



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

004

Date: February 15, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: TEMPORARY IMMIGRANT VISA 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: Immigrant Visa Clerk

OPEN TO: All Interested Candidates

GRADE LEVEL: FSN-05, FP-09* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: TEMPORARY (NOT TO EXCEED 1 YEAR)

OFFICE LOCATION: Consular Section/Immigrant Visa Unit

EMPLOYMENT LENGTH: April-August 2013**

DEADLINE: March 4, 2013 at 6 P.M. Kyiv Time

*FP-9 is subject for confirmation with Washington.

** This temporary appointment could be extended up to 12 months.

BASIC FUNCTION OF POSITION:

The position is responsible for services related to all types of immigrant and fiancée visas. The employee ensures that immigrant visa cases are processed courteously, efficiently and in accordance with all applicable laws and regulations. The employee prepares the applicant's case on the day of interview and accounts for all required documentation. The employee physically prepares approved immigrant visas in accordance with quality control instructions and regulations outlined in 9 FAM and in cables. The position's primary portfolio concerns diversity visas (DV) in Ukraine. The employee also provides clerical support to the immigrant visa unit including copying handouts, filing, scanning, shredding.

MAJOR DUTIES AND RESPONSIBILITIES:

Prepares Immigrant Visa Cases for Interview. Intakes cases from applicants, performs data entry, and then packages them for the interview, prints visas : **40%**

- Conducts preliminary interviews in person with immigrant visa applicants including those for diversity (DV), and orphan (IR3 and IR4) visas, eliciting required information as necessary. Examines their applications and supporting papers. Reviews applications and documents submitted. Prepares cases for review by an American officer, articulating case-specific problems and proposing solutions. Highlights and then brings to the officer's attention, factors that might result in security and other types of ineligibilities. Compares the names and dates on all pertinent documents to verify the true identity of applicants. Assembles all of the documents presented by the applicant in a pre-determined way in order for the American Officer to review the case quickly and properly.
- Enters all types of IV processing data received from National Visa Center (NVC), KCC and USCIS/DHS into the automated immigrant visa data systems. Updates information on individual cases in which any elements of a case may have changed. Performs data entry and photo scanning from the application form prior to the interview. Conducts fingerprint scanning. Assists Consular Officers during the immigrant visa interviews by interpreting the interview and translating evidence. Refers and explains more difficult or questionable cases to the IV Supervisor. Checks Consolidated Consular Database (CCD), as requested by an officer, to clarify any previous issuances/refusals of the applicant.
- Checks the country reciprocity table for the availability of documents from third countries.
- Prints and assembles immigrant visas of all types after they are approved for issuance. Ensures the visa is properly printed and the package is assembled correctly. Prepares immigrant packages for courier service delivery.

Maintains Diversity Visa files:

40%

- Performs pre-interview data entry for all DV cases investigating issues of chargeability, Child Status Protection Act entitlement, and reciprocity requirements.
- Liaises with post's Fraud Prevention Unit (FPU) and the Kentucky Consular Center (KCC) regarding specific DV cases.

- Maintains 5A refusal files in accordance with the disposition schedule.
- Conducts analysis of no-show cases in the end of every fiscal year and destroys them in accordance with regulations.
- Maintains Diversity Visa Files in the storage area.

Provides clerical support to the Immigrant Visa unit: 15%

- Drafts memos on existing templates
- Copies handouts for internal use as well as for distribution to the applicants.
- Assures the intake windows have all the necessary supplies and sufficient copies of handout materials for both LES and officers.
- Prepares file folders for the interview.
- Files “no show” cases and various refusals in appropriate locations after the interview.
- Acts upon requests for clerical services from the IV unit members.

Performs other tasks as required for the IV Unit’s mission: 5%

- Other duties as required.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Two years of college/university studies in general coursework is required.

WORK EXPERIENCE:

- One year of clerical work experience in professional office environment, involving contact with customers is required.

LANGUAGE:

- Level IV (speaking/reading/writing) English, Ukrainian and Russian is required.

KNOWLEDGE:

- The successful incumbent, after being fully trained, should have knowledge of operating procedures and the requirements for immigrant visas. A good working knowledge of applicable laws. Utilizes appropriate information in 9 FAM, INA, relevant Department cables. Thorough knowledge of the content and validity of required and supporting documents.

SKILLS AND ABILITIES:

➤ Must be able to operate photo capturing station (photo scanner), scanner and visa quality assurance equipment (QA machine). Ability to work under continuous pressure. Must have good interpersonal skills necessary to deal with the public in a courteous and service-oriented manner. Ability to display patience and grace when handling difficult people over the telephone and/or in person. Ability to type. Ability to reply to complicated oral and written inquiries in both English and Ukrainian. Ability to pay maximum attention to the details of visa processing. Ability to contribute to the team-oriented approach in the IV 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 and submit it to the Embassy Human Resources Office by **COB March 4, 2013**. 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: LSocha-CONS (by e-mail)