



Commonwealth of Dracul



Job Description

Director of Naturalization

Reports to: Department of State

Job Summary

This Director position is to oversee the Federal Naturalization Service and employees within the department.

Major Duties

Essential duties and functions may include the following:

- Review incoming applications for Citizenship and handle revocations
- Approve or deny, based on citizenship exam scores and criminal history
- Update information on file, such as addresses, phone numbers, emails, etc.

Experience and Skills Required

- Microsoft Word and Excel experience is required
- Customer service type experience with the public
- Conflict resolution when dealing with public and employees

Supervisory Controls

The Director assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures, and the nature and propriety of the final results.

Supervisory and Management Responsibility

Oversee employees in the Federal Naturalization Service

Minimum Qualifications

- Applicant must be at least 18 years of age
- No FELONIES or Sex Offender Registry
- Must be honest and willing to handle personal data
- Have availability to work on a weekly basis
- Must be willing to report in without lack of communication
- Must have access to Microsoft Word and Excel products
- Must have a personal computer with account that can be locked