

Position: No.97237772

Position Name: Consular Assistant

Employee's Name: Vacant

13. Basic Function of Position

Incumbent is responsible for collecting fingerprints for nonimmigrant and immigrant visa applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicants in proper placement of fingers on the fingerprint scanning machine and capturing fingerprints using biometrics software.

Serves as backup when needed on visa printing and quality assurance terminals.

14. Major Duties and Responsibilities

Fingerprinting and other visa intake duties 67%

Collect fingerprints for NIV and IV applicants.
Maintain the fingerprint scanner.
Other duties as required by the Section Chief or Visa Chief.

Observation and tracking of DNA Testing 33%

Track receipt of DNA kits and schedule visa and passport applicants for testing.
Witness DNA testing of applicants and prepare sample kits for shipment to approved laboratories, ensuring chain of custody is protected at all times.
Receive DNA results by mail and email, tracking results on a spreadsheet and entering notes into the relevant case.

15. Required Qualifications

- a. Education:** Completion of high school is required
- b. Prior Work Experience:** Two years clerical experience is required.
- c. Post Entry Training:** None
- d. Language Proficiency:** Spanish (FSI Level 1+ speaking/reading), English (FSI Level 3 speaking/reading). These will be tested.
- e. Knowledge:** Basic knowledge of information systems
- f. Skills and Abilities:** Customer service. Ability to secure an interim U.S. Government security clearance, and ultimately secure a final Secret security clearance.

16. Position Elements

- a. Supervision Received:** Supervised by Deputy Chief of Consular Section.
- b. Available Guidelines:** 9 FAM, CA manuals, SOP's and guidelines.

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- c. **Exercise of Judgment:** Incumbent must make decisions regarding identity of applicant, proper reading of fingerprints, waiving fingerprint requirement according to guidelines, and being aware of border security requirements.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contacts:** Contact with systems personnel and Consular Support Desk for smooth operation of fingerprinting process.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after entry into the Position:**
Two months