

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Mexico City	2. AGENCY Drug Enforcement Administration	3a. POSITION NO. ADE-A23
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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. _____ (Title) _____ (Series) _____ (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 HRO/Mexico City	Investigative Assistant (Enforcement Groups) FSN-105-8	FSN-8		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION DEA/MEXICO CITY	a. First Subdivision Enforcement Group I and II
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)

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.	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 American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Provides administrative, analytical, and statistical assistance to Mexico City's Enforcement Groups (ENF-GRP I and II), and group supervisors.

Daily functions include actions pertaining to case file reporting (update CONCORDE), statistical logs (sensitive), compilation of open-source information (intelligence), judicial hearings, internal self-inspections reporting, translating oficios, OGV reporting, DEA protocol functions, official memorandums (correspondence), maintains group supervisors schedules/reschedules appointments, time and attendance, requests procurement of supplies, and fulfills requests for information on office functions.

In the absence of the supervisor assures that said requests are provided to him/her complete and in a timely manner upon his/her return.

14. MAJOR DUTIES AND RESPONSIBILITIES

50% OF TIME

This position provides clerical, administrative, and statistical support to the Mexico City Enforcement Groups (I and II), and Supervisor(s).

- Preparation and maintenance of investigative case files, to include data entry into DEAs CONCORDE (sensitive) database. Data entry for the following DEA/Department of Justice computer systems to enter, report and update on-going investigations, personnel time and attendance and other relevant information. Information management may include classified and/or sensitive investigative information.
 - CONCORDE/Impact
 - Narcotics and Dangerous Drugs information System (NADDIS)
 - DOJ COMMUNICATIONS
 - MCAD arrest and seizure database
 - DEA Consolidated Asset Tracking System
 - PC TARE (Time and Attendance)
- Preparation of monthly Official Government Vehicle (OGV) reports for both enforcement groups (I and II). Electronically updating OGV files and ensuring timely delivery of fuel and/or maintenance reporting.
- Statistical reporting pertaining to ongoing DEA operational investigations (daily). Provides investigative support for on-going case analysis and investigations
- Compilation of open-source information to assist in Intelligence gathering for use in Enforcement cases and documents to include searching for, assembling and summarizing information from files and documents as requested by the supervisor or in anticipation of his/her needs.

30% OF TIME

- Translating, editing and proofreading of various documents such as government oficios and DEA enforcement related correspondence.
- Prepares self-inspection checklists, binders, and statistics logs for each enforcement group within the North and Central Americas Region (Mexico City Country Office).
- Performs administrative functions: Requesting the procurement of supplies for enforcement groups (I and II), providing travel assistance for DEA personnel and/or VIP visitors, ENF-GRP correspondence, and main telecommunications point of contact for ENF-GRP I/II, as well as the DEA Mexico City Country Office.
- DEA protocol functions (Clandestine Laboratory meetings, workshops, and conferences) – (SOD coordination meetings)

20% OF TIME

- Support of SIU (sensitive investigative unit) operations, preparation of oficios, statistical databases and statements of work.
- eCC (electronic country clearance) - backup

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education: Bachelor's Degree in Arts
- Prior Work Experience: 3 to 5 years of administrative work to include experience in analytics and problem solving capacity. The job holder should also have experience in direct and guiding less knowledgeable staff on particular matters.
- Post Entry Training:

Cyber Awareness Challenge – Intelligence Community Course
Classified National Security Information & Marking Essentials for Derivative Classifiers
DEA Environmental Management System Awareness Training
PS800 Cyber security Awareness Department of State Course 2013, 2014

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

Level 4 English
Level 4 Spanish

Job Knowledge: Must have a good understanding of the host country's laws and procedures pertaining to narcotics investigations and operations. Must have an understanding of the use of analytical technique and have an intermediate knowledge of Microsoft Office (Word, Access, Excel, and PowerPoint).

- Skills and Abilities: Must possess writing and editing skills. Must possess strong interpersonal skills. Must be able to work independently with minimal supervision.
Must be able to possess a Secret-level security clearance and pass a background investigation administered by DEA.

16. POSITION ELEMENTS:

- Supervision Received:
Incumbent will report directly to the Group Supervisor.
- Supervision Exercised:
None.
- Available Guidelines:
Glossaries and subject matter reference materials. Department of Justice and Department of State protocol and correspondence instructions.
- Exercise of Judgment:
Independently exercise a high degree of judgment related to all aspects of projects with respect to supervisory responsibilities.

- Authority to Make Commitments:

None.

- Nature, Level and Purpose of Contacts:

Routine work related contact with agency middle management and senior specialist.

Standard contact with agency supervisors, enforcement personnel and other administrative personnel.

- Time Expected to Reach Full Performance Level:

One year.

- **Security Clearance: SECRET**

Available Guidelines:

The employee maintains a working knowledge of the following manuals and is a qualified user on a daily basis:

DEA Administrative Manual

DEA Agents Manual

DEA Firebird XP training Manual

DEA Forms Catalog

DEA Multi Source Query (MSQ) User Guide

DEA Personnel Manual

DEA Planning and Inspection Manual

Narcotics and Dangerous Drug Information System (NADDIS) User's Manual

Operating Instructions for Case Status System (CAST)

Time and Attendance handbook

SMARTS Manual.