

### Addendum 1

#### Supervisory - 15% of Time

- Acts as the Deputy to the ACS LE Staff Supervisor which includes limited responsibility in distributing work on a daily basis, ensuring assigned work is completed successfully, providing an element of on-the-job training and instructing the staff in the correct way to undertake certain tasks.
- Assists in training staff in all ACS procedures and services.

#### General ACS Services - 25% of Time

- Provides professional and informed assistance to U.S. citizens seeking passport and citizenship services and assists them in completing requisite applications and in furnishing required documentary evidence. Work independently in even the most complex cases and assures that these cases are properly and thoroughly documented prior to submission for Consular Officer adjudication.
- Enters data accurately and efficiently in the ACS system and prints locally issued passports, Consular Reports of Death Abroad and Mortuary Certificates.
- Determines applicability of notarial laws to individual cases and prepares notary documents.
- Advises others, both inside and outside the Mission, on the detailed procedures for various ACS services and benefits as well as the various policies and regulations pertinent to ACS case work.

#### Specialized Skills - 60% of Time

- Responsible for managing case files and keeping the ACS system current, which may include criminal and health records, court orders, custody decrees, adoption records, personal information U.S. citizens, warden lists and similar.
- Primary point of contact with host government and non-government agencies such as airlines, children's welfare organizations, medical facilities, courts, law enforcement, immigration officials, prison and corrections officials, attorneys and similar in order to provide needed consular assistance to U.S. citizens. Maintains comprehensive database of consular contacts for use in organizing attendance and events hosted by the Embassy.
- Expected to provide sound advice to supervisors and Consular Officers on national and local policy issues as well as Salvadoran laws and legal practices related to ACS functions such as knowledge of host country criminal proceedings and immigration regulations applicable to U.S. citizens.
- Utilizing sensitivity and discretion, interviews U.S. citizens requiring protective services or welfare assistance including extremely complex death and arrest cases.
- Investigates whereabouts cases, helping the Fraud Prevention Unit (FPU) and the Assistant Regional Security Officer-Investigator (ARSO-I) trace persons through hotel, hospital, airline and migration personnel.
- Interviews applicant for financial assistance and repatriation, including persons who may be mentally ill. Arranges logistics of return travel to the U.S. and prepares requests for fiscal data for processing by the Financial Management Office (FMO).
- Maintains contacts with U.S. citizen prisoners and their families, liaises with GOES officials and provides regular reporting to the Department on status of the arrestees.
- Participates in inventorying the effects of deceased U.S. citizens, making funeral arrangements and prepares documentation for shipment of effects and remains of both U.S. citizens and non-citizens.

SEE ATTACHED