

## VACANCY ANNOUNCEMENT NUMBER: 40/2015

**OPEN TO:** - Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH);  
- All Interested Candidates.

**POSITION:** **Visa Clerk, FSN-06, FP-8**

**OPENING DATE:** September 29, 2015

**CLOSING DATE:** October 13, 2015

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

**SALARY:** \*EFM/MOH/NOR: Position Grade: FP-8 to be confirmed by Washington.  
\*Ordinarily Resident: Position Grade FSN-06; Gross Salary: (RON) 3417/month.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Senior Non-Immigrant Visa Assistant the Incumbent performs Non-Immigrant Visa (NIV) services, ensuring that all applications are processed accurately, efficiently, and at a high level of customer services. Visa assistant processes the entire spectrum of visa cases, including the most complex ones, through all aspects of visa process, except adjudication.

The visa clerk screens incoming documentation and information from a variety of sources (public counters, emails, phone calls, etc.) to organize and track visa requests according to a relatively complicated set of law and procedures and ensure that the legal requirements of the application have been met so that the Consular Officer (or other Visa Adjudicating official). Procedures are standard and policies clearly defined.

The visa clerk receives work assignments and tasks according to standard operating procedures and then inputs relevant data into an established process. Transfers visa applications from Consular Consolidated Database into the Non-Immigrant Visa system; creates visa cases; pre-load visa applications (DS-160); detects errors by verifying information submitted; makes sure the correct visa classification is selected; associates cases; directs cases to a Consular Associate or the Non-Immigrant Visa Chief to unlock the DS-160 forms in order to make corrections; guide applicants through the visa process and through the process of making the appropriate changes to the DS-160, if applicable, both by email or phone and prints visas, tracking the status of Non-Immigrant Visa cases through a computerized process.

### **QUALIFICATIONS REQUIRED**

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

- ✓ Completion of secondary school;
- ✓ Two years of experience working with the public;
- ✓ Level IV (fluent) of written and spoken English and Romanian; Proficiency will be tested;
- ✓ Tact, common sense and patience in dealing with a demanding public;
- ✓ Organizational skills in directing applicant traffic and controlling movement in the waiting room areas;
- ✓ Ability to respond accurately to inquiries.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. 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.
5. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) (The form can be downloaded from the embassy's site  
<http://romania.usembassy.gov/embassy/employment.html>)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Bucharest  
4-6, Liviu Librescu Str., Sector 1  
E-mail: [BucharestRecruitment@state.gov](mailto:BucharestRecruitment@state.gov)  
Phone: 021-200-3583 (Point of Contact)

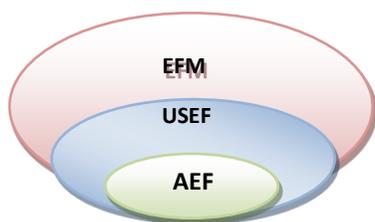
**CLOSING DATE FOR THIS POSITION: October 13, 2015**

*The U.S. Mission in Bucharest 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.*

**ONLY SELECTED CANDIDATES WILL BE CONTACTED**

## *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).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)**: Typically NORs are US Citizen EFMs and EFMs of Foreign, Civil, or uniformed service members officially assigned to the Mission who are eligible for employment under an American pay plan, on the travel orders, and under COM authority. Other personnel having diplomatic privileges and immunities and who are eligible for employment under an American USG pay plan may also be considered NORs. This category may also include Members of Household who are not on the travel orders, do **NOT need a work permit, do NOT come under host country law**, but who may legally work in country. All NORs must have a US Social Security Number.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **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