



500 E. High Street Pottstown PA 19464

Job Title:	Passport Agent (Add-On)	Job Category:	Add-On to Hourly/Non-Exempt Position
Department/Group:	Passport Acceptance Agency	Hours per week:	During regular shifts
Location:	Passport Office	Travel Required:	None
Level/Salary Range:	Adds 25¢ to \$1.00 to hourly rate	Position Type:	Add-On duties to Full-time or Part-time position
HR Contact:	Executive Director	Date Posted:	Varies
Will Train Applicant(s):	Must successfully complete US Passport Agent Training and Certification	Posting Expires:	Does Not Expire
External Posting URL:	N/A		
Internal Posting URL:	N/A		
Applications Accepted By:			
You will be asked to complete the training and go through an observation period.		Once you are able to perform passport duties, the additional rate will be added to your wage.	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Legally qualify to become a certified passport acceptance agent • Are at least 18 years of age • Are U.S. citizens or U.S. nationals • Are permanent full-time or part-time employees (not temporary, contractual, ad hoc, or volunteer) • Are not on parole or probation related to any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust) • Are not presently under indictment for any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude • Are free of any federal, state, or local felony convictions or misdemeanor convictions related to breach of trust or moral turpitude • Successfully complete required training • Successfully complete observation period • Once certified, you will be required to complete passport appointments, answer phone calls and in person questions. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Must hold a Part-Time or Full-Time Position at Pottstown Regional Public Library</p> <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Attention to detail • Excellent Customer Service Skills • Communication Skills 			



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SUPERVISION:

- Reports to the Executive Director of Pottstown Regional Public Library
- Works under the immediate supervision of the Head Passport Agent of Pottstown Regional Public Library

ADDITIONAL NOTES

CLEARANCES REQUIRED: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

You are required to have a copy of clearances for your personnel file. You will not be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	7-21-22
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Disclaimer: The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.

SEE ALSO: Library Assistant Job Description.