

Security Investigator

Basic Functions of the position

Provides investigative assistance for the Regional Security Office. Incumbent also acts as liaison with GOB law enforcement and security services.

Major Duties & Responsibilities

INVESTIGATIVE: Incumbent conducts background investigations of all FSN employees, applicants, and contractor employees as assigned by the RSO. These include Post initiated requests for investigative assistance from other law enforcement agencies, and the Department, through DS headquarters. Requires personal contacts with all levels of Mission employees and high level GOB police and security officials. Incumbent also assists RSO with investigations of malfeasance, abuse of power and misfeasance against Mission employees. Incumbent is also an investigator for Post's visa fraud program, working with GOB fraud investigators, and the Consular Fraud Prevention Unit. 55% of the time.

LIAISON: In order to further the RSO's mission for protection of visiting U.S. dignitaries, incumbent maintains liaison with Central Coordinator of the Federal Police, Director of the Department of Public Safety, Chief of Security for Foreign Dignitaries, Federal Police, Commander of the Rio Branco Battalion, Chief of Security for Planalto Palace, and other high ranking GOB police and security officers throughout the Brasilia Consular District. Maintains liaison with local civil police authorities to assist in obtaining information related to Embassy investigations. 25% of the time.

TRANSLATIONS: Translates letters, diplomatic notes, reports and local news articles from Portuguese to English and vice-versa, as required. Acts as translator for visiting U.S. protective details. 5% of the time.

MISCELLANEOUS DUTIES: Includes assisting U.S. employees in filing appropriate police reports as needed, assisting with guest screening at official Embassy functions. Maintains all investigative files of FSN employees. Monitors local media outlets for information that may provide the RSO with an early warning of events that could have a potential impact on post's security posture. Operates the identification card equipment for FSN employees and local contractors. Performs other duties as assigned by the RSO. 15% of the time.