

Investigative Assistant Position

Basic Function of Position

The Investigative Assistant (IA) assists in an array of sensitive and complex criminal investigations related to document fraud, human smuggling, trafficking in persons, and other criminal issues as directed by the Assistant Regional Security Officer- Investigator (ARSO-I). The job holder provides investigative, analytical, and administrative support in the operation of the Diplomatic Security (DS) Overseas Criminal Investigations (OCI) program at post. The job holder updates the ongoing investigations database in Department of State (DOS) computer systems, and controls access of sensitive information. The IA must be able to obtain a Top Secret (TS) security clearance.

Major Duties and Responsibilities _____ % of Time

Investigative Duties 40%

Prepares investigative files, to include proper handling, filing, retention, and retiring of investigative reports (such as classified information with bilateral diversion and financial investigations); information may include personnel information, database queries, and equipment inventories.

Conducts database and Internet research in support of international document fraud and employee malfeasance investigations.

Conducts searches for information used in case analysis and develops investigative leads, including background checks on names, phone numbers, and telephone activity from sources such as cables, investigative reports, and news media.

Completes investigative activities. To include conducting link analysis on petition-based fraud investigations, contacting U.S. companies for information verification, and correlating evidence for further review.

Creates i2 charts that provide visual connections between vendors and other individuals for large, fraud-based investigative cases. Such charts may be used in court proceedings.

Drafts and submits Investigative Incident Reports (IIR).

Records Management 40%

The incumbent is responsible for data entry and management of DOS computer systems, including entering, reporting, and updating relevant information for investigative cases. The IA will have access to the following systems:

ARSO-I SharePoint Database, Monthly Status Reports (MSR), Information Management System (IMS), National Crime Information Center Queries (OFB-Lite), Lexis Nexis – ACCURINT, Choice Point – CLEAR,

Public Access to Court Electronic Records (PACER), Treasury Enforcement Communications System (TECS), Arrival Departure Information System (AOIS), Central Index System (CIS), Computer Linked Automated Information Management System (CLAIMS), Law Enforcement Online (LEO), i2 Analyst's Notebook, Consular Consolidated Database (CCO), Independent Name Check System (INK), American Citizen Service System (ACS), Non-Immigrant Visa System (NIV), Immigrant Visa System (IV).

Administrative Duties 20%

Maintains the ARSO-I's appointment schedule. Assists ARSO-I with management of the program's operational budget, to include travel expenses, vehicle expenses, investigative supplies, Locally Employed (LE) Staff overtime, training, and miscellaneous expenses associated with representing the DOS. The incumbent will assist in the formulation of the yearly budget by preparing and justifying expenses. He/she will also continuously analyze and forecast expenditures of the ARSO-I program to be reviewed by the ARSO-I and DS Headquarters (DS/HQ). He/she will play an essential role in the yearly fiscal data call by the Financial Management Officer. Incumbent will also coordinate funding streams with DS Headquarters and post's Financial Management Office.

Provides training to new IAs from other posts within his/her respective region. Coordinates training conferences.

Assists ARSO-I with document fraud training conducted with local counterparts.

Serves as the E2 Travel Solutions manager for the ARSO-I program at post.

Makes independent decisions about the relevance of cables, electronically extracts classified/unclassified cables from State Messaging and Archive Retrieval Toolset (SMART), processes such cables, and disseminates for action. Drafts and transmits administrative cables for the Assistant Regional Security Officer - Investigator program.

Develops and manages local databases to be used in international document fraud or malfeasance cases.

Manages all inventories for the ARSO-I program at post, including scheduling timely vehicle maintenance with local vendors.

Manages equipment, training materials, and supply levels for the ARSO-I program. Submits procurement requests in Integrated Logistics Management System (ILMS) as necessary.

***Note: 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.**