

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Mexico City	2. AGENCY ATF	3a. POSITION NO. AAT-F17
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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. Redescription of duties: This position replaces
 Position No. _____, Investigator (Title) 705 (Series) 10 (Grade)

b. New Position

c. Other (explain) Update of duties

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HR/MEXICO CITY	ATF INVESTIGATOR FSN-705-10	FSN-10		
b. Other				
c. Proposed by Initiating Office Mission HRO	ATF Investigator / 705	LES-10		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy – Mexico City	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 Supervisor Date(mm-dd-yy)
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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 & Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I am 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 & Signature of Admin or Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 Serves as FSN Investigator at the ATF Mexico City Office to support ATF and Government of Mexico (GOM) personnel in firearms and explosives investigations. Maintains the highest level of contact with Mexican military assets as well as Federal, State and Municipal police and security contacts in the GOM. In a liaison role, assists the ATF Mexico Country Office with visiting U.S. Law Enforcement agencies and high-ranking GOM officials.

14. MAJOR DUTIES AND RESPONSIBILITIES **90% OF TIME**
 Supports ATF and GOM officials by gathering information/intelligence on firearms and explosives traffickers, drug trafficking and criminal organizations. Advises the Assistant Country Attaché on intelligence from counterparts and news mediums on firearms/explosives seizures throughout Mexico. The incumbent must develop personal contacts in the government, public and private sectors to obtain all information related to a suspect. The incumbent will assist ATF Special Agents and the Assistant Country Attaché, develop and maintain Sources of Information. Further, the incumbent will maintain contact, and arrange meetings, with high-level members of the GOM.

MAJOR DUTIES AND RESPONSIBILITIES**10% OF TIME**

Organizes and participates in training of Mexican law enforcement and military personnel on firearms and explosives identification. The incumbent will provide technical input and assistance on studies, surveys, briefings, executive papers and operating procedures. The incumbent will confer with personnel in other law enforcement agencies to establish cooperative relationships and facilitate the exchange of information. The incumbent will assist in providing background and evaluative material for use by the ATF MCO in negotiations with other agencies concerning joint allocation of resources, joint operational initiatives, etc.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**Education:**

Bachelor of Arts or science is required.

Prior Work Experience:

At least three (3) years of investigative experience in the field of enforcement and/or intelligence collection or five years of program analysis experience relating to analytical type work such as: intelligence gathering, marketing or computer analysis.

Post Entry Training:

Required to attend and pass ATF-related on-the-job training courses as they become available.

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

Level III in both English and Spanish (written and spoken).

Job Knowledges:

Thorough knowledge of criminal investigative techniques used to initiate and further criminal investigations. Thorough knowledge of the Host Country judicial system and Host Country firearms and explosives laws

Skills, and Abilities:

Must be able to obtain a secret clearance once the incumbent occupies the job. Must have current driver's license. Must have interpersonal skills in order to develop Sources of Information and effectively liaise with foreign law enforcement and military personnel. Must have knowledge in the use of technical equipment for use in surveillance and training environments. Must be able to meet the physical demands of field operations in firearms investigations. Must be able to work overtime hours to include nights and weekends.

16. POSITION ELEMENTS:**Supervision Received:**

Specific tasks are assigned by the Assistant Country Attaché. Rarely needs instructions or assistance in problem solving. Work is reviewed through regular interactions with supervisor and review of typed reports.

Supervision Exercised:

Trains and assists lower level investigators in performing major duties. If the need arises, directs program analysts in enforcement operations such as field surveillance.

Available Guidelines:

Follows accepted investigative and general police practices in accomplishing specific tasks.

Exercise of Judgment:

Employee is allowed considerable breadth in exercising own judgment to accomplish assigned tasks.

Authority to Make Commitments:

Has authority to perform tasks as assigned or through self-initiation with periodic consultation with the Assistant Country Attaché.

Nature, Level and Purpose of Contacts:

Is encouraged to make contacts and develop Sources of Information for criminal investigations.

Time Expected to Reach Full Performance Level:

Subject should be able to perform full range of duties in one year.