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Position Vacancy: Visa Clerk (TOKYO)

OPEN TO: All Interested Candidates
POSITION: **Visa Clerk (Position Number A31022)**
***FSN-5, *FS-9 (Trainee Level); *FSN-6, *FS-8 (Full Performance Level)**
OPENING DATE: August 30, 2004
CLOSING DATE: September 13, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: *Not-Ordinarily Resident: FS-9 US\$24,075 p.a. (Trainee salary)
(Position Grade: FS-8 is confirmed by Washington)
*Ordinarily Resident: FSN-5 ¥4,788,899 p.a. (Trainee salary)

PLEASE NOTE:

1. *Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications. Please send by post, courier, or fax.
6. In addition to hiring employees directly, the Consular Section at the U.S. Embassy works with a private contractor, Telemarketing Japan Inc. Unless expressly stated otherwise in the application, the U.S. Embassy will assume that all candidates agree to be considered for positions with Telemarketing Japan Inc. as well.

THE U.S. EMBASSY IS SEEKING: An individual for the position of visa clerk in the Consular Section. This position maintains paper and electronic files on visa matters, including all instructions, advisory opinions, and precedent cases, removing outdated material for destruction. They track fraud issues and occasionally liaise with law enforcement authorities. They provide applicants information on requirements and procedures, as well as assisting them in preparing their applications.

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

1. Education: U.S. high school diploma or host country equivalent is required.
2. Prior Work Experience: Two to three years of work involving complex regulatory materials and experience in dealing with the public, or one year prior U.S. government experience in visa 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: Knowledge of applicable laws, regulations, procedures, and special Department of State instructions on immigration and visas, both immigrant and non-immigrant, is required.

5. **Skills and Abilities:** Basic computer skills are required. Please indicate your typing speed. Tact and good judgment in dealing with the public is required. Ability to work under pressure, use good judgment in evaluating evidence, and to apply complex regulatory material correctly is required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An 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., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

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

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. **EFM:** Family Members at least 18yrs. listed on the travel orders of a Foreign of 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 below.
2. **AEFM:** An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, 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; 4) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniform Services.
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 EFMs 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
An Equal Opportunity Employer**