Addendum 1

Administration Duties: 20%
Receives visitors; answers telephone; types reports and information as required, letters, memos, forms and reports; translates documents; establishes, organize and maintain files, records and other related documents; prepare and distribute monthly, quarterly and annual reports.

Investigation assignments - 60%
Incumbent will perform a variety of tasks in support of investigations such as: conduct interviews of custodial and non-custodial situations, internet searches and database queries; work closely with U.S. Federal agencies as well with local government police and other government contacts to further investigations.

Incumbent will also receive, document, analyze and process law enforcement requests to determine the kind of information sought and the appropriate sources to obtain available information or data; prioritize duties according to the exigent of the investigation and/or training assigned by the supervisor.

Training 20%
Incumbent will be responsible for the translation of all the documents (presentation, guides, workbooks, reports, etc). prepare all the material needed for the course, deliver presentation and speeches to large groups and follow up accordingly with any compromises done during any session.

The employee is required to drive a Government own vehicle and will also require 80% of regional travel.

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.