



**Embassy of the United States of America
Bern, Switzerland**

Staff Notice 21-16
May 13, 2016



JOB VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates / All Sources

POSITION: Passport/Citizenship Clerk

OPENING DATE: May 17, 2016

CLOSING DATE: June 7 2016

STARTING DATE: upon agreement

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: Ordinarily Resident (OR): FSN-06
Not Ordinarily Resident (NOR) FP-08 (subject to confirmation by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. IN ADDITION A STATEMENT FROM THE DEBT COLLECTION OFFICE AND AN EXCERPT OF THE CRIMINAL RECORD NEED TO BE SUBMITTED WITH THE APPLICATION.

The U.S. Embassy in Bern, Switzerland, is seeking qualified applicants for the position of a Passport/Citizenship Clerk.

BASIC FUNCTION OF POSITION

The incumbent performs a broad range of complex and often sensitive tasks involving U.S. citizens. These services include providing assistance with detentions, hospitalizations, medical evacuations, missing persons, imprisonments and deaths. The incumbent performs the full range of routine to difficult passport, citizenship and notarial services. He/she fields a wide variety of questions from the general public regarding consular services and serves as one of three rotating cashiers for the consular section.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: BernHRJobs@state.gov

QUALIFICATIONS REQUIRED

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

Education: Completion of secondary school required. Three years of vocational secretarial training required.

Language proficiency: English Level IV, German Level IV, French Level III (Level IV = Fluent / Level III = good working knowledge).

Prior Work experience: Two years of progressively responsible work involving extensive public contact and the application of relatively complex regulatory material. Experience should entail duties requiring initiative and discretion.

Skills and Abilities: Excellent interpersonal skills; tact, courtesy and good judgment when dealing with the public. Initiative, discretion and the ability

to work independently with minimal supervision. Ability to apply regulations correctly and to know when to refer cases to higher authorities.

Post-entry Training: Completion of FSI correspondence course on Special Consular Services required; self-study of FSI Consular Employee's Orientation Handbook, Passport Issuance Manual and relevant portions of 7 and 9 FAM; on-the-job training under the guidance of consular officers.

HIRING PREFERENCE SELECTION PROCESS

Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER

- (1) AEFM / USEFM who is preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

***IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veteran's preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veteran's preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. 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.
3. 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.
4. The candidate must be able to obtain and hold the following:
Local security certification

HOW TO APPLY

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. A current resume or curriculum vitae and a letter of motivation.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. A statement from the debt collection office and an exempt from the criminal record. Non Swiss Ordinarily Resident (OR) a copy of the work and/or residency permit.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
Sulgeneckstrasse 19
3007 Bern
e-mail: BernHRJobs@state.gov

Incomplete applications will not be considered. Due to the high volume of applications received, we will only contact applicants who are being considered. If you do not hear from us within 3 weeks after the closing date you can assume that your application was not successful. Thank you for your understanding.

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 bases 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 (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is 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; **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 for employment purposes 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 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 for employment purposes 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.

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**
- 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.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.