



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 11
Date: March 20, 2012**

To: All Employees
From: Acting MGT – Jeffery Bournes
Subject: Vacancy – Security Clerk

OPEN TO: All Interested Candidates
POSITION: Security Clerk – FSN-6; FP-8
OPENING DATE: Tuesday, March 20, 2012
CLOSING DATE: Monday, April 02, 2012
WORK HOURS: *Full-time; 40 hours/week*
SALARY: *Ordinarily Resident (OR): R\$ 37,609 annually. (Starting salary) (Position Grade: FSN-6)*
U.S. Citizens EFMs: US\$ 35,753 annually. (Starting salary) (Position Grade: FP-8)

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

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Security Clerk to work in the Regional Security Office.

BASIC FUNCTION OF POSITION

The Security Clerk performs all administrative duties in support of the three Foreign Service National Investigators, especially in preparing and finalizing all documentation for background investigations. Incumbent updates and maintains database entries and provides basic administrative and clerical support to the office personnel.

Major Duties of the position:

- The Security Clerk performs a wide range of administrative and secretarial duties for three Foreign Service National Investigators, two Regional Security Officers and other members of the RSO (Regional Security Office) team as directed by the RSO (Regional Security Officer) or S/FSNI (Senior/ Foreign Service National Investigators). Incumbent will be responsible for keeping background investigation files and records updated and well organized, and will track pending backgrounds against revalidation dates with RSO database (s). Incumbent will be responsible for keeping the FSNIs informed on upcoming revalidations. Acts as point of contact for the Diplomatic Security Investigations (DSI) office. Assists all customers

requesting/ requiring assistance. Answers all incoming phone calls and takes messages as appropriate. Checks mailroom daily for incoming mails and distributes accordingly. Assists in gathering crime and/or security information as directed. Liaises with Government of Brazil law enforcement personnel on a technical level as well as with U.S. agents, and security personnel from other embassies. Incumbent will schedule/set up meetings as requested. Assists FSNI's with drafting and processing diplomatic notes and other types of correspondence as well. Processes visa referrals as directed. Provides assistance in facilitating and coordinating training locations, and provides support for various Embassy functions.

- Assists with translations and interpreting services when necessary.
- Provides E2 travel support for initiating travel authorization and closes vouchers for FSNI's travel accordingly. Makes hotel and airline reservations.
- Prepares time & attendance (T&A) data for all RSO Locally Employed Staff (LE Staff) to include Overtime and Compensatory Time and submit by due date. Tracks annual leave for LE Staff monthly informs RSO and S/FSNI;
- Conducts periodic inventories of office supplies and prepares requisitions as necessary;
- Performs other duties as required.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Work experience in office support operations, administrative or secretarial duties is required.

LANGUAGE: Level III (Good Working Knowledge) in speaking/reading/writing English and Portuguese is required. *Language proficiency will be tested.*

KNOWLEDGE:

- Of common use computer applications;
- Filing and office administrative procedures;
- Translation from Portuguese to English and vice-versa.

SKILLS AND ABILITIES:

- Typing level II (30-59wpm);
- To work with Microsoft Office programs, to include Outlook, Word, Excel, and PowerPoint;
- Strong interpersonal and customer service skills;
- To work without close supervision;
- To deal with a wide range and level of contacts from police officers to ministers with tact and courtesy;
- Be organized, adaptable and able to respond to a varied of tasks and urgent requests;
- Demonstrate excellent verbal and written skills and be able to readily adapt to an environment of consistently changing situations;
- To pay attention to details;
- To identify and safeguard confidential matters contained in database and records and/or discussed by others during the performance of duties;
- A category B local driver's license (please attach copy).

Testing may be conducted to determine qualifications.

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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 US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. 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.

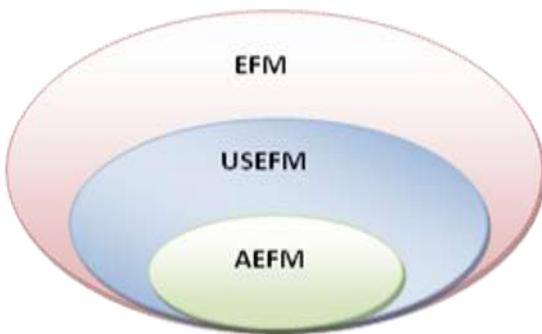
Failure to do so will result in an incomplete application

- 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or
Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.
Fax: (11) 5186-7475

DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

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

6. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Monday, April 02, 2012.

The US Mission in Brazil 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.

Drafted: S. Souza

Cleared: D. Jimenez

K. Ortuzar

Approved: J. Bournes