



# Position Vacancy Announcement

## American Consulate Nuevo Laredo

NO: 12/06

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **A52-307 MAIL AND POUCH CLERK, FSN-5 FP-9\***

OPENING DATE: **June 12, 2012**

CLOSING DATE: **June 25, 2012**

WORK HOURS: **Full-time; 40 hours/week**

SALARY: \*Not-Ordinarily Resident: Starting Salary and Position Grade FP-8\* to be confirmed by Washington.

\*Ordinarily Resident: \$ 158,629.23 pesos per year (starting FSN-5 salary)

*(NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.)*

**\*EFMs AND MOHs 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 U.S. Consulate General in Nuevo Laredo is seeking an individual for the position of Mail and Pouch Clerk in the of Information Management Office (IMO).**

### BASIC FUNCTION OF POSITION

The employee is responsible for all mail and pouch operations which include proper processing for all incoming and outgoing mail, unclassified pouch, and proper management of all mail accounts including DHL, FedEx, USPS, and others. The employee utilizes the Integrated Logistics Management System (ILMS) and Diplomatic Pouch and Mail (DPM) software to receive and deploy unclassified pouches. The incumbent properly tracks and manages costs, balances and other related functions pertaining to mail budgets. The employee tracks and manages workload counts pertaining to mail operations, and performs other duties as assigned by supervisor.

### QUALIFICATIONS

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

- Completion of high school is required.
- One (1) year of experience working in the field is required. – such as mail clerk, inventory clerk, logistics, or other which closely monitors and maintains inventory controls, shipments, and related.
- Level II (limited) English and level IV (fluent) Spanish are required. (Please see section “To Apply” on pg 2 for test instructions).
- Knowledge of computer applications such as MSWord, MSExcel, MSOutlook, and operating systems such as Windows XP Professional and Vista is required.
- Must have a valid driver's license.
- Must possess a current tourist Visa to travel into the United States.

### SELECTION PROCESS

When equally qualified, U.S. 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 CANDIDATES 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.

- Currently employed US Citizen EFMs 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 Mexico (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, EFMs 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**:

- Application for U.S. Federal Employment (DS-0174); or
- A current resume or curriculum vitae that provides the same information as an DS-0174; <http://www.state.gov/documents/organization/136408.pdf> plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Copy of University Degree and/or other documentation that addresses the qualification requirements of the position;
- Copy of Valid Driver's License.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- TOEFL, TOEIC, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone ( 867) 717-20-40
- TOEFL, Universidad Valle del Bravo, Blvd. Emiliano Zapata #6150, Col. Concordia. Phone / fax: (897) 718-70-31 or 33.
- TOEFL information: <http://www.iielatinamerica.org/cqi-bin/contenido.pl?p=centrositp>
- TOEIC information: [www.toeic-mex.com](http://www.toeic-mex.com) - [info@toeic-mex.com](mailto:info@toeic-mex.com)
- TOEFL TAMIU of Laredo Texas Contact the Testing Center in University Success Center 201 or call 326-2131 for more info <http://www.ets.org/toefl>
- **The scores for English level II (Limited) are: TOEFL IBT 48+; TOEFL ITP 460+; TOEIC 450+;**
- **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**

American Consulate/Human Resources Office  
 Attention: Human Resources Office  
 Allende #3330 Col. Jardin  
 Nuevo Laredo, Tamps 88265  
 Tel: 867-714-0512  
 FAX: 867-714-0990  
 E-mail: AmConNuevoLaredo\_HR@state.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 safehaven abroad, or alternate safehaven 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/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 EFMs and EFMs 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: June 25, 2012.**

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: JLGonzalez /EPuente  
 Cleared: Jalejandro

Cleared: