



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 07
Date: February 14, 2014**

To: All Staff

Subject: Vacancy – Administrative Assistant

OPEN TO: U.S. Citizen Eligible Family Member and U.S. Ordinarily Resident
POSITION: Administrative Assistant, FSN-7; FP-7 (To be confirmed by Washington)
OPENING DATE: Friday, February 14, 2014
CLOSING DATE: Until filled
WORK HOURS: *Full-time; 40 hours/week*
SALARY: *Ordinarily Resident (OR): R\$ 44,316 annually. (Starting salary) (Position Grade: FSN-7)*
U.S. Citizens EFMs: US\$ 39,994 annually. (Starting salary) (Position Grade: FP-7)

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 Administrative Assistant to work in the Regional Security Office, Assistant Regional Security Officer – Investigator Section.

BASIC FUNCTION OF POSITION

The Administrative Assistant position serves as an Investigative/Administrative Assistant under the supervision of the Assistant Regional Security Officer – Investigator (A/RSO-I). The incumbent assists in complex investigations as well as manages and provides a full range of clerical, administrative and managerial support to the A/RSO-I.

MAJOR DUTIES AND RESPONSIBILITIES:

The Administrative Assistant assists the Assistant Regional Security Officer – Investigator (A/RSO-I) in conducting complex Consular fraud investigations. Duties include making detailed analyses of case materials, connecting information learned

from visa applications and research, researching information through multiple Diplomatic Security (DS) and Consular software applications to include INKS, CCD, IMS, ATXP, problem solving and analysis of cases and data. Manages criminal databases related to Consular fraud. Advises ARSO-I on visa fraud trends. Assists ARSO-I in visa fraud interviews and makes recommendations on the approach of individual cases.

Moreover, searches for, gathers, screens, and provides factual information, communication support, or other support associated with criminal investigations. Conducts database searches and analysis. Independently contacts requestors to obtain additional information. Maintains telephone contact with investigative personnel regarding requests and provides reports. Personally ensures appropriate clearances have been given prior to conducting searches. Conducts complex searches of data files, provides interpretations of data, and trains other on usage. Conducts searches with minimal information and sets parameters to search for suspects using characteristics that may be helpful to law enforcement personnel. Searches numerous databases to collect information and forward it to DS investigative personnel, or other federal, state, local, tribal, military, or other law enforcement personnel.

Reviews law enforcement, immigration, commercial, vital statistics and other records. Verifies records with city, country, state and federal government offices; public and private institutions; organizations; and agencies. Initiates criminal case files. Reviews case documents for completeness and refers case information to investigators.

Develops methods for automating various administrative reports containing data having multiple uses for other reports such as budget, funds, travel, obligations, training, staffing, etc.

Assists in the development of travel itineraries that are within the ARSO-I and CFI (Criminal Fraud Investigations) funding allotment which accurately reflect traveler's itineraries and orders are in compliance with regulatory guidance.

Ensures accountability, maintains inventory, registration, and safeguarding of equipment or virtual tools needed for investigative purposes.

QUALIFICATIONS REQUIRED

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

EDUCATION: Two years of college/university studies in any discipline related to the liberal arts or social sciences is required.

EXPERIENCE: Administrative experience is required.

LANGUAGE: Level IV (Fluent) English in both speaking/reading is required. Level III (Good working knowledge) Portuguese in both speaking/reading is required. *These will be tested.*

KNOWLEDGE:

- Practical knowledge of standard procedures used with criminal analysis methods, principles, and practices in identified areas of specialty and skill;
- Possess a basic foundation of the concepts and principles involved in the design and planning of a criminal investigation.
- Knowledge of complex investigative databases to include: Investigative Management System, National Crime Information Center, Consular

Consolidated Database, International Justice and Public Safety Network, and the Traveler Enforcement and Compliance System.

- Knowledge of processing procedures and functions for several varieties of software and/or advanced software functions to produce a wide range of documents to enhance productivity or meet the needs of complex formats.
- Knowledge of the capabilities of spreadsheet software for organizing rows and columns, adding, deleting or modifying numerical records, manipulating or calculating data to meet multiple report formats.
- Knowledge of the capabilities of database software for organizing electronic storage of information in general categories of files, which will allow users to retrieve, rearrange the order and number of items of data in printed form, to search for and display specify items of information;
- Knowledge of Global E Travel system as well as travel requirements and restrictions.

SKILLS AND ABILITIES: Skill in writing investigative reports and summaries. Must know how to use Microsoft Office package (Word, Excel, Access and Power Point). Typing level II (30-59 wpm) is required. Ability to obtain a secret clearance. *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. **Please submit your most recent Employee Performance Report (EPR).**
4. Currently employed U.S. 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 current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; or**
3. 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; **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.

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP.

CLOSING DATE FOR THIS POSITION: Until filled

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: E.Branco

Cleared: E.Veloso

Approved: J.Bournes

Appendix A

DEFINITIONS

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).

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. 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

This email is UNCLASSIFIED.