



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST

Bogota

2. AGENCY

Department of State

3a. POSITION NO.

311001 A31265

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. Reclassification of duties: This position replaces
(Position No.) (Title) (Series) (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Consular Investigator Assistant, 1430

FSN-7/
FP-7

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)

7. Name of Employee

8. Office/Section

Consular Section (CONS)

a. First Subdivision

Fraud Prevention Unit (FPU)

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Local Supervisor

Date (mm-dd-yyyy)

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.

Printed Name of American Supervisor

Signature of American Supervisor

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position

Incumbent will perform a full range of anti-fraud activities in support of the Consular operations, as well as support the Fraud Prevention Unit (FPU) in administrative duties. These case assessments will result in determinations that affect applicants' eligibility for visas. Work is often complex and sensitive, requiring initiative, responsibility, analysis and good organizational skills. The scope of work includes providing assistance in detailed case reviews involving fraudulent documents, alien smuggling, impostors, visa counterfeiters, and visa tampering schemes. The employee will prepare and deliver oral and written case assessments that are both analytical and persuasive. The incumbent will also complete assigned tasks as required by his/her supervisors. This position reports to the Senior Investigator Supervisor and the Fraud Prevention Manager.

14. Major Duties And Responsibilities

% OF TIME

1. Performs fraud prevention assessments of high complexity, with supervision from the Senior Investigator Supervisor, by means of personal interviews, correspondence, and telephone inquiries, as well as personal contacts in the field with local Colombian officials. Must employ tact and judgment to determine focus, depth and priorities of work, develop effective investigative strategies, and evaluate intelligence to identify possible involvement of organized rings related to migration schemes and criminal activity. Must supply detailed written reports of case assessments, in English, to FPU officers for review and final fraud determinations. **55%**
2. Performs daily administrative duties that include: preparing visa revocation letters, maintaining a database of visa revocations, monitoring the public fraud email account, serving as time keeper of the Unit, processing travel arrangements and travel vouchers as required, coordinating fraud interviews, following up procurement requests and payments of service providers' invoices, and processing representational vouchers through FMO as needed. **20%**
3. Communicates with mid and lower level Colombian civil and government contacts (such as banking, business police, airline and passport officials) whose cooperation and support are essential for conducting case assessments and taking action against perpetrators of fraud. Use intimate knowledge and broad understanding of the social and economic issues affecting migration as well as the legal and political factors governing international travel to detect fraud. **15%**
4. On a monthly basis reviews and analyzes the I-275 lookup reports (turn-around applicants), identifying fraud indicators, fraud schemes, associated cases, and suggesting additional actions as required. **5%**
5. Keeps appropriate case files with special focus on the activities of organized fraud rings. Supports training presentations on fraud prevention topics and conducts visa outreach as needed. Provides support in visa validation studies as required. Performs special duties assigned by Senior Investigator Supervisor and FPU Chief. **5%**

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of secondary school and at least two years of full-time post-secondary study at college or university is required.

b. Prior Work Experience:

Minimum three years of experience in investigative work including at least six months of administrative experience is required.

c. Post Entry Training:

PC102 Immigration Law Visa Operations Correspondence Course

PC542 Fraud Prevention FSN Workshop

On the job training: Consular systems; Fraud prevention work; investigation techniques and tools; E2 Travel Solutions, and Ariba applications

d. Language Proficiency:

Spanish Language Level 4 (fluent) is required. English Language Level 3 (good working knowledge) is required.

e. Knowledge:

- Must have good working knowledge of office practices and procedures
- Must have good knowledge of U.S visa laws, regulations, and consular operating procedures.
- Must have good knowledge of the country, local conditions and Colombian law.

f. Skills and Abilities:

- Must have the ability to work with minimal supervision
- Must apply keen intellectual skills to obtain and develop evidence for evaluating cases, exercise initiative, resourcefulness and judgment
- Ability to employ tact, discretion and sound judgment when dealing with contacts, suspects or the public is required.
- Must be able to handle sensitive information in a professional and discreet manner.
- Ability to draft written reports in English at the intermediate level is required.
- Must have good computer skills in Microsoft Office (Word, Excel, Power Point and Outlook) and Internet.
- Must have good typing skills.

16. Position Elements

a. Supervision Received

Position reports to the Fraud Senior Investigator Supervisor (Position No. A31263).

b. Available Guidelines

The Foreign Affairs Manual (Vols. 7 and 9), Immigration and Naturalization Act, Department of State Cables, MRV handouts, and training guides, Employee will have access to full range of consular affairs and other courses. On-line courses will be available, as well as the possibility of attending specialized course(s) at the Foreign Service Institute.

c. Exercise of Judgment

Employee must exercise excellent judgment in carrying out duties that frequently are sensitive in nature and may have a direct impact on USG interests and U.S. security.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

Daily contacts with all levels of officials from the Government of Colombia and other contacts of non-official entities. Employee will typically work with Fraud Prevention Unit contacts, to possibly include higher-level contacts, with the purpose of soliciting and recording information. Incumbent plays an important role in cultivating these contacts and providing good customer service.

f. Supervision Exercised

None

g. Time required to perform full range of duties after entry into the position

One year