



Consular Clerk

The United States of America Consulate General invites applications from U.S Citizens eligible to work in New Zealand for a one year fixed-term position located in our Consular Section in Auckland.

The Consular Clerk will be required to perform fingerprinting tasks and process non-immigrant visa applications in accordance with mandated rules and regulations. To be successful in this role you will have completed secondary school and have a minimum of one year's experience in office administration and customer service. You will also have strong computer skills, be competent in MS Office and able to type a minimum of 40 words per minute. You must be able to deal with applicants and colleagues with courtesy and tact and work under pressure with accuracy towards deadlines. You must be able to obtain a "secret" level security clearance.

You will also have to work independently, manage your time well and be organized. Working as a part of a close knit team, you must also demonstrate an ability to work as part of a team, be capable of handling sensitive documents and information and adhere to office policies and procedures.

The starting salary for this position is NZD\$51,043 per annum (pro-rated), NZD\$24.54 per hour with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

If you are not resident in New Zealand, you must have a current valid work permit for New Zealand and be a U.S Citizen to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at <https://nz.usembassy.gov/jobs/u-s-consulate-auckland/>

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV to Wellington.HR@state.gov

Applications close on Monday, 4 April 2016

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.