit your social security number (SSN) by Executive Order 9397 to confirm the identity and employment eligibility of the individual. The SSN may also be used to seek information about you from employers, schools, banks, and others who know you. Disclosure of this information, including your social security number, is voluntary. Failure to provide the information requested on this application may result in delays in considering your application. It could result in you not receiving full consideration for the position. Incomplete addresses slow processing of your application.

**ROUTINE USES:** The information you provide in this form may be shared with Federal, State, local, and foreign agencies to the extent relevant and necessary for that agency's decision about you or to the extent relevant and necessary for that agency's decision about you. This information may be disclosed to a member of Congress or to a congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained. This information may also be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

**BURDEN:** Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on this accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

**EQUAL OPPORTUNITY STATEMENT**

The U.S. Government is an equal opportunity employer.

**DS-174 CONTINUATION SHEET - WORK EXPERIENCE**

25\_\_ Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy) To (mm/dd/yyyy) Salary per Year in U.S. Dollars or Local Currency Hours per Week

Employer's Name and Address Supervisor's Name and Contact Information  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Describe your duties/responsibilities and accomplishments.

Reason(s) for leaving. (Do not write "N/A" or Not Applicable)

27\_\_ Job Title (If U.S. Government, Include the Series and Grade)

From (mm/dd/yyyy) To (mm/dd/yyyy) Salary per Year in U.S. Dollars or Local Currency Hours per Week

Employer's Name and Address Supervisor's Name and Contact Information  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Describe your duties/responsibilities and accomplishments.

Reason(s) for leaving. (Do not write "N/A" or Not Applicable)

