**Who May Apply**
Applicants must be U.S. citizens over 20 (21 to be hired) and able to serve one year prior to becoming 65 (not applicable to preference eligible veterans), able to obtain and maintain a Top Secret security clearance, medical and suitability clearances, as well as be eligible for diplomatic privileges and immunities in the country of assignment. We define suitability in detail below; also see careers.state.gov for additional details.

**Duration Appointment**
Limited Non-Career Appointment

**Marketing Statement**
The position is for Consular Adjudicators. This is a Limited Non-Career Appointment.

Applicants for Brazil must be available for all posts in Brazil and must speak/read Portuguese at the 3/3 level. Successful applicants must consistently meet a high standard for English, both written (overall structure as well as grammar, spelling and punctuation) and spoken (overall structure as well as delivery, clarity and succinctness).

A Limited Non-Career Appointment does not automatically lead to further employment in the State Department or conversion to another form of employment.

Starting with this announcement, candidates may not apply more than once a year.

**Summary**
Note: Series 1040 indicated above is for USAJOBS compliance only.

Duration of Appointment:
Limited Non-Career Appointment. Initially, these Appointments are for a period of 13 months, but they are annually renewable for up to five years, based on satisfactory performance and the
needs of the Foreign Service.

Promotion Potential is to FP-04.

Grade and Starting Salary Range:

FS-06: Basic Range: $38,394 - $56,383
FS-05: Basic Range: $42,948 - $63,071

Successful candidates will be hired at the FS-06 or FS-05 level, depending on education and experience, with the possibility of promotion to the FS-04 level.

Additional Benefits:

Tax Free Housing Overseas, Tax Free Educational Allowance for eligible family members, overtime compensation, Accrual of Annual and Sick Leave, Life Insurance, Federal Employees Health Benefits Plan (FEHB); Federal Employees Retirement System (FERS), the possibility of Hardship Pay where applicable, etc. Details on additional benefits can be found at careers.state.gov. Not all benefits are available to LNA positions. Student Loan Repayment and Language Incentive Pay programs are not offered.

Number of Vacancies:

Consideration will be for multiple positions in Brazil. The Department of State will maintain a rank-order list of eligible candidates to fill any subsequent LNA Consular positions in Brazil. The total number to be hired depends on the needs of the Foreign Service.

Location:

After an initial period of training and orientation at the Foreign Service Institute in Arlington, Virginia, assignments will be to U.S. embassies and consulates in Brazil for a period of 1-5 years. While Limited Non-Career Appointments can be for up to five years, they are issued year by year, with an initial appointment of 13 months. They are renewed annually based on satisfactory performance and the needs of the Foreign Service. Those who remain in their appointment for four or five years should expect to serve in at least two different posts in country.

Applicants are strongly urged to read this entire Vacancy Announcement to ensure that they meet all of the requirements for this position before applying.

Applicants must be U.S. citizens and at least 20 years old to apply and at least 21 years of age to be appointed. All candidates must be able to serve in this Limited Non-Career position for at least a year prior to the month in which they reach age 65. This restriction does not apply to preference eligible veterans. Candidates must be able to obtain and maintain a Top Secret Security Clearance, including a country-specific authorization to serve, able to obtain an appropriate Medical Clearance, able to secure a suitability clearance, and be eligible for diplomatic privileges and immunities in the country of assignment.

If you have any questions regarding this opportunity, please visit the ENGAGE section of our website, careers.state.gov. -- click on the link to FORUMS/BLOGS and post your question(s) in the Consular Adjudicators Forum. Questions will be answered quickly.

**Major Duties**

**DESCRIPTION OF DUTIES:**

Working in the Foreign Service offers special rewards, including the pride and satisfaction of
representing the United States and protecting U.S. interests abroad. It may involve uncommon commitment and frequent hardship, as well as unique opportunities.

Basic duties may include the following:

1. Obtaining information relevant to provision of consular services by interviewing individuals, reviewing on-line applicants’ visa or passport application history, reviewing name searches for visa and passport applicants, and verifying information as necessary provided by applicants.

2. Processing visas or passports, including reviewing and reconciling visa, passport issuance, report of birth, and other controlled records and supplies, determining and verifying required clearances prior to issuing visas or passports; and preparing visa revocations, security advisory opinions, and advisory opinions.

3. Making and reviewing decisions about visa or passport applications including adjudicating visa or passport applications by reviewing cases and applying relevant USG law, regulations, precedent, and relevant agreements, and cooperating with other agencies in applying laws and regulations related to visa applications.

