<table>
<thead>
<tr>
<th>Position:</th>
<th>PASS Research Analyst (Mid-Level) – Tier II</th>
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<tbody>
<tr>
<td>Exempt/Non Exempt:</td>
<td>Exempt</td>
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<td>SCA:</td>
<td>No</td>
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**Purpose:**

PASS Research Analysts assist Fraud Prevention Managers (FPMs) in providing advanced level analytical and research support for Consulates/Embassies by identifying and notating case file discrepancies found in queries. They correspond via e-mail and telephone with post to help answer any questions they may have. They are responsible for clearly and concisely documenting search results according to a prescribed format.

**Anticipated tasks include, but are not limited to, the following:**

- Conduct research on visa cases prior to these being sent to an Embassy/Consulate for adjudication by gathering information from a variety of sources, including but not limited to: visa petitions, applications, and supporting documents, the internet, telephone calls, government, commercial and open source databases.

- Perform analyses on research conducted and information received from various locations in an effort to identify possible fraudulent activity related to visa cases.

- Write reports in a clear and concise manner that summarize the information gathered and identified during research.

- Coordinate and network with personnel, other government agencies, and coworkers to facilitate information sharing on visa cases that involve fraud or potential criminal activity.

- Perform analyses on visa petitions being returned from Embassies/Consulates to identify trends that may be useful in future research.

- Maintain a working knowledge of a variety of resources that pertain to the eligibility requirements of the various visa categories.

- May be required to perform other duties as assigned to advance the PASS unit’s mission of supporting pre-adjudication as it relates to visa cases.

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

Requirements:

Education: Bachelor’s Degree [or] a High School Diploma

Licenses/Certificates: Within the first ninety (90) days of employment, must successfully complete a six (6) week Government developed training and assessment program, if deemed applicable by the Government

Experience: Four (4) years of experience in a field that provides the individual with the knowledge, skills and abilities to successfully gather and analyze information from a variety of sources (e.g. criminal justice, psychology, journalism)

Physical Demands: None

Security Clearance: Must be a U.S. citizen and able to obtain and maintain a SECRET level security clearance

Travel: Some travel for training and familiarization purposes Required.

Minimum Skills and Abilities: - Must have excellent written and oral communication skills to draft effective analytical memoranda, reports and presentations, and to disseminate information to a wide audience, and;

- Must possess analytical skills and attention to detail to successfully analyze and evaluate trends, and;

- Must demonstrate the ability to work independently and as a member of the team to effectively interact with personnel at all levels, and;

- Must possess strong computer and organizational skills and be able to prioritize simultaneous workflow duties, and;

- Must demonstrate the ability to identify areas for improvement in the workflow and quality within the PASS unit

- Strong command of the English language both verbally and written

- Strong administrative and organizational skills
- Advanced Computer Skills
- Good interpersonal and communication skills
- Demonstrate a professional work ethic
- Basic understanding of geography
- Ability to work independently and as a member of the team

The above statements are intended to describe the essential responsibilities of persons assigned to this role. They are not intended as exhaustive list of all duties, responsibilities and requirements.

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