



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

026

Date: June 12, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY A. ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: FRAUD PREVENTION UNIT CLERK

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: Fraud Prevention Unit 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/Fraud Prevention Unit

OPENING DATE: Immediate

DEADLINE: June 26, 2012 at 6 P.M. Kyiv Time

**FP-8 is subject for confirmation with Washington.*

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

BASIC FUNCTION OF POSITION:

The employee serves as Fraud Prevention Unit (FPU) Clerk in the Consular Section. He/she is responsible for assisting investigations on Diversity Visa (DV) Lottery applications as well as Immigrant Visa (IV) cases, fiancé/fiancée petitions (K visa) and Non-immigrant Visa (NIV) cases. He/she is expected to work with various aspects of fraud-related consular computer system. The employee is further responsible for conducting document verifications requested by the embassy and other U.S. government agencies, handling basic fraud-related correspondence, and gathering data for validation studies conducted by the FPU. The employee is supervised by Senior LES Fraud Investigator.

MAJOR DUTIES AND RESPONSIBILITIES:

Fraud Investigation Assistance

25%

Assists with fraud investigations on DV Lottery, IV, and NIV cases under the supervision of the Senior LES Fraud Investigator and LES DV Fraud Investigator by performing basic employment and document verifications, and investigating other potentially fraudulent aspects of visa applications. Position holder also performs basic prescreening of NIV and DV applications.

Fraud-Related Consular Computer System Upkeep

35%

Maintains computerized FPU databases using existing templates related to visa fraud. And ensures that cases referred to FPU are promptly entered into databases and prepared for investigation. Employee makes pertinent entries for prescreened petition-based visa cases and enters sensitive applicant information into the consular computer systems. Is responsible for tracking watch phrases using the Consular Consolidated Database (CCD) Portal website. Handles consular notifications issued by U.S. Department of Homeland Security. Documents lost/stolen U.S. visas reported by visa applicants.

Correspondence and Filing

35%

Handles FPU related correspondence and drafts standard responses to routine inquiries. Maintains Post CAT files, coordinating processing and shipment of such files to Kentucky Consular Center, in coordination with the FPU Assistant. Assists orphan groups applying for U.S. visas by documenting the submission of group applications and verification of applicants' timely return to Ukraine, in coordination with the FPU Assistant. Applies knowledge of U.S. Immigration Law and Ukrainian travel document requirements while helping guide groups through Consular procedures. Collects and verifies data for validation studies (studies that determine the overstay rate within a certain category of visa recipients) conducted by FPU. Ensures that the results are accurately transferred into Access, Excel and consular computer databases and are available for further analysis.

Other**5%**

Performs other related duties, as assigned, in support of the overall Mission.

REQUIRED QUALIFICATIONS:**EDUCATION:**

- Completion of the secondary school is required.

WORK EXPERIENCE:

- One year of experience in consular work or two years of clerical experience in a professional office environment is required.

POST ENTRY TRAINING:

- The FPU Supervisor will provide on the job training. The employee is required to complete the Immigration Law and Visa Operations portions of the Correspondence Course (PC-102) and Detecting Impostors (PC-128).

LANGUAGE:

- Level IV (fluent) English and Ukrainian are required.

KNOWLEDGE:

- To exercise their duties competently, after being fully trained, the jobholder must have an understanding of the working procedures of Kyiv Consular Section and general understanding of the U.S. Government laws and regulations as they relate to visa issuance (9 FAM).

Possesses a working knowledge of Ukrainian governmental authorities and the roles they serve. General knowledge of relevant Ukrainian laws (the Criminal Code of Ukraine, Marriage and Family Code of Ukraine, the Law on Citizenship, Soviet Criminal Law, Civil Code etc), of Ukrainian regulatory policies on issuing Ukrainian international passports of all types (Decree of the President) and other travel documents, and of major security features of the travels documents.

Incumbent must also have a good working knowledge of Microsoft Office (Word, PowerPoint, etc.) and must have a basic understanding of Microsoft Access and Excel.

SKILLS AND ABILITIES:

➤ The jobholder must also exercise tact and patience in daily work with the public and Ukrainian government authorities, whether answering inquiries or explaining Consular procedures.

Basic knowledge of computer database programs (Access, Excel, etc.). Ability to type quickly and accurately in both Ukrainian and English. Ability to complete work within tight time constraints. Ability to conduct interviews and investigations firmly, yet tactfully.

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 June 26, 2012**. 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: [521-5155](tel:521-5155).

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: JVossler -CONS (by e-mail)