



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO, NEW YORK

VACANCY NOTICE – 06/2025

CLERICAL OFFICER (REGISTRY)

OPEN ONLY TO PERSONS WITH AUTHORISATION TO WORK IN THE USA

Job Title : **Clerical Officer**
No of Positions : One (1)
Location : Consulate General of Trinidad and Tobago, New York
Responsible to : Consul General

Job summary:

The Officer will provide administrative and technical support across various functions, with a primary focus on updating and maintaining the Consulate General (CGNY)'s filing system. Responsibilities include overseeing correspondence, file management, diplomatic mail handling, and maintaining efficient record-keeping systems. The Officer will also assist with daily office operations, follow up on tasks as directed by the Supervisor, and help organize activities and events hosted by the Consulate General.

Key Duties and Responsibilities:

- Register, file and distribute incoming mail.
- Oversee the maintenance of the CGNY File Registry System.
- Maintain a list of closed files, open new files and maintain current files.
- Handle requests for documentation from current and archived files.
- Manage "B.U.s," circulate correspondence, and handle document copy requests.
- Receive and dispatch the diplomatic bag.
- Maintain the library, and ensure acquisition and proper organization of materials.
- Assist with auditing and maintaining archived files at off-site locations.
- Perform physical tasks related to file management.
- Assist in obtaining quotations for services rendered.

Other Duties:

- Provide information in response to queries from individuals by phone or in person at the Consulate General.
- Assist with processing requests for assistance from the public.
- Support the planning and organization of Consulate General events.
- Answer phone calls and take messages as needed.

- Make photocopies, send emails, and send faxes.
- Maintain contact with CGNY stakeholders to support collaborative activities.
- Perform other related duties as assigned.

Minimum requirements:

- **Must Have Legal Authorization to Work in the USA.**
- High school diploma or equivalent; additional qualifications in records management, archiving, library science, or a related field are preferred.
- Ability to organize, maintain, and retrieve both physical and electronic records.
- Experience in handling sensitive documentation and maintaining confidentiality.
- Strong organizational skills, and attention to detail.
- Proficiency in office software applications (e.g., Microsoft Office Suite).
- Ability to work independently, and manage multiple tasks efficiently.
- Strong verbal and written communication skills.
- Ability to work collaboratively with a team and other departments.

Qualities and Attributes:

- Demonstrates a courteous and cooperative attitude in all interactions.
- Exercises discretion and maintains confidentiality regarding sensitive information.
- Ability to multitask and work independently, consistently delivering accurate results while maintaining a friendly and professional demeanor with both internal and external stakeholders.
- Adaptable and able to work effectively in diverse conditions.

Remuneration:

United States Dollars (\$1777.00) per fortnight.

Benefits:

- Contributory Group Health and Dental Insurance Plan;
- Gratuity upon successful completion of a two-year contract;
- 14 days of paid sick leave;
- 20 days of vacation per calendar year;
- Observation of 14 specified U.S. and Trinidad and Tobago public holidays annually.

Send Cover Letter, Résumé and two written reference letters by post mail to the Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038, or by e-mail to cgnyconsulateinfo@foreign.gov.tt no later than **midnight on Sunday 16th March 2025.**

Administration
Consulate General, New York
March 6, 2025