



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

042

Date: December 09, 2011

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT NON-IMMIGRANT VISA CLERK AT CONSULAR SECTION

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Non-Immigrant Visa Clerk

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-06, FP-08* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Consular Section/NIV Unit

OPENING DATE: Immediate

DEADLINE: December 26, 2011 at 6 P.M. Kyiv Time

**FP –08 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The incumbent of this position performs basic visa application pre-screening, data entry on the non-immigrant (NIV) computer system and assists in the physical preparation of approved visas. He/she is also responsible for the maintenance of refusal and approval files. The incumbent is also responsible for providing information to the public regarding visa requirements and the NIV section's working hours and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs visa application pre-screening, biographical and biometric data entry in the non-immigrant (NIV) computer system, and physical preparation of approved visas **50 %**

- Ensures that visa applications are filled out completely.
- Ensures proper MRV and reciprocity fee has been paid.
- Checks supporting documentation for acceptability and identifies areas for questioning by an officer.
- Draws the officers' attention to responses that may influence their decision (prior application for refugee status, NIV visa denials, deportations and visa cancellations).
- Enters sensitive applicant information in the NIV system.
- Identifies areas of possible fraud, and alerts officers when potential fraud trend is found.
- Provides interpretation and serves as a point of reference on local issues for the officers at the time of visa interviews.
- Maintains integrity of controlled items, such as expendable foils and passports.

Responsible for the maintenance of NIV files, and pass-back of passports to the Courier Delivery Company **30 %**

Prepares refused and issued visa applications for filing. Responsible for the shipment of issuance and refusal files to the Kentucky storage facilities, as applicable. Performs routine file searches for officers and Consular employees. At the end of each day, the incumbent is responsible for pass-back of all issued visas to the delivery company.

Provides basic visa and Consular Section information to the public **15 %**

Using information handouts that reflect 9 FAM regulations, provides information to the local public and to American citizens regarding the NIV Section's location, working hours, basic procedures and requirements for the most common visa categories (i.e. visitors for pleasure, business). Refers more complicated questions to the NIV LES supervisor and officers.

Performs other related duties, as assigned, in support of the overall Mission **5 %**

REQUIRED QUALIFICATIONS FOR FULL PERFORMANCE LEVEL, FSN-06:

EDUCATION:

Completion of secondary school is required.

WORK EXPERIENCE:

Two years of experience in office clerical work is required.

POST ENTRY TRAINING:

The NIV Supervisor will provide on the job training. The employee must take the Immigrant and Non-Immigrant Visa portions of the Consular Correspondence Course (PC-102). The employee must also complete the computer self-study course on visa printing visas during the first 3 months of employment.

LANGUAGE:

Fluency (Level IV) in English, Ukrainian, and Russian is required.

KNOWLEDGE:

A thorough knowledge of basic operating procedures and the requirements of frequently issued types of visas. Working knowledge of existing immigration programs (employment-based immigration, religious worker immigrant visa, refugee process and Diversity Lottery program). Working knowledge of the NIV system. In-depth knowledge of NIV file maintenance requirements.

SKILLS AND ABILITIES:

Ability to pay maximum attention to the details of visa processing. Ability to detect possible fraud trends. Ability to quickly collect information during the pre-screening process. Ability to work under pressure during peak times. Ability to provide courteous and polite service to American citizens and local public at all times. Ability to type quickly and accurately. Ability to contribute to the team-oriented approach of the NIV Section.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **December 26, 2011**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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.

CLEARED: TKaten- CONS. (by e-mail)