

# Position Vacancy



U.S. Consulate General Nogales

## Announcement

**NO:** 2012/008

**OPEN TO:** U.S. Citizen and U.S. Citizen Eligible Family Members (AEFMs) All Agencies interested

**POSITION:** 98-312801 RSO Secretary, FSN-6, FP-8\*

**OPENING DATE:** 10/03/2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Part Time; 30 hours/week, flexible hours

**SALARY:** \*Not-Ordinarily Resident (NOR): Starting Salary and Position Grade FP-8\* to be confirmed by Washington.

\*Ordinarily Resident (OR): \$177,424.34 00 pesos per year (Starting salary)  
(Position Grade: FSN-6)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR MUST HAVE THE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

ELIGIBLE FAMILY MEMBERS AND MEMBERS OF HOUSEHOLD MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT.

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The Consulate General of the United States in Nogales is seeking an individual for the position of Part Time RSO Secretary in the Regional Security Office (RSO). The position is available to an AEFM currently at Post or an AM citizen currently in country..

### **BASIC FUNCTION OF POSITION**

The employee will provide secretarial and administrative support to the RSO in Nogales. Responsibilities include classified telegram traffic, regular correspondence, incoming phone messages, keeps RSO agenda, administering the local police stipend payments, managing the ID Smart Card system, and coordinating the Airport Pass Program. Maintains files, archives, and database relevant to the Regional Security Officer. Provides language expertise in translations and drafting official correspondence; also backs-up the Principal Officer's Secretary and coordinates the Diplomatic Pouch escort. This position requires a Top Secret Security Clearance.

### **REQUIRED QUALIFICATIONS**

**All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- Completion of high school is required.
- Two years of secretarial or equivalent administrative and business/volunteer experience is required.
- Level III (good working knowledge) English and Spanish is required.
- Ability to use standard PC software (Microsoft Word, Excel and Access) is required.
- Typing skills (40wpm) is required. (Please see section "To Apply" on pg 2 for test instructions.)

### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS.**

### **ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful Candidacy.
- Current employees on probation are not eligible to apply.
- Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a 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.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexican (GOM) to comply with the Mexican Nationality Law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification. Until further guidance is received from the Legal Office of the State Department, EFM's will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

### **TO APPLY**

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED**:

- Review the complete Vacancy Announcement at: [http://nogales.usconsulate.gov/vacancy\\_announcements.html](http://nogales.usconsulate.gov/vacancy_announcements.html)
- **Universal Application for Employment (UAE) form** at: <http://photos.state.gov/libraries/nogales/384042/PDFs/DS0174.pdf> plus
- A current resume or curriculum vitae that provide the same information as a DS-174.
- Non-Native Spanish speakers. For Spanish test, applicants should contact Gloria Galindo/Carlos Basurto at extensions 8170/8196. Non-EFM's will be responsible for test fee.
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- Copy of English Language exam test score is required from the following institution website: <https://secure.vec.bc.ca/vec/online-test.cfm>
- Copy of typing test score(test may be taken at: [www.typingtest.com](http://www.typingtest.com))
- Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.

### **SUBMIT APPLICATION TO**

U.S. Consulate General Nogales/Human Resources Office

Calle San José S/N

Fraccionamiento Los Álamos

Nogales, Sonora 84065 or

E-mail: [NogalesHR@state.gov](mailto:NogalesHR@state.gov) (Please refer to position number in subject line of e-mail) i.e. 98-3128001 RSO Secretary

Please check the U.S. Consulate General web site for future vacancy announcements: <http://nogales.usconsulate.gov>

### **DEFINITIONS**

1. **AEFM**: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US Citizen;

-- Spouse or child who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

-- Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.

2. **EFM**: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Member of Household (MOH)**: Someone who: 1) has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.

4. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. **Not-Ordinarily Resident (NOR)**: Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Until filled**

The US Mission in Mexico 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.

Drafter: Gloria Galindo

Cleared: Edward P. Luchessi