



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Panama	2. Agency DHS/ICE	3a. Position Number ICE-04
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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 number) _____, (Title) _____, (Series) _____, (Grade) _____
 b. New position
 c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Investigator-1950	FSN -10	MAM	08/09/2011
b. Other				
c. Proposed by Initiating Office	Investigator – 1950	FSN-9-10		

6. Post Title Position (If different from official title) ICE Investigator	7. Name of Employee
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8. Office/Section U.S. Embassy, Panama	a. First Subdivision Department of Homeland Security
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b. Second Subdivision Immigration and Customs Enforcement	c. Third Subdivision Homeland Security Investigations
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed name of Employee _____ Signature of Employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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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. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

As an ICE investigator, the incumbent is responsible for the planning and conducting of investigations as assigned by the ICE Country Attaché. These investigations generally involve highly sensitive alleged or suspected violations of U.S. laws and regulations. The incumbent assists the ICE Country Attaché in maintaining liaison with representatives from host government law enforcement and judiciary within the Area of Responsibility which includes Panama, Costa Rica, and Nicaragua.

14. Major Duties and Responsibilities _____ % of time

See Attached

15. Qualifications Required for Effective Performance

a. Education:

A bachelor's degree in Law, Criminal Justice or Law Enforcement is required

b. Prior Work Experience:

Five years experience working as an investigator or in law enforcement with one of those years working in the Panamanian judicial system.

c. Post Entry Training:

Training in law enforcement, investigations, and/or law training. Necessary training will be provided on a continuing basis based on identified needs, funding, and availability

d. Language Proficiency:

Level III (Good Working Knowledge) Speaking/Reading/Writing the Spanish language is required. Level III (Good Working Knowledge) Speaking/Reading/Writing the English language is required.

e. Job Knowledge

Must have basic knowledge of the ICE/HSI investigative program, the majority of which falls under United States Code, Sections 8, 18, 19, and 21.

In addition, the incumbent must have a basic knowledge of regulations found in Sections 8, 18, & 19 of the Federal Code of Regulations. The incumbent must have an in depth knowledge of Panama's criminal and civil law and procedures and a basic knowledge of the U.S. criminal justice system.

The incumbent must have the ability to conduct interviews, have a working knowledge of investigative techniques, and must be able to translate legal documents.

f. Skills and Abilities

The incumbent must have the ability to interact with local law enforcement officials. The incumbent must possess excellent leadership skills and must demonstrate the ability to prioritize assignments. The incumbent must possess the ability to develop and successfully maintain sources of information. The incumbent must have the ability to prepare written reports and must possess effective oral communication abilities. The incumbent must possess the ability to gain and maintain the trust and confidence of others. The incumbent must be available for travel away from home for several nights and must possess a valid Panamanian driver's license.

16. Position Element

a. Supervision Received

This position is supervised by the ICE Country Attaché

b. Supervision Exercised

None.

c. Available Guidelines

Immigration and Nationality Act, ICE Office of Investigations and U.S. Customs Service Special Agent Handbooks, ICE internal policy and procedure memoranda, Code of Federal Regulations, host country criminal and civil codes.

d. Exercise of Judgment

The incumbent decides when to open and close formal investigations, determine investigative methods to employ in the course of an investigation, and determine and coordinate appropriate level of host government notification and/or participation.

e. Authority to Make Commitments

The incumbent determines the best use of U.S. Government resources to include office personnel and funds and will commit U.S. officers to participate in liaison meetings and enforcement actions. The incumbent commits funds for payments for information/evidence, services necessary during and investigation, and vehicle repairs/maintenance.

f. Nature, Level and Purpose of Contacts

The incumbent serves as a primary point of contact for high level host government officials and will be required to develop and maintain contacts and sources of information within host governments, non-government organizations, airport and airline communities, other agencies within the U.S. Mission in Panama and other U.S. Missions. Spontaneous contact with foreign and domestic contacts at all levels in the course of investigations will be required.

g. Time Expected to Reach Full Performance Level

One year.

14. Major Duties and Responsibilities

A. Investigations -

65%

ICE is the largest investigative component of the Department of Homeland Security and is charged with enforcing U.S. Immigration and Customs laws and regulations. The incumbent is responsible for conducting transnational criminal and administrative investigations which are often highly sensitive and may have significant social and/or political implications. ICE conducts investigations into transnational criminal organizations engaged in a wide variety of criminal activity including contraband smuggling, human trafficking/smuggling, arms trafficking, bulk cash smuggling/money laundering, forced child labor/child exploitation, violent gangs, IPR violations, and illegal exports. The incumbent responds to requests for investigative assistance from domestic ICE offices as well as initiates original investigations based on alleged violations of law. The incumbent must be available to travel for several nights and must be able to work independently with little supervision.

B. Enforcement –

20%

The incumbent acts as a liaison with host government officials on behalf of U.S. agencies during enforcement operations that have a nexus to U.S. Mission. The incumbent plans and executes joint enforcement operations with host government agencies.

C. Training –

15%

The incumbent develops and administers training to host government counterparts and non-government entities on all aspects of the ICE mission overseas.