

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 State/DS	3a. POSITION NO. A56125
--------------------------	------------------------------	-----------------------------------

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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) To Update Duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Security Investigator, 705 (Training Level)	FSN-9; FP-6	TV	5/17/12
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Security Investigator	7. NAME OF EMPLOYEE
---	----------------------------

8. MISSION/SECTION Regional Security Office	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.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<hr/> <p style="text-align: center;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<hr/> <p style="text-align: center;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.	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.
<hr/> <p style="text-align: center;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<hr/> <p style="text-align: center;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

As a Locally Employed Staff (LES) – Investigator, the incumbent is under the direct supervision of the ARSO. Responsible for the planning and conducting of investigations for the Regional Security Office, including criminal investigations, record checks, and employment suitability investigations. Perform security related activity in direct support of protection, training and liaison activities related to all RSO functions. Develop and continue relationships within official Panamanian institutions and private sector entities. Ensure that duties and responsibilities are executed in a timely fashion.

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

(See attached)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Four years of university or college is required.
- b. Prior Work Experience: Five (5) years of law enforcement or investigative experience in as a police officer, investigator, or other direct experience is required.
- c. Post Entry Training: First responder training, weapons qualification training, defense driver training, as well as training in law enforcement, investigations and other related training. Continuing education will be provided on a continuing basis based on identified needs and availability.
- d. Language Proficiency: Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Must have basic knowledge of the Diplomatic Security Service (DSS) investigative program, the majority of which falls under United States Code, Title 18 and the Foreign Affairs Manual (FAM) as well as Diplomatic Security Instruction and Regulations. The incumbent must have an in-depth knowledge of Panama's criminal and civil law procedures and 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. Must know how to use Microsoft Office (Word, Excel). Must know how to handle firearms.
- f. Skills, and Abilities: Must have the ability to effectively interact with local law enforcement officials as well as others. 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 communications abilities. Must be able to deal effectively with people when obtaining sensitive personal information. Must have the ability to safely effectively handle firearms. Must have a Panamanian's driver's license. Must have excellent negotiating skills. Incumbent must be available for travel away from home for several nights. The incumbent must be able to successfully apply executive protective knowledge and skills as assigned.

16. POSITION ELEMENTS

- a. Supervision Received: Position reports directly to the Assistant Regional Security Officer (ARSO). Minimal supervision when conducting interviews or investigations or negotiating USG position.
- b. Supervision Exercised: Provides work guidance to two Foreign Service National Security Investigators and working level support to the Surveillance Detection Team. Security contract guards in the absence of RSO and ARSO.
- c. Available Guidelines: U.S. laws and regulations. Panamanian laws and pertinent Foreign Affairs Manual and Foreign Affairs Handbook.
- d. Exercise of Judgment: The incumbent decides when to open and close formal investigation, determine investigative methods to employ in the course of an investigation, and determine and coordinate appropriate level of host government notification and/or participation. Must be able to decide and execute when, where, how to gather necessary information for completion of assigned tasks.
- 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 information/evidence, services necessary during an investigation and vehicle expenses.
- f. Nature, Level, and Purpose of Contacts: The incumbent serves as 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, hotels, 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.

Continuation.....

14. Major Duties and Responsibilities:

% OF TIME

A. Investigations

65%

The Diplomatic Security Service is the law enforcement and investigative arm of the U.S. Department. As such, its investigative responsibilities run the gamut and often include issues that are highly sensitive and may have significant social and/or political implications. These investigations can include passport and visa fraud, counterterrorism, counterintelligence, smuggling, fugitives, employee malfeasance, violent crimes, background investigations and others. Incumbent responds to case tasking or initiates cases with supervisor concurrence. Incumbent manages the RSO fugitive investigative program. The incumbent responds to requests for investigative assistance from other U.S. Embassies, other offices with the U.S. Embassy Panama, as well as with U.S. law enforcement and criminal justice organizations. Incumbent must also provide expert testimony in U.S. or Panamanian courts as necessary.

B. Training

15%

Manage individual Anti-Terrorism Assistance (ATA) and International Law Enforcement Academy training courses. The incumbent must identify participating organizations that will be most beneficial to U.S. Government policy objectives, draft invitations, coordinates the planning and execution of courses with attention to cost savings to the U.S. Government. Responsibilities include conducting market research and obtaining the best price quotes from vendors and contractors no to exceed \$250,000. Market research and best price quotes from vendors and contractors include venues, catering, translation services, and any other service in support of ATA.

C. Liaison**15%**

Maintain high level official contacts for liaison in investigative, training, enforcement as well as policy issues. Develop and maintain sources of information that provide the regional Security Office with knowledge that enhances its ability to protect U.S. Embassy personnel as well as American citizens and interests in Panama.

D. Protection and Other Related Duties as Assigned**5%**

Participates in security advances and details for USG VIPs and performs security escort or protective duties as prescribed by the RSO. Performs other related duties as assigned.