13. MAJOR DUTIES AND RESPONSIBILITIES (100% of time)

BASIC FUNCTIONS OF POSITION:

Incumbent assists in the Immigrant Visa (IV) Unit, consisting of a Senior Visa Specialist, two Senior Visa Assistants, and fourteen Immigrant Visa assistants responsible for processing approximately 20,000 immigrant, fiancé(e), and K visa applications annually. Annually, the unit also handles a number of returning resident applications and boarding foils. Incumbent performs a full range of duties in the IV unit including checking documents submitted by immigrant visa applicants, organizing and tracking visa requests according to a complicated set of laws and procedures so that a Consular Officer can make a decision, and ensuring that the legal requirements of the application have been met. Incumbent attends to applicant inquiries, accurately prints immigrant visas and creates immigrant visa packets, files immigrant visa cases received from the National Visa Center (NVC), drafts memos for transferring or returning petitions to different posts or NVC, and interprets for Consular Officers as required.

14. MAJOR DUTIES AND RESPONSIBILITIES:

Case Preparation– Document Check, Data Entry, and Biometric Collection **60 %**

Under the direct supervision of the Senior Visa Assistant, incumbent is responsible for processing a variety of complex immigrant and nonimmigrant K visa applications. Incumbent prescreens immigrant visa petitions received from the National Visa Center (NVC) or transferred from other posts. He/she ensures required documents are in order, and the files are documentarily complete prior to visa interviews. Incumbent is required to verify the validity of the civil documents, and checks the Affidavit of Support for technical compliance with the Immigration and Nationality Act. Incumbent collects biometrics for applicants on the day of the visa interview, when required. He/she is responsible for calculating visa eligibility for aged-out children under the Child Status Protection Act and the USA Patriot Act. On the basis of preliminary interview, he/she alerts special circumstances for the attention of the interviewing Consular Officer and advises applicants on steps to be taken to correct technical deficiencies with the applications as well as any additional documents requested by the consular officer for reconsideration cases.

Based on the Fraud Prevention Unit's (FPU) prescreening criteria, incumbent ensures case files are routed to that Unit for preliminary investigation.

Reviewing Pending Cases, Print and Package Immigrant Visa packets **25%**

Incumbent reviews documents submitted by applicants after their initial interview, ensuring that all required documentation is included, and organizes paperwork in an established order to facilitate review by a Consular Officer. Incumbent drafts refusal letters and any other correspondence requiring detailed and specific information to applicants for a Consular Officer review, when required. Incumbent previews approved cases, ensures that applicable processing fees have been collected, prints, QAes and packs the visas in the prescribed manner. He/she prepares a day's courier manifest for printed visas and passports delivered to the offsite contractor. Incumbent safeguards visa foils and maintains accountability of spoiled visas.

Immigrant Visa Case Filing/Retrieval and Other Duties **15%**

Incumbent performs a variety of filing duties. Upon receiving immigrant visa cases from NVC and other posts, incumbent files them in alphabetical, chronological, or numerical order; files I-864 forms submitted by U.S. sponsors, retrieves files for interview preparation; collates and distributes immigrant visa packets and termination letters; purges old cases and returns or forwards files to USCIS, NVC or other posts, as appropriate. Incumbent acts as an interpreter for interviewing officers as needed. Incumbent performs file searches and independently handles transfer of petitions when required. Incumbent works closely with consular officers on various portfolios and special projects as assigned. Incumbent is an active participant in improving IV operations and brings any irregularities in cases or safety/security issues to the immediate attention of a supervisor.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education: Bachelor's degree in Science/Commerce/Humanities.

b. Prior Work Experience: Two years of experience in consular work or relevant work experience involving customer service or office clerical work involving contact with public.

c. Post-Entry Training: Training on IV and NIV applications and consular automated systems. FSI consular correspondence course on Immigration Law and Visa Operations is required to achieve full performance level.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization (sp/read): Level IV in English (speak, read, and write) and Level IV in Gujarati and Hindi (speak and read).

e. Job Knowledge: Knowledge of U.S immigrant visa laws and regulations, procedures and instructions, including 9 FAM, State Department ALDACS and consular SOPs. Knowledge of pertinent Indian laws, customs, religions and other local factors that may affect visa eligibility. Knowledge of visa printing process, working knowledge of IV software and the Consular Consolidated Database. Knowledge of general principles of filing, general office procedures. Understand and adhere to established controls over the custody and processing of visa foils. Understands the concept of principle of accountability.

f. Skills and Abilities: Typing/keyboard proficiency is required. Ability to work under pressure, good judgment in evaluating evidence and in applying highly complex regulatory material, staying abreast of constantly changing laws and regulations, including introduction of new technologies.

16. POSITION ELEMENTS:

a. Supervision Received: Directly supervised by IV LE Staff Supervisor (Pos. No. BLA-3110XX) and indirectly by the Senior IV LE staff Supervisor (Pos. No. BLN-311013).

b. Supervision Exercised: None.

c. Available Guidelines: 9 FAM, Immigration and Nationality Act, State Department guidelines, and Standard Operating Procedures.

d. Exercise of Judgment: Process of routine cases without reference to higher authority, refers complex cases to supervisor and/or brings to the attention of Consular Officer. Determining validity of the documents submitted by pending immigrant visa applicants.

e. Authority to Make Commitments: N/A

f. Nature, Level, and Purpose of Contacts: Provides information to immigrant visa applicants about visa application procedure for various immigrant visa categories.

g. Time expected to reach full performance level: Six months