



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>Belmopan, Belize</b>	2. Agency <b>Diplomatic Security</b>	3a. Position Number <b>310901100089</b>
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3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
(Position Number) \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position

c. Other (explain) New incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>Surveillance Detection Guard</b>			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) <b>N/A</b>	7. Name of Employee <b>Vacant</b>
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8. Office/Section <b>Regional Security Office</b>	a. First Subdivision <b>Surveillance Detection</b>
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.  <p style="text-align: center;"><b>Vacant</b></p> <p style="text-align: center;">_____ Printed Name of Employee</p> <p style="text-align: center;">_____ Signature of Employee</p> <p style="text-align: right;">_____ Date(mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.  <p style="text-align: center;">_____ Printed Name of Supervisor</p> <p style="text-align: center;">_____ Signature of Supervisor</p> <p style="text-align: right;">_____ Date(mm-dd-yyyy)</p>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <p style="text-align: center;">_____ Printed Name of Section Chief or Agency Head</p> <p style="text-align: center;">_____ Signature of Section Chief or Agency Head</p> <p style="text-align: right;">_____ Date(mm-dd-yyyy)</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <p style="text-align: center;">_____ Printed Name of Management or Human Resources Officer</p> <p style="text-align: center;">_____ Signature of Management or Human Resources Officer</p> <p style="text-align: right;">_____ Date(mm-dd-yyyy)</p>
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13. Basic Function Of Position

**Incumbent assists in providing security for USG facilities, employees, and family members by performing procedures to detect, recognize and report on any actions directed against U.S. Government facilities and/or personnel. Position provides support directly or by calling for assistance. In case of imminent attack, calls for immediate assistance and takes action to prevent injury and death to personnel, and destruction to property.**

14. Major Duties and Responsibilities (Continue on blank sheet) 100 % of Time

15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required. Some technical training is desired.

b. Prior Work Experience

Two years of security related experience is required. Previous military, police, or private experience in a position which involved observation/surveillance skills and techniques qualifies for security experience.

c. Post Entry Training

Upon entry into position, incumbent is provided 40-hours of intensive formal training, and up to three additional months of on-the-job training to develop an acceptable level of proficiency in the use of surveillance detection equipment & techniques.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level II (limited working knowledge) speaking/reading/writing English is required.

e. Job Knowledge

Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns, pedestrian behavior, and choke points of Embassy facilities access and travel routes.

f. Skills and Abilities

A valid Belize driver's license is required. Must be able to work independently and adapt to changing circumstances without requesting guidance. Must have strong organizational and observation skills. Must have basic computer skills for data entry purposes. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Surveillance Detection Coordinator. Incumbent is expected to perform assigned responsibilities independently.

b. Supervision Exercised

None.

c. Available Guidelines

Surveillance Detection procedures and guidelines, instructions provided by surveillance detection guard orders and guidance by RSO/ARSO or PSO.

d. Exercise of Judgment

Incumbent must exercise judgment in taking corrective action on possible threats.

e. Authority To Make Commitments

Within the confines of written surveillance detection team procedures, has considerable latitude to develop information on one or more possible threats.

f. Nature, Level, and Purpose of Contacts

Host country Law Enforcement Officials and members of the security section to exchange information and advise of problems and concerns.

g. Time Expected to Reach Full Performance Level

3 to 6 months.

#### **14. Major Duties and Responsibilities (Continue)**

- A. Conducts surveillance detection within an assigned area as directed by supervisory security personnel.
- B. Identifies suspicious activity or possible surveillance & develops information in order to make a preliminary analysis of its significance.
- C. Engages in close observation to identify & register surveillance operations on USG facilities, employees, family members & residences.
- B. Reports findings and makes oral or written reports of findings to the responsible supervisory security personnel.
- C. May be required to maintain surveillance records and/or perform data entry into software applications.
- D. Initiates emergency responses to possible hostile actions as necessary to safeguard life and property.
- E. Provides other surveillance services as assigned.

Incumbent will be required to work rotating shifts to provide surveillance detection coverage seven days per week, 24 hours per day. Regular workweek includes 40 hours total.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.