

BENCHMARK POSITION NUMBER: 16 CLASSIFICATION LEVEL: 6  
SECTION TITLE: CONSULAR EFFECTIVE DATE: \_\_\_\_\_  
POSITION TITLE: CONSULAR ASSISTANT SUPERVISOR'S TITLE: \_\_\_\_\_  
POSITION NUMBER: \_\_\_\_\_ SUPERVISOR'S LEVEL: \_\_\_\_\_

### SUMMARY

Under the general supervision of the Canada-based consular clerk, or the Vice-Consul, provides information to visiting Canadians, Canadian residents, and dual nationals; provides secretarial services and simultaneous or consecutive interpretation between English/French language and the local language; maintains register of Canadians visiting or residing; assists in the preparation of non-immigrant visas and in maintaining files and preparing correspondence relating to immigration cases.

### DUTIES

% OF TIME

- (1) Assists in the preparation of non-immigrant visas by: 45%
- conducting interviews in order to know if issuance of visa is appropriate, and providing application forms,
  - checking completed forms for clarity and translation,
  - typing visa information telegram to Ottawa for signature of supervisor,
  - interpreting during visa application interviews when required, translating and typing correspondence,
  - answering telephone enquiries regarding visa availability and status of immigration or non-immigration cases, in the local language,
  - registering and processing visa application forms received from the Ministry of Foreign Affairs,
  - maintaining files and recording non-immigrant visa applications originating locally and received from Ottawa,
  - advising potential non-immigrants by form letter that their visas can be issued.