4. Interacting with those applying for consular services, including explaining entry procedures to persons, dealing fairly but compassionately with all clients, including applicants refused visas, and communicating appropriately with visa applicants, their attorneys or congressional staff.

5. Investigating potentially fraudulent activities or claims, coordinating and cooperating with other agencies to prevent entry of ineligible aliens into the U.S., developing working relationships with appropriate in-country officials for the purpose of sharing and verifying information, providing documentation of consular decisions.

6. Using computers including Microsoft Office applications for word processing (Word), spreadsheets (Excel), e-mail (Outlook), and presentations (Power Point), and specialized consular computer systems.

7. Preparing written materials, such as memos and status reports, as requested.

8. Communicating with and assisting Department of State colleagues, e.g., assisting colleagues on projects, serving rotationally as duty officer 24/7, attending meetings, and providing information on Consular activities and services as appropriate.

9. Managing Sensitive and/or Classified Information.

Other responsibilities may include:

-- Sharing day-to-day oversight of Locally Engaged Staff (LES) and/or Eligible Family Members (EFMs)
-- Doing outreach, pro-actively representing the U.S. and U.S. policies abroad
-- Participating on boards, committees, and task forces
-- Interacting with foreign government officials
-- Communicating with non-government groups
-- Monitoring and reporting on developments of interest to the U.S. Government
-- Evaluating policies and procedures

While overseas work with the State Department may appear glamorous with travel, government paid housing, and generous pay and benefits, working abroad can be challenging and sometimes dangerous. Health and sanitation facilities may be limited, sporadic power and water outages may occur, and internet service may be unreliable and/or expensive. We are looking for motivated individuals with sound judgment who can retain their composure despite sometimes
stressful circumstances.

The Foreign Service strives for diversity to show the best face of America abroad. Diversity is one of America's greatest strengths. In representing the United States to the world, the Foreign Service aims to reflect and respect our rich heritage and varied backgrounds in its workforce.

SPECIAL CIRCUMSTANCES:

The Department of State will place language-qualified U.S. citizen Consular Adjudicators serving in Limited Non-Career Appointments (LNA) in country-specific posts with high visa workloads. These adjudicators will be fully professional members of the consulate and embassy teams. Limited appointments, however, cannot serve as a 'back-door' to the Foreign Service, i.e., they do not lead automatically to onward employment at the Department of State or with the U.S. government. LNA Consular Adjudicators are welcome to apply to become Foreign Service Specialists or Generalists, but they must meet the applicable qualifications and complete the standard application and assessment processes.

Service time and benefits earned as a Consular Adjudicator can be credited in any subsequent federal employment.

Consular Adjudicators who subsequently enter the Foreign Service as Entry Level Generalists will still have to fulfill the consular service requirement.

Periodic service rotating as duty officer requires a 24/7 commitment.

Successful candidates who are given job offers must be able to pass the Basic Consular Training Course. Failure to complete training successfully is grounds for separation.

Candidates cannot have a bar to receiving privileges and immunities granted by the receiving country.

Note: Candidates must be able to obtain medical, security and suitability clearances. Suitability may include a review of specific factors of an employee's appropriateness for assignment to a specific post, including, for example, whether the candidate has an immediate family member still residing in the country of the proposed assignment or whether the candidate's spouse, children, etc. have such a relationship.

INITIAL GRADE/ADMINISTRATIVE PROMOTION:

Successful applicants will be hired at the FS-06 or FS-05 level, depending on experience and education.

The basic guideline is

FS-06/Step 1: Bachelor's Degree
FS-05/Step 1: MA, JD, or other advanced degree, or BA with three years work experience

In either category, additional steps will be granted for each two years of work experience, to a maximum of five steps.

The specific grade and step (and corresponding salary) within that level will be determined at the time a firm offer of employment is made. FS-06 Consular Adjudicators who successfully complete 12 months will be administratively promoted to the FS-05 level. All FS-05s will be administratively promoted to FS-04 after 36 months in service.
ORIENTATION/TRAINING/ASSIGNMENT:

Orientation and in-processing will be at the Foreign Service Institute in Arlington, Virginia. In addition, Consular Adjudicators will receive consular training, security training, and other specialized training before leaving for their posts.

During orientation, Consular Adjudicators will be notified of their initial assignment. Consular Adjudicators must be available for every post in the country for which they were hired, and should expect to move to a second post after approximately two years in their first assignment.

**Education**
Candidates must have a Bachelor's degree from an accredited college or university.

**Requirements**

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS:**

The education, work experience, and other qualifications evaluated for evidence of the following knowledge, skills, abilities, and other requirements have been identified as important to successful job performance as a Consular Adjudicator, based on extensive job analysis research. Not all of these attributes need to be met by a candidate; the attributes will be used as a set to evaluate candidates.

