

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: FRA 84-10

Date: 05/26/2010

Position Title	Administrative Clerk
Location	American Consulate General, Frankfurt am Main, Federal Aviation Administration (FAA)
Open To	US Citizens Eligible Family Members (USEFMS) – All Agencies
Salary and Grade	Not Ordinarily Resident - US \$ 30,684 per year starting salary Position Grade: FP-08
Work Hours	Full-time, 40 hrs./week
Opening Date	May 26, 2010
Closing Date	Until Filled
Security Requirement	U.S. Mission issued medical/ secret security clearance

The Transportation Security Administration (TSA), located within the American Consulate General in Frankfurt am Main is seeking an individual for the position of Administrative Clerk.

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.)

Provide Administrative Assistance to FAA FRA IFO Management by performing a wide range of variously complex administrative support and office resource management functions regarding office communications and correspondence w/ internal and external customers, office records and reports, as well as office equipment, safety, and supplies, in the high-paced working environment of an office staff of 27 positions. Due to the duties and responsibilities of this position, job holder must be able to obtain a Secret Clearance.

QUALIFICATIONS REQUIRED

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

EDUCATION: High school diploma is required.

EXPERIENCE: 3 years of responsible work experience or business environment wth emphasis on Automated Data Processing required.

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

KNOWLEDGE, SKILLS, ABILITIES:

- Good knowledge of administrative practices required.
- Good communication (oral and written) administrative, problem solving, planning and organizational skills are required.
- Good computer skills MS office (Word, Excel, Access, Power Point) internet and email, and (Outlook and Lotus Notes applications).
- Must be detailed oriented, able to work in dependently and to prioritize workload. Must be discreet, trustworthy, and exercise good judgment.

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: Until Filled

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: FAA : NArbis
 Cleared: MGT/HR: MRittley
 Drafted: MGT/HR: DJohnson