

# BUREAU OF CONSULAR AFFAIRS

U.S. Department of State • Bureau of Consular Affairs



**PASSPORT**

## JOIN OUR TEAM!

The Chicago Passport Agency is currently recruiting Passport Specialists at the GS-05/07/09 level with a promotion potential of GS-11.

### DUTIES

As a Passport Specialist, you will perform passport adjudication, detect fraud, and deliver other services to a wide array of customers. You will receive, examine, and adjudicate applications for the issuance, amendment and replacement of passports presented by applicants through the mail and at the public counter. Passport specialists examine evidence of U.S. citizenship to determine the authenticity and adequacy in accordance with U.S. laws, regulations, and procedures.

### QUALIFICATIONS

- Able to obtain/maintain a Secret Clearance. If you possess a security clearance, please indicate the level in your resume.
- Experience involving the analysis, explanation, application, or interpretation of laws, rules, regulations, procedures, etc.
- Qualifying general experience may have been gained as a contact representative, claims examiner, voucher examiner or similar work with a government or private employer.
- Education may be substituted for experience. For undergraduate degrees, any major field of study may apply.

### BENEFITS

The Department of State provides an array of benefits, financial incentives, and family-friendly programs to its employees like health, life and long-term care insurance, counseling, employee consultation and referral services, retirement benefits, leave programs, transit benefits, child care centers, Student Loan Repayment Program, flexible work hours, and more.

### INTERESTED? TAKE THE NEXT STEP!

Send your resume and non-competitive documentation (SF-50 or DD-214)  
to [CA\\_Resumes@state.gov](mailto:CA_Resumes@state.gov).

WEB: [travel.state.gov](http://travel.state.gov)

FACEBOOK: [facebook.com/travelgov](https://facebook.com/travelgov)

TWITTER: [travelgov](https://twitter.com/travelgov)

Scan to access  
[travel.state.gov](http://travel.state.gov)

