

- (2) Assists in immigration cases by: 20%
- typing and translating letters drafted by supervisor relating to immigration cases,
 - answering routine enquiries about immigration,
 - acting as interpreter when necessary,
 - preparing and forwarding medical reports to NH&W London,
 - maintaining immigration files.
- (3) Provides assistance and information to visiting Canadians, dual nationals and local Canadian residents by: 20%
- conducting initial interviews with all visitors to the post using the local or English/French languages as required,
 - discussing matters of concern with the person(s), obtaining clarification if required, suggesting possible courses of action and/or giving appropriate information, such as necessary formalities and arrangements to get married, location and process of obtaining a driver's permit,
 - identifying and referring persons to the appropriate organization or official, such as reporting theft of passport to police or in case of accident, to lawyer and/or to immediate supervisor,
 - answering general enquiries concerning Canadian regulations on customs, vaccination, visa extensions locally, currency exchange, police registration, etc.,
 - typing and translating correspondence relating to consular cases,
 - typing letters and telegrams to Ottawa on consular cases.
- (4) Maintains list of Canadians residing in the country in order that they may be identified and located in case of an emergency by: 10%
- sending registration cards to Canadians to obtain information such as local addresses, address of contacts in Canada, names and addresses of dependents,
 - typing form letters and forwarding annually to the appropriate persons in order to confirm registration, and
 - compiling quarterly reports of registration for transmission to Ottawa.