



American Consulate General, Chennai

November 1, 2004

***Vacancy Notice***

American Consulate General, Chennai, is seeking an individual for the position of Visa Clerk in Immigrant Visa unit of 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)**

**ANNOUNCEMENT NUMBER:** CHE-PSAP-05-002

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-1415-06; MLA311005

**OPENING DATE:** November 1, 2004

**CLOSING DATE:** November 16, 2004

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

**SALARY:** **EFM/MOH/NOR:** Grade: FP-08\*  
**Ordinarily Resident:** Grade: FSN-06\*

\* 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**

a) Processes complex and varied petition-based Immigrant Visa (IV) cases, including immediate relative, family based, employment based, returning resident, religious worker, diversity and special immigrant visas.

b) Reviews documents submitted by applicants in various stages of the immigrant visa process. Conducts preliminary interviews with IV

applicants in any of the 62 IV related categories and prepares these cases for review by an IV unit officer, noting matters that require special attention including questions as to the credibility of the applicant. May serve as an interpreter in interviews held by an officer in which sensitive questions may arise.

Receives immigrant and LIFE Act K and V visa petitions from the U.S Citizenship and Immigration Service (USCIS) and other posts. Creates new cases for all petitions received from USCIS and files them by category. Independently initiates National Crime Information Center (NCIC) background clearance requests to the National Visa Center (NVC) for all cases created at Post. Is the primary coordinator and appointment scheduler for Life Act 2000 K-3 and V visas for the spouses of U.S citizens and legal permanent residents. Is responsible for data entering returning resident visa information. Prints and assembles visas into the final packet for the signature of an IV officer.

Independently responds to a variety of inquiries, utilizing both form letters and individually drafted correspondence depending upon the circumstances of the case. Drafts additions to form letters when more detailed, specific replies are required. Assists in the preparation of and sending of appointment letters to applicants.

#### **QUALIFICATIONS REQUIRED**

1. Completion of university degree is required.
2. Two to four years of progressively responsible work involving the application of relatively complex regulations along with extensive public contact, the lesser amount being acceptable if acquired in the performance of visa work.
3. Advanced professional proficiency in English is required – Level IV (fluency) in reading, speaking and writing. Also required to have level IV skills in speaking, reading and writing Malayalam.
4. Strong and demonstrated knowledge of local laws, practices and customs is required. Awareness of fraud indigenous to local area is required.
5. Advanced working knowledge of computer databases is required. The ability to type and to learn complex Consular software is essential.
6. Must be able to work well with the general public, exercising tact, discretion and good judgment in a high-pressure environment. Ability to work well in very high-pressure environment. Must be able to understand and apply the processes of checks and balances and of proper documentation in processing of visa applications.
7. Must be able to read and comprehend complex rules and regulations, apply them correctly. Must have good judgment in referring cases to higher authority when necessary despite pressure from IV applicants.

#### **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 on the job.

### **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. Kelly Buenrostro  
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 November 16, 2004.**

An Equal Opportunity Employer