

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – BIOMETRICS CLERK – PART TIME**
(Secret Security Clearance)

Office: **HR**

No. **16 – 120**

Date: **08/11/2016**

Reference: **N/A**

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: **BIOMETRICS CLERK – PART TIME**
(Secret Security Level)
Full-performance level: FP-9

OPENING DATE: August 11, 2016

CLOSING DATE: August 26, 2016

WORK HOURS: Part-time 20 HRS up to 32HRS per week, working schedule to be agreed upon with Supervisor.

SALARY: Not-Ordinarily Resident (NOR) *
Full Performance level - FP-9
US\$32,498.00 (starting full time – full performance level salary; it will have to be prorated for the agreed working hours)
**Final grade/step for NORs will be determined by Washington.*

Note 1: All positions advertised are subject to availability of funds.

IMPORTANT REMARKS:

1. Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of BIOMETRICS CLERK (part time) in the CONSULAR SECTION.

BASIC FUNCTION OF POSITION:

Incumbent will be responsible for collecting fingerprints for nonimmigrant visa (NIV) (and/or IV) applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machines and capturing of fingerprints using biometrics software. Incumbent will also be responsible for drafting correspondence, managing requests for Security Advisory Opinion (SAO) cables, and conducting name checks for Leahy Vetting Requests. Additional duties may be assigned based on the needs of the Consular Section. Serves as backup for visa printing. Must be eligible for a **Secret security clearance to be able to work.**

QUALIFICATIONS REQUIRED:

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. **Education:** Completion of high school is required.
- b. **Experience:** Minimum two years of customer service and/or administrative, clerical or managerial experience is required.
- c. **Language Proficiency:** English Level III (Good Working Knowledge) speaking/written; and Spanish Level II (Limited Knowledge) speaking/written are required.
- d. **Abilities and Skills:** Basic knowledge in Microsoft Word, Excel and Outlook applications is required.
- e. Must be able to write clearly and concisely in English.

Please note that any or all of the above required qualifications may be tested.

FOR FURTHER INFORMATION:

The complete position description listing all of the duties and responsibilities may be obtained on our website at <https://ec.usembassy.gov/embassy-consulates/jobs/> and/or by contacting the Human Resources Office by email to hroquito@state.gov.

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

AEFM / USEFM who is a preference-eligible U.S. Veteran*
AEFM / USEFM
FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

**** This level of preference applies to all Foreign Service employees on LWOP.**

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: **Secret security certification.**
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.).

SUBMIT APPLICATION TO:

- 1) Per email (*preferred method*)
E-mail: hroquito@state.gov
- 2) Per hand delivery (*please note this method often results in applications not getting any form of response on the recruitment process*)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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.

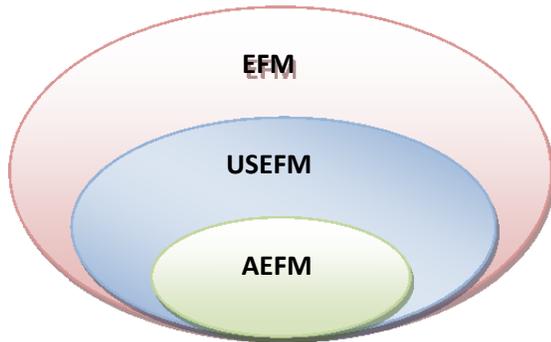
CLEARANCES

CONS, Linnemeier

HRO, KConole

FMO, MaLTorres

Appendix DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**

- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

WAE (When Actually Employed):

- A temporary appointment that is on an “as needed basis. Individuals on this appointment are not entitled to sick or annual leave or any of the other benefits conferred to Family Member Appointments.
- Administrative clerks / Security Escorts, mailroom.
- The hours to perform a work request are projected and approved with funds obligated in advance.
- Maximum number of hours should not exceed 160/month - 80 hours per pay period- 8 hours a day.
- WAE employees are on a roster and HR will contact employees in turn.
- If an employee turns down a work request more than two times in a row made at least 48 hours in advance for work during he normal duty hours, the Embassy reserves the right to terminate the employee’s WAE status and seek a replacement.

15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required.

b. Prior Work Experience

Minimum two years of customer service and/or administrative, clerical or managerial experience is required.

c. Post Entry Training

None.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

English Level III (Good Working Knowledge) speaking/written; and Spanish Level II (Limited Knowledge) speaking/written are required.

e. Job Knowledge

Basic knowledge in Microsoft Word, Excel and Outlook applications is required.

f. Skills and Abilities

Customer service. Must be able to write clearly and concisely in English. Able to obtain and hold a secret security clearance

16. Position Element

a. Supervision Received

Supervised by Visa Chief.

b. Supervision Exercised

None.

c. Available Guidelines

Consular Support Desk, CA manuals, FAM and SOPs.

d. Exercise of Judgment

Incumbent must make decisions regarding identity of applicants, proper reading of fingerprints, waiving the fingerprint requirement according to guidelines, determining when an applicant is eligible for interview waiver.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Contact with systems personnel and CSD support desk for smooth operation of fingerprinting scanning operation

g. Time Expected to Reach Full Performance Level

Three months.

Addendum 1

25% of Time

BACKUP DUTIES

Enter data from visa application forms

Print visas and perform quality assurance checks

Provide information by email, telephone, and at windows to customers

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."