



American Consulate General, Chennai

October 1, 2004

***Vacancy Notice***

American Consulate General, Chennai, is seeking an individual for the position of Visa Clerk in Consular section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)**

**Only applicants who are selected for skills test/interview will be contacted.**

**ANNOUNCEMENT NUMBER:** CHE-PSAP-04-031

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-1415-04; MLA312008

**OPENING DATE:** October 1, 2004

**CLOSING DATE:** October 15, 2004

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **EFM/MOH/NOR:** Grade: FP-AA\*  
**Ordinarily Resident:** Grade: FSN-04\*

\* Ordinarily Resident: Starting salary & grade will be determined on the basis of qualifications & experience.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTION OF POSITION**

Collects the MRV application fee from NIV applicants. Fees will be paid by demand drafts made payable to American Consulate General, Chennai only. No cash will be accepted nor will any cash advance be given from the Class B cashier. Records the transaction on the Automated Cash Register System (ACRS) and provides a fee receipt

to each applicant paying the MRV application fee. Assigns identification number to Demand drafts in order to monitor drafts for internal verification and fraud identification. In cases involving suspected counterfeit drafts, immediately refers the transaction to Accountable Consular Officer for Fee Collections. Responsible for the daily operation of ACRS machine and for its long-term maintenance.

Acts for the Consular Sub-Cashiers in their absence. Responsible for the collection of all consular fees using the ACRS system. Receives fees according to the Consular fee schedule and issues receipts. Keeps all cash under lock and key. Prepares daily cash count, delivers fees to Class B cashier, and obtains receipt. In cases involving suspected counterfeit currency, immediately refers the transaction to Accountable Consular Officer for Fee Collections.

The employee shall take full responsibility for any loss to the United States Government resulting from the employee's performance of functions under this contract/in this position, whether such losses are due to the employee's fault or negligence. In particular, the employee recognizes and accepts the obligation to reimburse the United States Government for any such loss. The employee recognizes that the United States Government may offset amounts for loss against amounts owed by the Government to the employee.

Acts as interpreter for Consular Officers for a wide variety of NIV cases.

Physically prepares NIVs authorized for issuance by an American officer and performs quality control checks to insure that information on the visas is accurate and pictures are clear. Prepares required documentation for Immigration inspector in student and exchange visitor cases.

**QUALIFICATIONS REQUIRED:**

- a. Completion of senior secondary school (XII std) is required.
- b. One year performing responsible work in clerical accounting work with public contact, or other closely related experience is required. Records and/or data management experience particularly useful.
- c. Advanced professional proficiency in English is required: Level IV (fluency) in speaking, Level IV in reading, and Level III in writing.
- d. General professional proficiency in at least two of the other languages used in Chennai NIV operations (Tamil, Telugu, Urdu, Hindi, Malayalam, Kannada, Tibetan) is required: Level III (good working knowledge) in speaking, Level III in reading.
- e. Ability to work with general public, exercising tact, discretion and good judgment in a high-pressure environment. Must be able to function honestly and effectively while processing cash items and visa applications. Must be able to understand and apply the process of checks and balances and of proper documentation in processing of cash items and visa applications.
- f. Ability to read and comprehend specific guidance material and to apply it correctly. Must have good judgment in referring cases to higher authority when necessary despite pressure from customers. Ability to type and to learn complex consular software is essential. Must be able to use a calculator to tally long columns of figures.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website <http://chennai.usconsulate.gov/wwwhumres.html>
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Attention: Ms. Mary L. Gonzales  
Management Office  
220 Anna Salai  
Chennai 600 006

## **POINT OF CONTACT**

Vijaya Mahesh  
Telephone: 2811-2000

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**All applications for the subject announcement must be received in the Management Office by close of business October 15, 2004.**

An Equal Opportunity Employer