

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> MEXICO CITY CO	<b>2. AGENCY</b> DRUG ENFORCEMENT ADMINISTRATION	<b>3a. POSITION NO.</b> ADE-A11
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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. ADEA11 , ADMINISTRATIVE TECHNICIAN (Title) 105 (Series) FNS-9 (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 <b>HRO/MEXICO CITY</b>	<b>ADMINISTRATIVE TECHNICIAN, FSN-105</b>	<b>FNS-9 FP-05</b>		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> ADMINISTRATIVE TECHNICIAN	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> DEA, Mexico City Country Office	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
	_____ Typed Name and Signature of Supervisor      Date(mm-dd-yy)

<b>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.</b>	<b>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.</b>
	_____ Typed Name & Signature of Admin or Human Resources Officer      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Serves as Administrative Technician performing a variety of critical duties in support of the administrative program at the DEA Mexico City Country Office. Incumbent provides expert support in areas of property management, procurement, official vehicle management, personnel, financial data entry and general office services to: Mexico City Country Office, seven DEA Resident Offices in the country of Mexico located at the Consulates, and seven (7) DEA Country Offices located in seven Embassies in Central America, for a total of 15 offices. Incumbent must apply knowledge of federal and agency regulations.

**14. MAJOR DUTIES AND RESPONSIBILITIES** % OF TIME

(SEE ATTACHED)

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

**30 %**

Property Custodian - responsible for the accountability of Mexico City's Fixed Assets Inventory (FAS) totaling approximately \$3.6 million USCY. Expert in the DEA Fixed Asset System, trains administrative personnel in the field in this area. Receives, controls, reconciles and surpluses DEA property. Is familiar with federal regulations governing these activities.

**35 %**

Official Government Vehicle Management – responsible for the accountability of DEA Mexico-Central America's armoured vehicle fleet valued at approximately \$8.2 million dollars. Insures correct reporting on all official government vehicle matters as required by DEA Administrative Manual. Maintains OGV files and does all OGV data entry for the Mexico City Country Office. Incumbent is office's Vehicle Technician and is responsible for arranging the importation of and disposal of Official Government Vehicles. Incumbent is responsible for the timely and correct reporting of all Official Government Vehicles accidents and incidents for seventeen DEA offices.

**30 %**

Financial Data Entry – data entry clerk for the input into LAN-SPFMS) of an average (over the last five years) of \$1,250,000.00 per year for issuance of checks and electronic funds deposits.

**5 %**

Time and Attendance – responsible for the transmittal of DEA Time and Attendance through the DEA PC-TARE system. Audits and corrects time and attendance records as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school required but at least two years of post secondary study preferred in the fields of accounting, mathematics, or other related fields, or equivalent skill obtained through work experience.

b. Prior Work Experience:

At least three to five years of prior related administrative work experience. .

c. Post Entry Training:

Essential training includes software applications, financial training, payroll processing training, DEA Fixed Asset System training (provided by DEAHQS).

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

Spanish: Incumbent must be fluent in Spanish as the position deals extensively with local vendors and government officials, both in Mexico and Central America. This is the host country language.

English: Level IV (fluent). Must be able to communicate both in spoken and written English with DEA Worldwide.

e. Job Knowledge:

Incumbent must have complete knowledge of agency's law enforcement mission and also must have thorough knowledge of federal and agency regulations in order to accomplish the job. 2. Incumbent must deal with local vendors and be cognizant of local business practices 3) knowledge of accounting, a variety of software packages and systems, i.e. M204, SMARTS, CAST, PMSMVF, WRS, FFS, FAS, PMSAPQ, etc.

f. Skills, and Abilities:

Strong organizational and clerical skills required. Computer skills in Microsoft Office Suite programs. Preparation of spreadsheets.

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16. POSITION ELEMENTS:

a. Supervision Received:

Incumbent will report directly to the Administrative Officer.

b. Supervision Exercised:

None

c. Available Guidelines:

DEA Administrative Manual, DEA Property Manual, DEA Webster (Firebird) System, DEA Personnel Manual.

d. Exercise of Judgment:

Incumbent should exercise sound judgment to ensure that expenses are authorized, services were performed and charges were charged to the appropriate fund cites. Incumbent must be able to work on their own initiative with minimal supervision.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Incumbent will work closely with the Embassy Financial Management Office to ensure that proper payments are made for DEA expenditure. Incumbent will also work closely with various DEA HQS entities.

g. Time Expected to Reach Full Performance Level:

Incumbent should have knowledge of Embassy and DEA office procedures within six months of entry into the position.