

Position Description- Security Investigator

Basic Function Of Position

Performs investigations relating to personnel security background information. Additionally, as directed by the RSO, performs special investigations concerning a variety of criminal investigations, including visa fraud, thefts of property, as well as employee misconduct.

Major Duties and Responsibilities

% of Time

Performs the full range of personal background security investigations relating to the determination of suitability for employment of the local job applicants with the Embassy or associated agencies. Reviews all application forms for accuracy, completeness and legibility. Conducts in-depth personal security interview of each applicant according to DS standards. Processes letters of inquiry on selected candidates to the police and local village authorities, applicants' past employers and the academic institutions to check for any derogatory records on the prospective employee. Submits detailed reports of investigation on all applicants according to DS standards. Ensures all data/files collected in connection with the security certification process are kept in compliance with DS standards. Ensures timely security re-certification of all employees according to applicable DS standards every five year. Prepares temporary ID Cards for Contractors and their employees. Maintains statistical records of all investigations conducted.

60%

Investigates as directed by the RSO and/or the senior FSN Security Investigator the theft of the U.S. Government property, unlawful use of U.S. Government property, and accidents involving the official U.S. Government vehicles and privately owned vehicles of American employees.

15%

Assists in the investigation of the fraud against the U.S. Government including fraudulent actions committed for the purpose of obtaining the U.S. visas, violent acts or threats against all U.S. Government employees and property, and local employees misconduct or their involvement in criminal activities. Obtains fingerprints as required by the Consular.

15%

Conducts as required the background investigations on prospective scholars and travel grantees sponsored by the U.S. Educational Foundation, and the candidates submitted for admission to the military academies. Conducts as required the background investigations on local citizens who are prospective spouses of American Embassy personnel.

5%

Assists in making security arrangements during Mission activities and VIP visits. This includes liaising with the local police/traffic authorities in providing police support as well as making parking arrangements. Performs any other jobs as assigned.

5%