INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Mexico City, Mexico	Department of Justice, CRM	312801 A82809

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. A82-809 , Administrative Assistant (Title) 0105 (Series) 08 (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 Florida Regional Center	**Administrative Office Management – 105**	FSN-8	TME	02/10/2016
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION Department of Justice – Criminal Division	a. First Subdivision
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee / Date(mm-dd-yy)	**10. This is a complete and accurate description of the duties and responsibilities of this position.** Typed Name and Signature of Local Supervisor / Date(mm-dd-yy)
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. Typed Name and Signature of American Supervisor / Date(mm-dd-yy)	**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.** Typed Name and Signature of Human Resources Officer / Date(mm-dd-yy) 2/12/16

13. BASIC FUNCTION OF POSITION

The incumbent reports directly to the Attaché and during his absence to the Deputy Attaché and supports the office in administration, management planning, and analysis of, financial, physical, information technology, and office facilities. Coordinates and support short and long-range administrative planning affecting the office and assists the Attaché in the development of procedures to increase efficiency and expedite handling of office workload. Apprises the Attaché of impending issues that require management-level decisions. Successfully completes special projects proposed by the Attaché, tracking their progress and stepping in when necessary to ensure that the goals are met, projects stay on track. Keeps in constant communication with DOJ Headquarters in Washington, DC.

14. MAJOR DUTIES AND RESPONSIBILITIES 100% OF TIME

1. Performs full range of office management duties for the Attaché and Deputy Attachés, with emphasis on scheduling, maintaining the Attaché's calendar and monitoring the Attaché's workload, arranging meetings with embassy personnel, U.S. Government visitors, and host country officials when requested, arranging pre-admittance authorizations, and receiving and escorting visitors. These activities are done by email and or phone, and are completed at the request of the Attaché but with limited supervision. All scheduling matters should be reviewed daily to ensure efficiency. 40%

2. Manages paper flow into and out of the Attaché's office. Coordinates with Embassy staff, LEGAL, DEA, USMS, FBI, and DCM's OMS to ensure timely and efficient flow of paper and action items for clearance. Edits and proofreads documents for accuracy, formatting, clearances, style and compliance with regulations. Pre-screens documents for errors before passing to the Attaché. Prepares necessary documents for the accession and de-accession of DOJ or State Department property. Done via email or in hard copy, depending on the assignment, and at the discretion of the Attaché. 30%

3. Manages time and attendance, collects and distribute mail, scans, faxes, phone calls, etc. Has supervision over Administrative Assistant/Financial Accountant, and DOJ drivers Responsible for cash advances, petty cash, FedEx and UPS packages, sets up and maintains systems to control purchasing of supplies, and ensures office operates smoothly and under strict deadlines. These activities are done via email and through the relevant USG portals (E2, COAST, etc...). They should be completed with little to no direction of the Attache. 25%

4. Serves as floor Warden and performs other duties as assigned and as mission requires. 5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

University degree in Business, Administration, Finance, Communications, Political Science or Commerce.

b. Prior Work Experience:

5 years experience working in a similar capacity and environment, particularly in the field of office administration. 6 months of supervisory experience.

c. Post Entry Training:

None

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

English level IV and Spanish level III.

e. Job Knowledges:

The candidate should have basic understanding of DOJ legal practice and office procedures. The incumbent must work/coordinate effectively as a liaison between the Attaché and other offices within the Embassy to coordinate a variety of administrative issues.

f. Skills, and Abilities:

The incumbent must have a Secret Clearance or ability to obtain and maintain a Secret Clearance.

Individual will demonstrate great interpersonal and organizational skills and is highly detail oriented. Ability to work independently, exercise good judgment, and complete projects on time under very tight and continual deadlines, all while maintaining positive attitude. The ideal candidate should be able to capably identify, consider, and recommend solutions to issues or administrative problems of a procedural or factual nature. Ability to maintain Attaché's calendar, schedule appointments, arrange all official travels, set up and maintain systems to control purchasing of supplies, and ensure office operates smoothly an under strict deadlines.

Manages time and attendance, collects and distribute mail, scan, fax, phone calls, maintain case files (electronic and paper). Responsible for cash advance, petty cash, FedEx and UPS packages. Prepares necessary documents for the accession and de-activation of DOJ or State Department property. Skills in working effectively with colleagues, Department of State employees, DOJ Washington senior staff, Mexican counterparts and federal agencies with which the Attaché's office conducts routine business and

interactions. Provide direct support to Attaché, Deputy Attaché, TDY attorneys and visitors. Serve as floor Warden. Computer skills, (word processing, excel, power point, Internet Explorer, research tools, social networking and data bases) is required. Basic accounting skills. Must have a secret clearance or ability to receive and maintain a secret clearance.

16. POSITION ELEMENTS:

a. Supervision Received:
Reports to and is rated by the Department of Justice Attaché. Reviewed by the Deputy Attaché and reports to Deputy Attaché in absence of Attaché.

b. Supervision Exercised:
Supervision over 1 Driver.

c. Available Guidelines:
Reference guide

d. Exercise of Judgment:
Incumbent uses his/her own initiative, creativity, and exercise good judgment in handling phases of the work assignment and use discretion when discussing cases with other agencies within the Embassy, with close interaction with DOJ Attaché on each step taken

e. Authority to Make Commitments:
Has authority to commit/cancel meetings for the DOJ Attaché or Deputy Attaché
Has authority to order/purchase supplies for the office with fund cites
Has authority to correct financial errors with FMO
Has authority to handle petty cash
Has authority to make travel arrangements
Has authority to handle chauffeurs schedules and provide task

f. Nature, Level and Purpose of Contacts:
The incumbent will be expected to make daily contact with attorneys within the Department of Justice and State Department Legal Advisor's office, and at times, high level officials at the Mexican Attorney General Office (PGR) and Foreign Secretariat's office (SRE) on behalf of DOJ Attaché.

g. Time Expected to Reach Full Performance Level:
Three (3) months.