Description of Responsibilities

Effective Date: 10/22/12

<table>
<thead>
<tr>
<th>Position:</th>
<th>Visa Processing Specialist</th>
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<tbody>
<tr>
<td>Exempt/Non Exempt:</td>
<td>Non-Exempt</td>
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<tr>
<td>Full/Part Time:</td>
<td>Full</td>
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<td>SCA:</td>
<td>Yes</td>
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<td>WD:</td>
<td>DE2</td>
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</tbody>
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Purpose:
The Visa Processing Specialist (VPS) enters into automated system using formatting input screens and validates information from Visa applications and related source documents in accordance with specified guidelines. Source information includes applications, petitions, forms, supplemental documentation and other documents. VPSs modify, update, and correct data contained in automated systems. VPSs refer cases with discrepancies that indicate possible fraud to the PASS Unit for review. This position requires the application of training, experience and judgment in selecting procedures to be followed in searching for, interpreting, selecting, or coding items to be entered.

Work Environment:
Mainly office but may also include all other work environments as required.

Requirements:

Education: High School Diploma
Licenses/Certificates: None
Experience: Must have data entry experience

Physical Demands: None
Security Clearance: Must be a U.S. citizen and able to obtain and maintain a Moderate Risk Public Trust (MRPT) determinations
Travel: Minimal to none

Minimum Skills and Abilities:
- Strong command of the English language both verbally and written
- Must be detail oriented with strong administrative and organizational skills
- Good interpersonal and communication skills
- Must possess basic computer literacy skills
- Demonstrate a professional work ethic
- Basic understanding of geography
- Ability to work independently and as a member of the team