

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: FRA 107-09

Date: November 06, 2009

Position Title	Visa Assistant (Correspondence and Information Unit)
Location	American Consulate General, Frankfurt am Main, Consular Section
Open To	All Interested Candidates
Salary and Grade	<p>Not Ordinarily Resident</p> <p>- US \$ 33,817 per year starting salary Position Grade: FP- 07</p> <p>Ordinarily Resident:</p> <p>- € 40,068 per year starting salary (*) Position Grade: FSN-07</p> <p>(*) Full Performance Level: Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures</p>
Work Hours	Full-Time, 40 hrs/week
Opening Date	November 06, 2009
Closing Date	November 20, 2009
Security Requirement	U.S. Mission issued medical/non-sensitive security clearance

>> **NOTE: This position will be available effective February 01, 2010 !** <<

The American Consulate General in Frankfurt am Main is seeking an individual for the position of Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to employment-germany@state.gov with identification of vacancy number.)

Incumbent performs a broad range of responsible work in connection with the processing of all types of visa applications at a post with a heavy demand for such services. This work includes dealing with many complex and numerous applications submitted by third country nationals. Provides accurate information about consular services, both in writing and orally to members of the general public, the Department of State, other agencies of the U.S. government, diplomatic missions in Germany, Members of Congress, U.S. Senators, immigration lawyers, German government officials and agencies, internal companies and applicants. In addition, facilitates the processing of emergency, humanitarian and sensitive nonimmigrant visa cases, and cases received under the visa referral system.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific information supporting each item.

EDUCATION: Completion of secondary school (Germany: Realschule, America: American High School Diploma or GED, for all other: 10 years of schooling) is required.

EXPERIENCE: Two (2) years of office experience in which the application of regulatory material is required, in a customer focused environment.

LANGUAGE: Level IV (fluent) English and German language skills are required. (speak/write and read)

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of the regulations, laws and procedures relating to the entire range of immigrant and non-immigrant visa services are required.
- Complete familiarity with the NIV and IV computer system are required.
- Level II typing (minimum 40wpm) is required.
- Excellent drafting skills and communication skills in English and German are required.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
 1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
 2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
 3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Report are not eligible to apply.
 4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment.
 5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
 6. The candidate must be able to obtain and hold a non-sensitive security clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application procedure:

Direct link: <http://employment.usembassy.de/>

1. The U.S. Mission will only accept applications submitted electronically using the above-referenced link.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/refund travel expenses incurred by the interviewee.

For a complete list of the terms such as USEFM, EFM, MOH, NOR, OR and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

CLOSING DATE FOR THIS POSITION: November 20, 2009

The U.S. Mission in Germany 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: CONS: LJMire
Cleared: HR: MRRittley
Drafted: HR: FBachmann