1. General knowledge of the United States, including customs and culture, society, trends, history, economy, government, political system, and constitution;

2. Skill in written and oral communication, including English grammar and usage, techniques for effective interpersonal communication, techniques for handling interviews, complaints, sources of information, and public speaking ability;

3. General skills in computers, including computer operations, common office software programs (e.g., Microsoft), e-mail systems, internet. Successful applicants will receive training in specialized Consular software applications;

4. General subject matter, including psychology and human behavior, interacting with individuals undergoing stress. Basic mathematics;

5. Required language fluency as outlined above.

Skills Required:

1. Active listening
2. Judgment and decision making
3. Critical thinking
4. Social perceptiveness and interpersonal ability
5. Service orientation
6. Good time management
7. Strong reading comprehension
8. Active learning
9. Persuasion
10. Solving complex problems
11. Learning strategies
12. Superior Oral and Written Communication Skills: In order to pass the assessment process, successful applicants must consistently meet a high standard for English, both written (overall structure as well as grammar, spelling and punctuation) and spoken (overall structure as well as delivery, clarity and succinctness). Those who fall short of this standard will not be competitive.
Evaluations

HOW YOU WILL BE EVALUATED:

After reviewing applications to ensure candidates meet the basic requirements, candidates will be evaluated on their total background, including experience, education, and language ability, as well as awards, training and self-development as they relate to the position. Candidates will be screened initially through a file review conducted by the Board of Examiners of the Foreign Service, and a language test administered by the Foreign Service Institute; those who are successful will have a personal interview, a writing exercise and an on-line subject matter test, leading to an additional and more intensive speaking and reading language test. Those who successfully go through the selection process and obtain their medical, security and suitability clearances will be put on a rank order register. More information on the clearance process is available at careers.state.gov. Selection for these positions will be made only from among candidates possessing the best qualifications.

Candidates can improve their standing on the register by obtaining additional points for qualifying military service. With respect to these preference eligible candidates, veterans' preference points are added to their overall score when they are placed on the rank ordered register, and these points will improve their standing on the register. Candidates must document creditable veterans' service by submitting form DD 214. In all cases, these points are added after the candidate passes the oral assessment. Veterans will receive instructions on how to claim these points after a successful oral assessment.

Qualifications

QUALIFICATIONS AND SPECIALIZED EXPERIENCE REQUIREMENTS:

Applicants must be U.S. citizens and at least 20 years old to apply and at least 21 years of age to be appointed. All candidates must be able to serve in this Limited Non-Career position for at least a year prior to the month in which they reach age 65. This restriction does not apply to preference eligible veterans. Candidates must be able to obtain and maintain a Top Secret Security Clearance, obtain an appropriate Medical Clearance, and be eligible for diplomatic privileges and immunities in the country of assignment. The suitability review may include clearance of the candidate for a specific post. The candidate must hold a Bachelor's degree from an accredited college or university, and demonstrate a strong command of the English language, including grammar, spelling and punctuation. For positions in Brazil, the required level in Portuguese is 3-Speaking, 3-Reading, as tested by the Foreign Service Institute. Applicants who pass initial screenings will be asked to schedule a telephone test to determine if they meet minimum language qualifications. Applicants who successfully complete the Consular Adjudicator selection process will be given an in-depth language test covering both speaking and reading abilities. This test may last up to two hours. Excellent language skills in both English and the target foreign language are important considerations for this job. If you wish to see what the Foreign Service Institute considers a 3/3 level, please see the website at careers.state.gov.

Education completed in foreign colleges or universities may be used to meet federal job requirements for this position if the applicant can show that the foreign education is comparable to education received in the United States. It is the responsibility of the applicant to provide such evidence when applying for federal jobs.

Applicants will also be asked to submit their work history for the last 10 years or since they left university whichever is the shorter period.

How to Apply
Applications must be submitted electronically through the "Gateway to State" system. To begin the application process, please click on the "Apply Online" button to the right.

Please note: Your application is automatically saved as you proceed through it. You may interrupt your application process and return to it until you submit it.

If you have any questions regarding this opportunity, please visit the ENGAGE section of our website, careers.state.gov. -- click on the link to FORUMS/BLOGS and post your question(s) in the Consular Adjudicators Forum. Questions will be answered quickly.

If you are having technical difficulty with the application process, please contact the helpdesk by calling 1-866-656-6830 or by emailing mgshelp@monster.com.

