

11 CIVIL SERVICE JOB CATEGORIES

A career in the Civil Service is a unique opportunity to help Americans abroad and represent America to the world. From improving trade opportunities for U.S. businesses, to monitoring human rights issues, to providing management supervision, you can use your skills in a Civil Service career to directly impact foreign policy issues or uphold the business practices and processes involved in supporting the U.S. Department of State's diplomatic efforts.

With a career in the Civil Service, there's no end to the number of ways that you can help advance our foreign policy abroad, from right here in the United States. For more information on current job openings, please visit the [Apply Now](#) page.

FOREIGN AFFAIRS

Advise on, administer and manage programs, supervise, perform research or other professional and scientific work, in the formulation and direction of foreign policy, including the disposition of information and policy initiatives impacting international relations.



HUMAN RESOURCES

Manage, supervise, administer, advise on, or deliver human resources management products or services, including specialty areas of focus such as: Information Systems, Classification, Compensation, Recruitment and/or Placement, Employee Benefits, Human Resource Development, Performance Management, Labor Relations and Employee Relations.

MANAGEMENT ANALYSIS

Evaluate the effectiveness of Department programs and operations or the productivity and efficiency of the management of the U.S. Department of State. You will use your knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency.



GENERAL ACCOUNTING AND ADMINISTRATION ?

Perform, supervise, or manage administrative work of a fiscal, financial management, accounting, or budgetary nature, as well as advise on or administer, supervise, or perform professional accounting work that requires application of accounting theories, concepts, principles, and standards to the financial activities of governmental, quasi-governmental, or private sector organizations.

BUDGET ADMINISTRATION

Perform, advise on, or supervise work in any of the phases of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, precedents, methods, and techniques.



LEGAL COUNSEL ?

Prepare cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; render legal advice and services with respect to questions, regulations, practices, or other matters falling within the Department's purview.

PASSPORT VISA SERVICES ?

Manage, supervise, or perform administrative work concerned with adjudicating applications for United States passports or visas, including related work involving determining citizenship or fitness of non-citizens for admission to the United States.

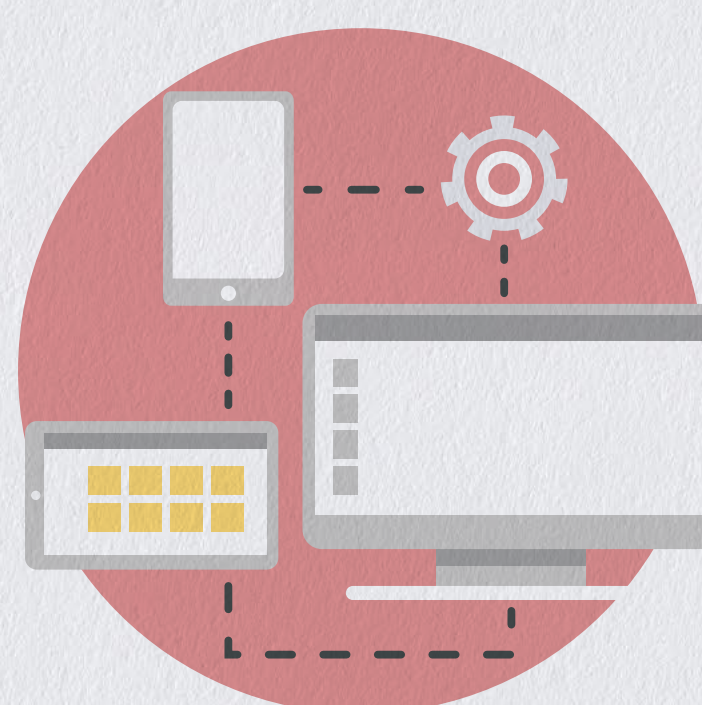


PUBLIC AFFAIRS ?

Administer, supervise, or perform work involved in establishing and maintaining mutual communication between the U.S. Department of State and the general public and various other pertinent publics including internal or external, foreign or domestic audiences.

CONTRACT PROCUREMENT ?

Manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts.



INFORMATION TECHNOLOGY MANAGEMENT ?

Manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. For these positions, the paramount requirement is knowledge of IT principles, concepts, and methods; e.g., data storage, software applications, and networking.

FOREIGN LANGUAGE & PROFESSIONAL TRAINING

Make a difference in our relationships with other countries through the training of foreign language-proficient U.S. diplomats. At the Foreign Service Institute you apply your expertise in second language acquisition, applied linguistics, foreign language and adult education to training for real-world high-stakes jobs. Opportunities exist for **Language Training Supervisors**, **Language Training Specialists** and **Language and Culture Instructors**.

