



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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|--|---|--|----------|----------------------|
| Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2). | | | | |
| 1. Post <p style="text-align: center;">HAMILTON</p> | 2. Agency <p style="text-align: center;">STATE</p> | 3a. Position Number <p style="text-align: center;">TBD BY EUR-IO/EX</p> | | |
| 3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | |
| 4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (explain) _____ | | | | |
| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
| a. Post Classification Authority | CONSULAR ASSOCIATE | FP-07 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |
| 6. Post Title Position (If different from official title) <p style="text-align: center;">CONSULAR ASSOCIATE</p> | | 7. Name of Employee | | |
| 8. Office/Section <p style="text-align: center;">CONSULAR</p> | | a. First Subdivision | | |
| b. Second Subdivision | | c. Third Subdivision | | |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Employee Date (mm-dd-yyyy) </div> | | 10. This is a complete and accurate description of the duties and responsibilities of this position. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Supervisor Date (mm-dd-yyyy) </div> | | |
| Employee Signature | | Supervisor Signature | | |
| 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. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Chief or Agency Head Date (mm-dd-yyyy) </div> | | 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. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Admin or Human Resources Officer Date (mm-dd-yyyy) </div> | | |
| Chief or Agency Head Signature | | Admin or HR Officer Signature | | |
| 13. Basic Function Of Position Incumbent is responsible for day-to-day operations of the Consular section under the overall supervision of the Consular Section Chief in all three consular functions: non-immigrant, immigrant visas and American Citizen services to the full extent authorized by current regulations. Assists consul in fraud prevention, voting assistance, consular public outreach and accommodation of the Federal benefits services. Assists with reports and validation studies. Supports consul on a wide range of special projects as assigned. | | | | |
| 14. Major Duties and Responsibilities <div style="text-align: right; margin-bottom: 10px;">100 % of Time</div> a) Non-Immigrant Visas: Data entry, proof reading and visa printing. FAM/cables research for guidance and regulations. Applications pre-screening for fraud prevention. Drafting Security Advisory Opinions (SAO) and ARIS waivers. Use of the Consular Consolidated Database tools for case processing support. Biometrics collection. Maintenance and disposition of records. b) Immigrant and Diversity Visas: Loading cases from the National Visa Center, processing cases and printing visas. Applications pre-screening for fraud prevention and accuracy of the petition information. Customer service and inquiries response. c) American Citizen Services: Draft and disseminate warden messages. Accept and pre-screen passport and CRBA applications; execute notarilas; issue Consular Reports of Death Abroad; conduct arrests and welfare/whereabouts visits; assist with repatriation cases and other special citizen services; enter data in the ACS Plus; provide voting assistance and conduct consular outreach. | | | | |

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(See Addendum 1)

Addendum 1

d) Miscellaneous: Maintain consular databases, website and social media as required. Perform other duties as assigned by the consul.

15. Qualifications Required For Effective Performance

a. Education

A high school diploma is required.

b. Prior Work Experience

Two years of experience in a professional office environment is required. Must possess top secret clearance and completion of the PC-543, General Consular FSI(Foreign Service Institute) course, prior to the hiring date.

c. Post Entry Training

Mandatory FAM, FAH, consular and systems on-line training courses, as required. Observation of all consular procedures and hands-on training with the consular section chief and LES.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (Fluent) Speaking/Reading/Writing English is required.

e. Job Knowledge

Successful completion of the Consular General course. Sound knowledge of the rules and regulations pertaining to all three consular functions. Proficiency in navigating on-line resources to find specific information about U.S. Immigration law, USCIS and DoS regulations and policies, as well as the Consulate's practices. Good working knowledge of modern office software (Microsoft and other applications) and equipment is a must.

f. Skills and Abilities

Ability to exercise considerable tact and diplomacy in person-to-person contact with individuals requiring services in the consular section; flexibility and ability to adapt to a series of changing work assignments and priorities in a professional manner; sound organizational, data entry and typing skill; ability to work well with the team and perform efficiently under pressure, crisis situations and in a fast pace office environment.

16. Position Element

a. Supervision Received

Employee is directly supervised by Consular Section Chief.

b. Supervision Exercised

None.

c. Available Guidelines

Foreign Affairs Manual and Handbook(FAM and FAH), DoS and Consular cables, CA and FSI online training resources.

d. Exercise of Judgment

Incumbent must exercise sound judgement in responding to requests and inquiries from consular section's customers, general public, host country officials and Congressional inquiries, as well as in applying rules and regulations to case processing.

e. Authority to Make Commitments

Limited.

f. Nature, Level, and Purpose of Contacts

Incumbent will have constant contact with consular colleagues and daily contact with members of the public seeking consular services. Incumbent will have communication with the host country officials and U.S. Congressional offices related to ACS and Immigrant Visa cases. Will communicate with the CBP pre-clearance officers, assigned to Bermuda.

g. Time Expected to Reach Full Performance Level

6 Months.