Embassy of the United States of America
Bern, Switzerland

Staff Notice 41-16
July 26, 2016

VACANCY ANNOUNCEMENT

OPEN TO:	All Interested Candidates / All Sources
POSITION:	Passport/Citizenship Clerk
OPENING DATE:	July 29, 2016
CLOSING DATE:	August 19, 2016
WORK HOURS:	Full-time; 40 hours/week
START DATE:	January 4, 2017
SALARY:	Ordinarily Resident (OR): FSN-06 Not Ordinarily Resident (NOR): FP-08* [*Final grade/step for NORs will be determined by Washington]

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

BASIC FUNCTION OF POSITION

The incumbent performs a broad range of complex and often sensitive tasks involving U.S. citizens in the American Citizens Section (ACS) of the

Embassy. These services include providing assistance with cases involving destitution, hospitalization, medical evacuation, missing persons, imprisonment and death. He/she performs the full range of passport, citizenship and notarial services, and fields a wide variety of questions from the general public regarding consular services. The incumbent serves as the primary point of contact for loss of U.S. nationality issues, which includes processing the majority of the renunciation cases as well as liaising with the U.S. Department of State regarding these cases. The incumbent assists in ACS database management and accepts special projects from the supervisor.

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 and 2 years of post-secondary education required.

Experience: Two years of increasingly responsible office experience involving contact with the general public. Experience should entail duties requiring some initiative and discretion.

Language: Level IV (Fluent) Speaking/Reading/Writing of English and German is required. Level III (Good Working Knowledge) Speaking/Reading/Writing of French is required.

Skills and Abilities: Excellent interpersonal skills; tact, courtesy and good judgment when dealing with the public. Ability to apply regulations correctly and to know when to refer cases to higher authorities. Good typing and word processing skills.

Post-entry Training: Completion of U.S. government funded correspondence courses on passports and nationality and/or special consular services. Self-study of the Passport Issuance Manual and relevant portions of U.S government regulations; on-the-job training under the guidance of colleagues and Consular officers.

FOR FURTHER INFORMATION

A copy of the complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact: BernHRJobs@state.gov.

HIRING PREFERENCE SELECTION PROCESS

When qualified, 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 requisite security clearance.

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. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); AND

2. A current resume or curriculum vitae; AND

3. A motivation letter describing your reasons for applying.

4. For Ordinarily Resident (OR) applicants: A statement from the debt collection office and an excerpt from the criminal record.

5. For Not Ordinarily Resident (NOR) applicants: A copy of the work and/or residency permit.

6. Any additional documentation that supports or addresses the requirements listed above (e.g., essays, certificates, awards, copies of degrees earned).

SUBMIT APPLICATION TO

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

NOTE: 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 three (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.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; **and**
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

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.