

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: FRA 122-10

Date: 08/23/2010

Position Title	Administrative Clerk
Location	American Consulate General, Frankfurt am Main, Regional Courier Office (FRDCD)
Open To	US Citizen Eligible Family Members (USEFMs) – All Agencies
Salary and Grade	Not Ordinarily Resident - US \$ 29,850 Position Grade: FP-09
Work Hours	Full-time
Opening Date	August 23, 2010
Closing Date	September 05, 2010
Security Requirement	U.S. Mission issued medical/Secret security clearance

The American Consulate General in Frankfurt is seeking an individual for the position of Administrative Clerk in the Regional Courier Office (FRDCD).

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.)

The incumbent is responsible for administration of the Time and Attendance and Diplomatic Courier visa program. S/he reports directly to the Office Management Specialist, but is primarily tasked by the RDCO and DRDCO. The incumbent is the primary contact for all information concerning Time and Attendance, to include overtime, night differential, over-eight, Sunday and holiday pay. S/he is also the primary point of contact for any concerns regarding issuance of visas, and passport information. Incumbent must use sound judgment in dealing with all posts that are serviced by the Frankfurt Diplomatic Courier Office (FRDCD). S/he must be able to obtain a Secret security clearance.

QUALIFICATIONS REQUIRED

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

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

EXPERIENCE: Two years experience of office administration is required.

LANGUAGE: Level IV English (fluent) is required. (speak/write and read).

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of office and administrative procedures is required.
- Good computer skills (MS Office application) are required.
- Typing Level I (20wpm) is required.
- Ability to work under pressure and shift gears in a hurry to accommodate a broad range of activities is required.
- Incumbent is required to have tact, sensitivity and a good sense of public relations.

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 secret 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/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: September 05, 2010

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: FRDCD: TALindquist
 Cleared: MGT/HR: MRRittley
 Drafted: MGT/HR: FBachmann