

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post MEXICO CITY CO	2. Agency DRUG ENFORCEMENT ADMINISTRATION	3a. Position Number 312801 A96733
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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
 X a. Description of duties: This position replaces
 (Position Number) A96733 (Title) ADMIN SUPORT ASSISTANT (Series) 120 (Grade) 8
 b. New Position
 c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Administrative Management Assistant, 105	FSN-7		8/16/2016
b. Other				
c. Proposed by Initiating Office	ADMINISTRATIVE SUPPORT SPECIALIST	FSN-09		

6. Post Title of Position (<i>if different from official title</i>) ADMINISTRATIVE SUPPORT SPECIALIST	7. Name of Employee VACANT
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8. Office/Section NORTH AND CENTRAL AMERICAS REGION	a. First Subdivision DRUG ENFORCEMENT ADMINISTRATION
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b. Second Subdivision	c. Third Subdivision N/A
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9. This is a complete and accurate description of the duties and Responsibilities of my position. <hr/> Printed Name of Employee <hr/> Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position.
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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.	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.
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13. Basic Function of Position:
 Serves as Administrative Specialist to three DEA Assistant Regional Directors, (ARD). Prepares a variety of official correspondence in both the English and Spanish languages including letters, teletypes and memorandums. Performs critical budgetary control functions, including reconciliation of office financial operations and accounting records. Prepares budget submission documentation, reviews incoming documents to include travel vouchers, SF-1164s, DEA-103s. Ensuring all budgetary transactions are in compliance with authorized policies and procedures and the availability of funds for ongoing operations. Monitors and coordinates the Assistant Regional Director's calendar with mid to high level government host country and US officials.

He/She will be assigned as the Administrative Support Specialist to 3 Assistant Regional Directors. Incumbent will prepare travel request and vouchers, supplies request, and all administrative duties for the ARDs. One of 3 ARDs will supervise incumbent. Interacts and provides specialized guidance in administrative matters to 3 ARDs, 8 Country Attaches and 12 Resident agents in Charge located within the North & Central Americas Region (NCAR) area of responsibility. At times, is the DEA representative in the office and as such must independently pass urgent information/intelligence to agents. Uses Spanish language capability, on daily basis, in the performance of these tasks. Serves as interpreter to DEA office when necessary. Tasked with frequent document translations both from English to Spanish and Spanish to English.

14. Major Duties and Responsibilities

Performs critical budgetary control functions, including reconciliation of office financial operations and accounting records. Prepares budget submission documentation, reviews incoming documents to include travel vouchers, SF-1164s, DEA-103s and ensures all budgetary transactions are in compliance with authorized policies and procedures. Ensures the availability of funds for ongoing operations. Prepares and executes financial planning, and identifies discrepancies involving "over and under" utilization of appropriated funds, data entry and reporting requirement for the daily, monthly and quarterly submissions of undelivered orders. Independently performs tasks involving financial execution to include budget formulation, budget analysis, initiation of budget transactions and budget closures. Initiates and monitors costs and prepares documentation projecting use of resources. Maintains files and is required to track action items. Incumbent is responsible for the overview, scheduling and dispatching of the 3 FSN office chauffeurs in support of office operations. Serves as backup to the Regional Director's Executive Assistant and other administrative personnel within the office. **50% of the time.**

Prepares a variety of official correspondence in both the English and Spanish languages to include letters, memorandums, cables and report in an accurate and timely manner. Provides specialized guidance of DEA procedures and policies and oversight to 3 ARDs, 8 Country Attaches and 12 Resident Agents in Charge located within NCAR area of responsibility. Incumbent maintains daily contact with high ranking personnel from DEA headquarters, other DEA offices, as well as US and host country agencies in support of DEA's mission in Mexico. Maintains files and tracks action items to ensure tasking are completed within the timeline established by the ARDs. **20% of the time.**

Provides advice and assistance to office staff. Keeps call up system for office reports and administrative action requests. Types administrative correspondence from handwritten drafts or oral instructions. Performs secretarial services for office staff, i.e. answering phones, files management of DEARIS Filing System, correspondence control, etc. Types a variety of materials such as letters, memoranda and other reports in final form, assuring correct punctuation, capitalization, spelling, grammar and format. Types unclassified notifications cables, including TDY departure and return cables, educational travel orders, emergency visitation travel, medevac, permanent change of station, separate maintenance allowance request etc., and all funding requests cables.

Incumbent maintains all office supplies, equipment, forms and publications essential to the production of the office. Receives callers or visitors, determines purpose of call or visit and directs individual to the supervisor or appropriate staff members. Personally handles many matters and provides information to caller or visitor as required. Makes travel arrangement for incoming visitors, e.g. hotel reservations, authorization cables, coordinates country clearance with RSO, coordinates visitor's pick up at the airport and makes sure they are safely escorted by DEA drivers. Also, makes reservations and travel arrangements for all DEA Personnel. **15 % of the time.**

Back-up Timekeeper for the DEA/Mexico City Office. Responsible for payroll of DEA personnel. Ensures timely submission of time and attendance reports through the DEA WEB TA System. Also, electronically updates/inputs work hours entry. Incumbent serves as B/U T&A Keeper for other offices within DEA NCAR Region. **15% of the time.**

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

Completion of Local Secondary School

b. Prior Work Experience:

At least 3 years of administrative, program management, law enforcement or Federal/state government experience required. Knowledge of DEA databases and information technology required.

c. Post Entry Training:

Training includes software application relative to the DEA Firebird system, DEA WEB T&A; UFMS- (DEA's financial System) and DOS unclas/classified computer systems. Word processing training, i.e. Office: Word, Excel and some Power Point. Lotus Notes, Internet.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Fluent English – Level III (good working knowledge) English and Spanish required.

e. Job Knowledge:

Incumbent must have extensive knowledge of agency's law enforcement mission. Must have extensive knowledge of DEA administrative procedures and familiarization of both DOJ and Department of State procedures. Must be knowledgeable of DEA programs and initiatives in order to convey sensitive information through official correspondence.

f. Skills, and Abilities:

Incumbent must be able to organize tasks and provide interpretation of how to tackle tasks utilizing own initiative. Work may vary as priorities change and incumbent should easily adjust/adapt to these changes. The incumbent is expected to prepare and/or review official documents on a variety of subjects based on limited guidance from the Assistant Regional Director. Must be able to follow instructions carefully and use judgment in accomplishing normal duties, Incumbent must be able to work under stressful conditions and be resourceful and flexible in order to respond to emergency tasking. Incumbent must be able to solve scheduling conflicts and problems arising concerning travel arrangements and hotel reservations of the Assistant Regional Director. **Requirements:** Level of security for this position is "SECRET LEVEL" and must Type 40 wpm and be tested.

16. POSITION ELEMENTS:

a. Supervision Received: Incumbent will report directly to Assistant Regional Directors.

b. Supervision Exercised: NONE.

c. Available Guidelines: DEA Manuals & directives available on-line through the DEA Firebird System. DOS regulations and directives pertaining to daily workload,

d. Exercise of Judgment: Incumbent must be able to work on their own initiative.

e. Authority to Make Commitments: None

f. Nature, Level and Purpose of Contacts: Incumbent will communicate via email or phone daily with outside Mexican entities and there office Managers for purpose of scheduling or rescheduling appointments between the ARDs and Mexican counterparts. Incumbent will work closely with the Embassy Executive (Ambassador) Office; Incumbent will also work closely with DEA Headquarters Executive Office staff members. high level Mexican government officials

g. Time Expected to Reach Full Performance Level: Incumbent should have a good working knowledge of DEA and Embassy office procedures within six months of entry into the position.