

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 Department of Justice	3a. POSITION NO.
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (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 HR	Legal Advisor, 1905	10	TLO	12/6/13
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Legal Specialist	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION DOJ-OPDAT	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. Vacant _____ 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

As supervised by the Anti-Money Laundering/Counter Financing of Terrorism (AML-CFT) RLA to Panama, the individual assists in all substantive and administrative aspects of implementing the DOJ-OPDAT program in US Embassy Panama. The employee works closely with the RLA, providing support to a new Embassy program that implements technical bilateral and regional assistance focusing on (1) building capacity to investigate and prosecute complex financial crimes, including money laundering and terrorist financing, and (2) strengthening Panama's AML-CFT regime through support for appropriate legislative and institutional reforms. The employee is expected to establish and maintain professional relationships from the governments, justice institutions, financial sectors, non-governmental organizations (NGO's), and related entities in Panama and the region (Colombia, Argentina, Paraguay, and other countries to be determined), with a current understanding and knowledge of legal, policy, and political issues relevant to DOJ-OPDAT programs.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****(1) Professional Liaison – 25%**

Using individual initiative with minimal supervision by the RLA, the individual establishes and maintains key professional relationships relevant to program implementation, primarily in Panama, but also in the region (Colombia, Argentina, Paraguay, and other countries). The individual serves as a liaison with government officials, including senior executive branch officials, prosecutors, judges, law enforcement, legislators, and other national and local officials engaged in anti-money laundering and counter-terrorist financing efforts. The individual also establishes and maintains professional relationships with all other entities relevant to the DOJ-OPDAT AML-CFT program, including but not limited to academics, administrators, regulators, NGO's, commercial entities, trade organizations, and banking and financial institutions.

(2) Program Implementation – 50%

The individual assists with the entire range of substantive aspects of DOJ-OPDAT related activities and programs. The individual advises and supports the RLA in all legal, policy, and political issues relevant to the program. The individual monitors, researches, and reports on all relevant trends, current events, developments, and initiatives that impact the implementation of the DOJ-OPDAT AML-CFT program. The individual supports and assists the RLA in planning and executing technical assistance programs focused on building capacity in handling complex financial crimes, including money laundering and terrorism financing. The individual supports and assists the RLA in targeting assistance to strengthen Panama's AML-CFT regime, including any legislative or institutional reforms. The individual supports and assists the RLA in implementing the DOJ-OPDAT program within the Panamanian criminal justice transition to the accusatory system.

(3) Administrative Duties – 25%

The individual assists with the entire range of administrative aspects of DOJ-OPDAT related activities and programs. This includes logistical organization and support for all programs, such as procurements, correspondence, records maintenance, travel arrangements, and any pre-programming approval processes and post-programming reporting. With RLA supervision, the individual serves as the focal point for all Embassy-related administrative activities, including records, accounting, security, correspondence, financial and budgetary filings, and all other procedural and miscellaneous functions. The individual also performs any interpretation and translation functions (Spanish-English/English-Spanish) as necessary to support the RLA.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

Bachelor Degree in Law is required.

b. Prior Work Experience:

3 or more years of experience as a prosecutor, attorney, magistrate, Judge, Judicial Officer or other justice sector profession, and has substantial experience in preparing, reviewing, and interpreting legal documents and legislation. Experience with organizing professional programs is preferred

c. Post Entry Training:

On the job Training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Must speak, write and read English at level III, and Spanish at Level IV, including legal and financial terminology in both Spanish and English

e. Job Knowledge:

Working knowledge of USG and State Department administrative frameworks. **Expert knowledge** of Panamanian government structure, including executive, judicial, and legislative authorities and **working knowledge** of regional government structures, including executive, judicial, and legislative authorities. Expert knowledge of different criminal justice systems and laws.

f. Skills, and Abilities:

Standard knowledge of Microsoft Office, including MS Word, Excel, and Power Point. Basic accounting and/or bookkeeping skills.

16. POSITION ELEMENTS

a. Supervision Received:

Immediate supervisor is the Regional Legal Advisor (RLA) in Panama City, Panama.

b. Supervision Exercised:

N/A

c. Available Guidelines:

Applicable US Department of Justice, US State Department, and Post rules and regulations.

d. Exercise of Judgment:

Must be able to render sound and reasoned judgment when dealing with officials and the public, complying with ethical standards, allocating funds, and evaluating the quality of services provided for DOJ-OPDAT activities and programs. The individual must be self-motivated, resourceful, and creative, and possess critical thinking skills and independent analysis and judgment in order to process and present substantive information to the RLA and others.

e. Authority to Make Commitments:

Makes logistical arrangements for all DOJ-OPDAT activities and programs, including but not limited to obtaining venues, equipment, lodging, travel, and transportation arrangements.

f. Nature, Level and Purpose of Contacts:

Standard internal contacts with US Embassy Panama mid-level individuals, both US and LES, regarding substantive and administrative topics. The individual may have complex communications with US Embassy Panama high-level individuals, depending on the nature of the topic (e.g., the individual may assist the RLA in briefing the Ambassador on pending Panamanian legislation or initiatives). The individual has standard communications with DOJ-OPDAT headquarters, including the program analyst, regional director, and possibly others, regarding substantive and administrative topics.

Complex external contacts with both mid- and high-level Panamanian officials in relevant branches of government, as well as various international organizations, NGO's, private sector, academic, and other institutions as necessary to fulfill the needs of the DOJ-OPDAT program. The individual is responsible for obtaining criminal justice sector-related statistics from various Panamanian government sources related to the impact of DOJ-OPDAT's work in Panama.

g. Time Expected to Reach Full Performance Level:

1 year

14. Major Duties and Responsibilities (Cont.)

% of time

% of time

% of time