

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

Position Vacancy: Secretary (Cashier) Naha

OPEN TO: All Interested Candidates
POSITION: **Secretary (Cashier) Naha (Position Number N50023)**
*FSN-7, *FS-7 (Full Performance Level)
*FSN-6, *FS-8 (Trainee Level)
OPENING DATE: September 10, 2004
CLOSING DATE: September 24, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: *Not-Ordinarily Resident: FS-8 \$26,930 p.a. (starting salary)
(Position Grade: FS-7 is confirmed by Washington)
*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (starting salary)

Note:

- *Salary may vary depending on the qualifications of the successful candidate.
- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country & have the required work and/or residency permits .
- Please note that U.S. taxes are deducted for U.S. citizens & U.S. Legal Permanent Residents (green card holders).
- Advertised salary may vary depending on the qualifications of the successful candidate.

THE U.S. EMBASSY IS SEEKING: an individual for the position of Secretary-Cashier in the Management Section of the **Consulate General Naha, Okinawa**. This position serves as Consulate General Naha's Class B Cashier, as office manager for the Management Officer, and provides administrative assistance to other sections in the Consulate as required

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school with some collegiate or equivalent study is required.
2. Prior Work Experience: Two years of progressively responsible secretarial and clerical experience is required. Three years of performing progressively responsible work in banking, technical/clerical accounting, or bookkeeping with at least one year performing cashiering work is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.

4. Knowledge: Sound working knowledge of FAMS, particularly 4 FAM and applicable Treasury and State Department regulations on processing of and accounting for cash is required. Good working knowledge of local banking practices and procedures is required.
5. Skills and Abilities: Basic computer skills are required. Must also be skilled in operating calculators and be able to perform multiple cashier functions correctly. Must type at least 40 wpm error-free. Ability to use a high degree of judgment and tact in dealing with a wide range of Consulate contacts is required.
6. Post Entry Training: Six months' training period for employee to pass cashier correspondence course (Alternatively, employee may be sent to intensive basic cashier training.) Certification as Class B cashier is made by USDO at Embassy Bangkok. For full proficiency, employee must pass Basic Cashier, WinACS and LANSPFMS courses.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available at the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Miriam Tokumasu
Address: 1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT

Miriam Tokumasu
Telephone: 03-3224-5640
FAX: 03-3224-5818

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. 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 permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 24, 2004
An Equal Opportunity Employer