

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – BIOMETRICS CLERK NIV (EFM) – PART TIME**

Office: **HR**

No. **16 - 027**

Date: **2/19/2016**

Reference: **N/A**

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

POSITION: **BIOMETRICS CLERK NIV (EFM) – PART TIME**
Full-performance level: FP-9

OPENING DATE: February 19, 2016

CLOSING DATE: March 4, 2016

WORK HOURS: Part-time 20 HRS up to 32HRS per week, working schedule to be agreed upon with Supervisor.

SALARY: Not-Ordinarily Resident (NOR) *:

Full Performance level - FP-9: \$16,249.00 p.a. (20 hrs. pw) up to US\$25,998.40 p.a. (32 hrs. pw) - (starting salary part-time)

Developmental level - FP-AA

**Final grade/step for NORs will be determined by Washington.*

Note 1: All positions advertised are subject to availability of funds.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of BIOMETRICS CLERK NIV (EFM) – 20 HRS up to 32HRS PT position in the Consular Section.

BASIC FUNCTION OF POSITION

Incumbent will be responsible for collecting fingerprints for nonimmigrant visa (NIV) (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machines and capturing of fingerprints using biometrics software. Incumbents will also be responsible for drafting correspondence, managing requests for Security Advisory Opinion (SAO) cables, and conducting name checks for Leahy Vetting Requests. Additional duties may be assigned based on the needs of the consular section. Will serve as backup for data entry, visa printing, and quality assurance of printed visas.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. **Education:** High school diploma is required.
- b. **Experience:** Minimum one year of customer service and/or administrative, clerical or managerial experience is required.
- c. **Language Proficiency:** English Level III (Good Working Knowledge) speaking/written; and Spanish Level II (Limited Knowledge) speaking/written are required.
- d. **Knowledge:** Basic knowledge in Microsoft Word, Excel and Outlook applications is required.
- e. **Abilities and Skills:** Must be able to write clearly and concisely in English.
- f. **Must be able to obtain and hold a secret security clearance.**

Please note that any or all of the above required qualifications may be tested.

FOR FURTHER INFORMATION

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to hroquito@state.gov.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
6. Employment eligibility criteria for this position were established by the hiring supervisor.
7. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
- 10. The candidate must be able to obtain and hold a Secret security clearance.**
- 11. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.**

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.).

IMPORTANT

Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

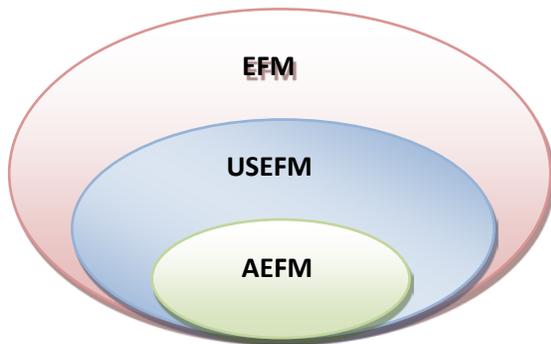
SUBMIT APPLICATION TO

- 1) Per email (*preferred method*)
E-mail: hroquito@state.gov
- 2) Per hand delivery (*please note this method often results in applications not getting any form of response on the recruitment process*)
**American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in

Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">QUITO</p>	2. Agency <p style="text-align: center;">CONSULAR</p>	3a. Position Number <p style="text-align: center;">97-348889</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain)

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority	Biometrics Clerk (part time)	FP-9		02-20-2014
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">CONSULAR</p>	a. First Subdivision <p style="text-align: center;">NIV</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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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.	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.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Incumbents will be responsible for collecting fingerprints for nonimmigrant visa (NIV) (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machines and capturing of fingerprints using biometrics software. Incumbents will also be responsible for drafting correspondence, managing requests for Security Advisory Opinion (SAO) cables, and conducting name checks for Leahy Vetting Requests.

14. Major Duties and Responsibilities 100 % of Time

Additional duties may be assigned based on the needs of the consular section. Will serve as backup for data entry, visa printing, and quality assurance of printed visas.

75%
 Collect applicant fingerprints
 Maintain the fingerprint scanner
 Draft correspondence
 Prepare SAO cables; track SAO, AO, and ARIS clearances

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required.

b. Prior Work Experience

Minimum one year customer service and/or administrative, clerical or managerial experience is required.

c. Post Entry Training

NONE

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

English Level III (Good Working Knowledge) speaking/written; and Spanish Level II (Limited Knowledge) speaking/written are required.

e. Job Knowledge

Basic knowledge in Microsoft Word, Excel and Outlook applications is required.

f. Skills and Abilities

Customer service. Must be able to write clearly and concisely in English. Able to obtain and hold a secret security clearance

16. Position Element

a. Supervision Received

Supervised by Visa Chief.

b. Supervision Exercised

NONE

c. Available Guidelines

Consular Support Desk, CA manuals, FAM and SOPs.

d. Exercise of Judgment

Incumbent must make decisions regarding identity of applicants, proper reading of fingerprints, waiving the fingerprint requirement according to guidelines, determining when an applicant is eligible for interview waiver.

e. Authority to Make Commitments

NONE

f. Nature, Level, and Purpose of Contacts

Contact with systems personnel and CSD support desk for smooth operation of fingerprinting scanning operation

g. Time Expected to Reach Full Performance Level

THREE MONTHS

Addendum 1

Conduct name checks for Leahy Vetting requests
Other duties as required

Back-up duties 25%
Enter data from visa application forms
Print visas and perform quality assurance checks
Provide information by email, telephone, and at windows to customers

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."