

MAJOR DUTIES AND RESPONSIBILITIES

1. Incumbent is responsible for all matters related to U.S. passports and citizenship, subject to final review and approval by the Consular Officer, including: passport applications and amendments, reports of birth of U.S. citizens abroad, reports of death abroad, claims to U.S. citizenship, loss of nationality, and registration of U.S. citizens.
2. Makes preliminary determinations as to the appropriate notarial services to be rendered and prepares documentation related to notarial services for the Consular Officer's approval and signature.
3. Performs a variety of services in connection with protection, welfare and whereabouts of U.S. citizens including location, investigation of complaints, children's issues, and preliminary contact following arrest as directed by the Consular Officer.
4. Provides services to U.S. citizens pertaining to other U.S. Government agencies, particularly receipt, control, and distribution of Social Security and other federal benefit checks; registration for Selective Service; and Internal Revenue Service tax forms and instructions.
5. Compiles statistics on all of the foregoing functions as required by the Department of State or for internal purposes. Prepares routine correspondence for the Consular Officer's signature. Occasionally drafts correspondence in the Spanish language for the Consular Officer's signature. Maintains related files and supplies.
6. Assists in other aspects of Consular work as required, including legal advisor to the Consular Section Chief.