

ANNOUNCEMENT NUMBER: 14-0019

OPEN TO: All Interested Candidates

POSITION: Visa Clerk, 1101614, FSN-6, FP-8*

OPENING DATE: March 7, 2014

CLOSING DATE: March 21, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: FSN-6 (basic salary RUB 538,316 p.a. + meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)

**AEFM/MOH/NOR: FP-8* (position grade to be confirmed by Washington)*

LENGTH OF APPOINTMENT: This is a temporary appointment (while the incumbent is on maternity leave) not to exceed October 10, 2014.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED PERMANENT RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

All applications and résumés must be in English. Application received in any other language will not be considered.

The U.S. Embassy in Moscow is seeking an individual for the position of Visa Clerk in the Consular Section.

BASIC FUNCTION OF POSITION

Accepts, checks for completeness and accuracy, determines category, and enters data for nonimmigrant visa applications. Prepares machine-readable visas, verifying accuracy of data entry and exercising quality control over finished product. Deals with the public to respond to inquiries and directs applicants through the on-site steps of the application process. Performs other duties as required, including backup cashiering.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address: moscowhr@state.gov

QUALIFICATIONS REQUIRED

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

1. Completion of high school is required.
2. Level III (good working knowledge) English and level IV (fluent) Russian are required. Will be tested.
3. Minimum 2 years clerical experience, using common computer systems, is required.
4. Must possess a good working knowledge of computer word processing and database use, knowledge of internal operating procedures, Embassy practices, and requirements for types of nonimmigrant visas.
5. Ability to deal professionally, courteously, decisively, and patiently with the public is required. Advanced data entry skills, as well as familiarity with standard office machines (printers, faxes, PCs, etc.) is required. Ability to work under inflexible time constraints and meet deadlines is required.

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

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 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.
6. 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 as a Locally Employed Staff or Family Member (DS-0174); **and/or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **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 U.S. 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

Human Resources Office

Fax: 7-495-728 5244; Email: moscowhr@state.gov

The preferred way of receiving resumes is via email.

CLOSING DATE FOR THIS POSITION: March 21, 2014

The U.S. Mission in Russian 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.

Vacancy Announcement approved by Richard Marsh (Human Resources Officer) _____

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