

14. Major Duties And Responsibilities

% OF TIME

DETECTION

90%

Incumbent will observe and report any suspicious activity to the SD Supervisor and 24/7 Command Post.

REPORT WRITING

10%

Incumbent writes clear and concise reports that can be used to further enhance possible investigations into incidents against Chief of Mission (COM) personnel or property.

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 high school is required.

b. Prior Work Experience:

Minimum one year of military, police, or private experience in the field of security is required.

c. Post Entry Training:

RSO office (to include the senior RSO LES) will provide on-the-job training to employee in reference to contract.

Formal SD or related security training will be provided.

SMITH System driving training.

PA459 - Protecting Personally Identifiable Information.

EX251 - Annual Counterintelligence and Insider Threat Awareness.

d. Language Proficiency:

English language is not required. Spanish language level 3 (good working knowledge) is required.

e. Knowledge:

- Intermediate knowledge of surveillance techniques, familiarity with normal traffic patterns, pedestrian behavior, and travel patterns is required.
- Must have knowledge of terrorist tactics and procedures, especially past attacks in Colombia.
- Basic knowledge of preparation of schedules and reports is required.
- Basic knowledge of the principles in surveillance detection is required.

f. Skills and Abilities:

- Must possess a valid local driver's license category A2 and B1 and have good driving skills.
- Ability to work with others in a team environment is required.
- Must have advanced skills in the use of surveillance equipment such as video and digital cameras, binoculars, etc.
- Must have the ability to work independently and adapt to changing circumstances.
- Ability to demonstrate sound judgement when working independently or in a team environment is required.
- Basic knowledge/skills in the use of Microsoft office applications such as Word, Excel and PowerPoint are required.
- Must be able to work after hours and in rotating or night shifts.

16. Position Elements

a. Supervision Received:

The employee is supervised by the SD Supervisor (A56111). Assignments are made verbally and in writing. Priorities and deadlines are set by the ARSO and SD Coordinator (A56125) and completed work is reviewed by the SD Supervisor.

b. Available Guidelines:

Guidelines are set forth in the Regional Security Office Standard Operating Procedures, Surveillance Detection Field Guide, and 12 FAM.

c. Exercise of Judgment:

The incumbent is expected to work independently and display good judgement in time sensitive matters.

d. Authority to Make Commitments:

Individual will seek upward confirmation/concurrence for all decisions and commitments.

e. Nature, Level and Purpose of Contacts:

Contacts are primarily with members of the SD team management, RSO, and Local Guard Force.

f. Supervision Exercised:

None.

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

Two (2) months.

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