



# Consulate General of the Republic of Trinidad and Tobago

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## EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified persons for the following contractual positions at the Consulate General of the Republic of Trinidad and Tobago in Miami:

### CLERICAL SUPPORT OFFICER (3)

**Job Summary:** The Officer will be responsible for providing administrative assistance in all functional areas. The Officer will also be required to assist in the daily operation of the office and undertake follow-up action as directed by the Supervisor.

#### Key Duties and Responsibilities:

- Advise nationals of Trinidad and Tobago of the requirements for applying for a passport;
- Process applications for a Trinidad and Tobago passport;
- Conduct preliminary interviews of nationals of Trinidad and Tobago applying to renew a machine readable passport;
- Conduct preliminary interviews of nationals of Trinidad and Tobago to determine citizenship status
- Assist with the classification, recording and filing of official correspondence and passport applications;
- Assist with scanning official correspondence for electronic distribution and filing.

#### Minimum Qualifications and Experience:

- High School Diploma or equivalent;
- Speak, write and read English well; a working knowledge of Spanish will be an asset;
- Previous clerical experience;
- Must be a citizen or Permanent Resident of the United States or citizen of Trinidad and Tobago (Documentary evidence such as: US Naturalization Certificate, Alien Resident Card or proof of authorization to work in the United States required).

#### Skills, Competencies and Attributes

- Proficiency in Microsoft Office Suite;
- Good interpersonal and communication skills;
- Ability to understand and follow oral and written instructions;
- Organized, meticulous and detailed-oriented;

- Performs well under pressure;
- Discretion and confidentiality are essential.

The successful applicant may be required to provide a Police Certificate of Character or its equivalent. He/she will also have to meet the requirements of the Consulate General's security clearance.

Interested persons should submit their resume (including copies of Birth and Academic Certificates) and two (2) reference letters by mail or email to:

1000 Brickell Avenue, Suite 800, Miami, Florida 33131, USA

[consulatemiami@foreign.gov.tt](mailto:consulatemiami@foreign.gov.tt)

The deadline to submit applications is **Friday January 03, 2020**. Mailed applications should be post marked by January 03, 2020.

Administration  
CG, Miami  
2019-19-12