



15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Two years of previous experience in administrative work with extensive public contact.

c. Post Entry Training

Must complete Foreign Service Institute (FSI) correspondence course for visas (PC-102)

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level IV S/R Vietnamese is required.

Level III S/R English is required.

e. Job Knowledge

Must have knowledge of U.S. immigration law and regulations, visa processing guidelines and general office management practices.

f. Skills and Abilities

Requires keyboarding and data entry skills. Accuracy of data entry is critical requirement. Basic consular computer and Microsoft applications. Ability to deal with the public with patience and tact and to work under pressure.

16. Position Element

a. Supervision Received

Under the direct supervision of Supervisory Visa Specialist (or Visa Specialist/Info Visa Specialist) and indirect supervision of Consular Officer.

b. Supervision Exercised

None

c. Available Guidelines

Visa laws and regulations: FAM, INA, departmental instructional cables, etc.

d. Exercise of Judgment

Exercises judgment in handling visa information. Must be a self-starter and exercise judgment in daily operations, particularly in matters dealing with the public.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Daily contact with the Consular Officers, Consular staff & visa applicants.

g. Time Expected to Reach Full Performance Level

Three months.