**Required Documents**
As part of the online application, applicants will be asked to submit the following required documents:

**A. Supplementary Questionnaire:**

**Purpose:** The purpose of the Supplementary Questionnaire is to allow you to describe examples of your experience that relate to the skills listed. All supplementary questions are included inside the online application.

**Instructions:** Individually address each of the numbered items listed below, limiting responses to 300 words or fewer (maximum length 2000 characters) for each item. Describe how you have used these abilities and/or knowledge, referencing the source from which the work-related experience was acquired. Your examples can be drawn from any part of your experience but they must describe things that you, personally, have done. You do not need to know anything about visa work to apply. You should compose your replies carefully, as one of the skills required is the ability to write clearly and concisely.

1. **Substantive Knowledge:** The Foreign Service seeks a diverse workforce with broad job skills and a depth of experience to represent the U.S. overseas. Briefly describe how your education, work experience, and interests would make you a good fit for this job. In addition, explain how your experiences shaped your decision to apply.

2. **Intellectual Skills:** You will confront challenging situations that require identifying a problem, collecting relevant information, and formulating creative alternative solutions that are practical and realistic. Describe briefly how you have dealt with such a situation in the past, drawing on your resourcefulness, judgment, and analytic ability. (What was the situation? What steps did you take to think through the situation? How did you deal with the actual situation? What were the results?)
3. Interpersonal Skills: You will be called upon to interact with people from different ethnic, racial, religious, geographic, economic and other backgrounds. Describe a significant experience you have had with another culture, either abroad or in the United States. (What was the experience? What did you do? What was the result?)

4. Communication Skills: Communication skills are critical to success in this job. Describe a situation in which you used your communication skills (either in English or another language) to further an aim or achieve a goal. (What was the situation? What steps did you take to deal with the situation? What was the result?)

5. Management Skills: You may be called upon to manage projects, requiring the ability to plan and organize, set priorities, employ a systematic approach, and allocate time and resources efficiently. Describe a project you managed or helped to manage and how you sought to achieve the project's goals. (What was the project? What steps did you take to manage the project?)

6. Leadership Skills: Leadership can be defined as motivating others, encouraging creative solutions, establishing positive team relationships, or significantly influencing the direction of the work. Describe how you have demonstrated leadership, either on one particular occasion or over time. (What was the situation? What steps did you take to show leadership? What was the result?)

B. A Narrative Autobiography (two-to-three page typed equivalent - no more than 4000 characters) which addresses any new elements not raised earlier in your application about your:

- personal background;
- work experience;
- personal interests, hobbies and travel; and
- motivation for applying to this position.
The narrative autobiography is included inside the online application.

C. **College Transcripts:**

All applicants must upload or fax a copy of their college transcripts in the initial application. These documents must be provided before midnight Eastern time on the closing date of this announcement. Please keep a copy of all material.

If faxing, you will be prompted to print out a fax coversheet once you have successfully completed your application. It is essential that you use this system generated coversheet for all faxes, because it is bar-coded to link your fax to your application. Without the required transcript, your application may be voided.

Please provide any documentation you have showing a previous language score in Portuguese from the Foreign Service Institute.

If you are selected for an interview, you will be asked to bring your official college transcripts to your oral assessment.

Note: For those uploading documents please remember that multiple pages must be sent as a single document. Only the most recently uploaded documents will attach to your application. The most recently uploaded document will replace previously uploaded documents. Keep in mind that the only document required is a college transcript showing a Bachelor's Degree or higher.

**What to Expect Next**

All applicants will be notified via e-mail of the outcome of their applications. Selected candidates will be invited to come for an oral assessment at the Department of State, Washington, D.C.

Please note that all travel and other expenses incurred in connection with the oral assessment are the responsibility of the candidate.

**Benefits**

Tax Free Housing Overseas, Tax Free Educational Allowance for eligible family members, overtime compensation, Accrual of Annual and Sick Leave, Life Insurance, Federal Employees Health Benefits Plan (FEHB); Federal Employees Retirement System (FERS), the possibility of Hardship Pay where applicable, etc. Details on additional benefits, but excluding Language Incentive Pay and Student Loan Repayment programs, are on the website, careers.state.gov.

**Other Information**

Executive Branch agencies are barred by 5 US Code 3303, as amended, from accepting or considering prohibited political recommendations and are required to return any prohibited
political recommendations to sender. In addition, as mandated by 5 US Code 3110, relatives of federal employees may not be granted preference in competing for these employment opportunities.

The Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity.

The Department of State provides reasonable accommodation to applicants with disabilities. Applicants requiring reasonable accommodations for any part of the application or hiring process should so advise the Department. Decisions for granting reasonable accommodations are made on a case-by-case basis.