

Processing diplomatic notes for submission to the Mexican Foreign Affairs Secretariat (SRE) regarding requests for arrest and extradition of U.S. fugitives; legal assurances required by the Extradition Treaty and Mexican law; supplemental or clarifying information needed by the Mexican courts or executive in a particular case during the course of the extradition process; and re-filing or withdrawal U.S. extradition requests. Monitors and assesses the progress of cases and case-related material throughout the life of the case (40% of time).

2. Analyzing incoming diplomatic notes and other correspondence from the Government of Mexico, as well as judicial decisions in extradition and mutual legal assistance matters cases, and, based on such analysis, making appropriate recommendations for action to the Attaché and Deputy Attachés. (20% of time).

3. Maintaining close, continual contact, with, among others, attorneys in the Mexican Attorney General's Office (PGR), Mexican SRE Legal Advisor's Office, U.S. State Department Legal Advisor's Office, and the U.S. Justice Department Office of International Affairs in order to accurately monitor and advise others on the status and developments in pending extradition and mutual legal assistance cases, as well as to ensure that deadlines are not missed. Provides coordination between GOM and USG entities to ensure requests are processed in the most efficient and appropriate manner possible. Represents DOJ in Embassy and bilateral engagement as needed. The incumbent sets meetings with GOM interlocutors, negotiates and follows up on agreements and drafts comprehensive meeting notes and follow-on cables/reports (20% of time).

4. Maintaining excellent cooperative relations with U.S. law enforcement agency representatives at post, PGR, SRE, Mexican Secretary of Governance (SEGOB), and Interpol-Mexico in coordination of the arrest and surrender of fugitives and coordination of mutual legal assistance requests. Provides coordination between GOM and USG entities to ensure law enforcement coordination is conducted in the most efficient and appropriate manner possible. Represents DOJ in Embassy and bilateral engagement as needed. The incumbent sets meetings with GOM interlocutors, negotiates and follows up on agreements and drafts comprehensive meeting notes and follow-on cables/reports (15% of time).

5. Prioritize work and deadlines on a daily basis and reviewing translation of diplomatic notes and other official correspondence for accuracy and faithfulness to the original English version. (5% of time).

6. Maintaining and constantly updating a database to track the status of all extradition and mutual legal assistance matters being handled in the office. (10% of time).

7. Incumbent supervises the day-to-day operations of the translator. Reviews and monitors work assignments of subordinate, and adjusts priorities and assignments as needed to meet shifting projected workload and established deadlines. Reviews all completed work assignments. Completes goal setting sessions, performance evaluations, award nominations, and conducts performance counselling (10% of time).

8. Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:
Law degree.

b. Prior Work Experience:
2 years of experience working as a lawyer, paralegal, or other position in the field of criminal law and/or extraditions.

c. Post Entry Training:
All training provided "on the job"

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

e. Job Knowledge:
The candidate should have advance knowledge of U.S. and Mexican legal system, public international law, and criminal law and procedure. Excellent computer skills, (word processing, excel, power point, Internet Explorer, research tools, social networking and organizational data bases).

- f. Skills, and Abilities:
Outstanding analytical and writing skills; highly organized with strict attention to detail; ability to deal with foreign authorities and numerous U.S. agencies with tact and diplomacy; ability to work independently, juggle multiple tasks at once, exercise good judgment, and complete projects on time under constant pressure of deadlines, all while maintaining a positive attitude; flexibility to work some overtime.

16. POSITION ELEMENTS:

- a. Supervision Received:
Reports to the Department of Justice Attaché, or in his/her absence, to one of the Deputy Attachés
- b. Supervision Exercised:
Supervision of translator
- c. Available Guidelines:
7 FAM 900 et seq.; 7 FAM 1600 et seq.: Title 9, U.S. Attorney's Manual (DOJ)
- d. Exercise of Judgment:
Based on own independent analysis of legal documents and diplomatic correspondence, the Paralegal Specialist is required to use good judgment to determine on a daily basis the appropriate course of action in individual cases and consult accordingly with the Attaché. Because of extremely high volume of work and constant deadlines, judgment must be made quickly and under pressure. Failure to exercise good judgment and consult with Attaché appropriately can result the denial of extradition requests and release of dangerous criminals.
- e. Authority to Make Commitments:
Only the Attaché has authority to commit DOJ funds; however, on own initiative, the Paralegal Specialist identifies office needs and submits work/procurement orders to the Attaché for signature.
- f. Nature, Level and Purpose of Contacts:
Regular/daily contact with attorneys of the Mexican Attorney General's Office (PGR), Foreign Secretary's office (SRE), Mexican Secretary of the Interior (SEGOB), State Department, and Department of Justice, including those at the supervisory level, to discuss developments in and legal aspects of extradition and mutual legal assistance cases. Also maintains regular contact with U.S. and Mexican law enforcement agents in coordination of the arrest and surrender of fugitives. The sensitive nature of extradition cases requires tact and diplomacy with contacts at all times, as well as expertise in U.S. and Mexican extradition law. Paralegal Specialist also participates in the planning and coordination of, and attends, high-level bilateral law enforcement meetings chaired by officials from the Mexican Department of Justice. The incumbent explains U.S. law to Government of Mexico public safety officials, negotiates timelines, and maintains contacts in order to gain support for U.S. extradition requests. He/she communicates directly with GOM contacts to determine areas of sensitivity or reluctance, and assists American program officers in formulating effective responses to such sticking points in order to obtain approvals and GOM buy-in on U.S. extradition requests. Gives advice to GOM officials about the appropriate mechanism for requesting legal assistance, including warrant requests and other legal mechanisms. The incumbent is THE primary interlocutor between his/her program area and the GOM, and the success of the incumbent in managing those relations will be a key determining factor in whether U.S. fugitives receive justice.
- g. Time Expected to Reach Full Performance Level:
Six (6) months.