

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Panama City	2. AGENCY State	3a. POSITION NO. A32401
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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. N32421 , Fraud Investigator (Title) 1430 (Series) FSN8 (Grade)
- b. New Position
- c. Other (explain) Advertising Position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Fraud Investigator	FSN-8; FP-6	MM	
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Fraud Investigator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Consular Section
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)
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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 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)
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13. BASIC FUNCTION OF POSITION
 Investigates fraud cases under general supervision and review of the Fraud Prevention Manager. Develops working knowledge of both US and Panamanian laws and regulations pertaining to investigation of visa applications and U.S. citizenship claims. Evaluates and reports on fraud trends.

14. MAJOR DUTIES AND RESPONSIBILITIES **100% OF TIME**
 See attached page.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: At least two years of university studies in any field.
- b. Prior Work Experience: Two or more years of experience of responsible investigative work in Panama and/or working with host country government in a related field.
- c. Post Entry Training: All online fraud-related training courses offered online by the Department of State, to be taken within one year of entry on the job, as well as the anti-fraud training course offered at the Foreign Service Institute, to be taken when approved by Consular management.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Thorough knowledge of regional and local political environment and culture is required. Knowledge of applicable laws, regulations and procedures (both U.S. and Panamanian) is required. Knowledge of patterns of fraud indigenous to the area is required. Knowledge of local sources of information is required to verify credibility of visa application documentation. Knowledge of Microsoft Office Suite, including Excel, Outlook and Word is required.
- f. Skills and Abilities: Incumbent must be able to interact with a wide variety of people using tact and sound judgment. Must be able to work under pressure. Must be able to evaluate evidence and correctly apply complex regulations. Must be able to draft reports and correspondence in good English and Spanish. Must work independently. Must be able to develop and maintain an extensive range of outside contacts.

16. POSITION ELEMENTS

- a. Supervision Received: Supervised by the American Fraud Prevention Manager.
- b. Supervision Exercised: None.
- c. Available Guidelines: 7 FAM, 9 FAM, CA/FPP instructional material, including the Fraud Prevention Handbook.
- d. Exercise of Judgment: Incumbent must work with minimal day-to-day supervision, and is expected to use experience and judgment to make recommendations and give advice to American FPM regarding fraud trends and in specific cases of potential fraud. Incumbent must exercise sound judgment and initiative, particularly in dealing with sensitive cases and in contacts with executive level officials of the host government and private business.
- e. Authority to Make Commitments. None.
- f. Nature, Level, and Purpose of Contacts: Incumbent must develop and maintain contacts with officials from the Panamanian foreign affairs ministry, passport authority, immigration ministry, court authorities, local law enforcement, civil registry and other host government entities. These contacts are essential to conduct investigations in an environment in which personal relationships are critical.
- g. Time Expected to Reach Full Performance Level: One year.

MAJOR DUTIES AND RESPONSIBILITIES

100% of Time

1. Prescreen DS-160 applications for fraud; examine applications for fraud while assisting with NIV intake, data entry, quality assurance and sticking. (40% of time)
2. Investigate fraud trends in NIV, IV, and ACS. In addition, conduct special investigations by request from Consul General, Consular Section Unit Chiefs, and Fraud Prevention Manager. Verify documents, stamps, seals, employment and conduct secondary interviews with applicants. (20% of time)
3. Compile and maintain statistical information, including scanning and maintaining an accurate database of CBP turnarounds and INK files, for Post fraud patterns; organize and execute a minimum of four validation studies annually in consultation with the Fraud Prevention Manager; contribute to biannual fraud report. (20% of time)
4. Maintain contacts with all levels of Panamanian government officials as an outside source of information needed to verify credibility of visa application documentation (Seguro Social, Fiscalía, Immigration, Registro Civil, Oficina de Pasaporte, local law enforcement) and to increase Post knowledge and information on alien smuggling trends and other illegal activity directly related to Consular Section. Maintain up to date database of all Panamanian authorities that the Fraud Unit interacts with. Conduct field investigations. (10% of time)
5. Schedule and provide basic fraud training for four (4) adjudicating officers, Consular Associate and all consular section LES personnel in a minimum of 3 annual sessions. Investigate possible procedural weaknesses in NIV, IV and ACS which could allow malfeasance and make recommendations to Consul General, Visa Unit Chief, and Fraud Prevention Manager for their correction. (10% of time)