

Basic Function of Position

Under the supervision of the Legal Attaché (LEGAT) and the authority of the Federal Bureau of Investigation, Office of International Operations, the incumbent will serve as an investigator, interpreter/translator, program manager, and liaison/administrative assistant for the Legal Attaché's Office.

Major Duties and Responsibilities

% of time

INVESTIGATIONS and INVESTIGATIVE ASSISTANCE

70% of time

a) Conducts criminal and non-criminal investigations, which are international in scope in the regional jurisdiction of this office, which currently covers all of Brazil. These investigations are often highly controversial, may have significant social and political implications, and include all the investigative categories enforced by the FBI:

- Performs the full range of investigative duties relating to violations of U.S. criminal statutes which have a nexus to Brazil. Investigates complicated and sensitive cases involving crimes against or committed by US citizens. Assists the Legal Attaché in conducting investigations of violations of U.S. law which occur in Brazil, to include kidnapping, transnational crimes or threats, corrupt foreign practices, money laundering, and transnational organized criminal activity. This involves planning, investigating, fact-finding, evaluating, and writing reports. Conducts investigative activities in furtherance of ongoing domestic FBI investigations, to include conducting interviews, obtaining records and documents, and collecting physical evidence. Serves as a key point of contact for all Brazilian law enforcement agencies in requesting investigative assistance from the FBI or other U.S. law enforcement agencies. Coordinates requests for investigative assistance relating to violations of U.S. law with the Brazilian law enforcement community, to include the Ministry of Justice, the Federal, Civil and Military Police Agencies, and the Prosecutor General's Office. Routinely communicates with Brazilian representatives and FBI Field Divisions to ensure a timely and thorough response to requests for investigative assistance. Assists the staff of the Legal Attaché's Office in interacting with their liaison contacts among the Brazilian law enforcement agencies and organizations. As such, the position requires an ability to interact on a professional level with both high-level and working level members of the law enforcement communities on both operational and liaison issues.
- Translates highly technical law enforcement-related documents, reports, briefings and associated materials in a wide variety of subjects, also related to ongoing or future investigative initiatives of the FBI in Brazil. At times, serve as a translator to the Legal Attaché Office with specific responsibilities in written translation from/to English and Portuguese of highly technical documents, contracts, agreements, orders, decrees, projects, programs, reports, laws, memos, cables, instructions, official letters, faxes, explanatory notes, infrastructure development plans, recommendations, diplomatic notes, etc.
- Creates, maintains and updates files located on the LEGAT's folder within Department of State, SBU system, correspondence, and faxes.
- Drafts letters to Brazilian Law Enforcement Officials regarding specific and authorized investigative requests for information, investigative response reports based on the drafter letters to the GOB, e-mails, briefings on status of assignments, and inter-office/administrative (within Embassy agencies) memos for the LEGAT.
- Sets up meetings with counterparts, coordinating them with the LEGAT, ALAT and AS schedule.

- Establishes and maintains excellent working relationships and communication within the Embassy and in Washington.
- Attends, with (or sometimes without) LEGAT personnel, meetings with high-ranking Brazilian Government officials. Also, prepares and debriefs the LEGAT prior to meetings with Brazilian government officials.
- Makes travel arrangements and reservations while keeping appropriate records, and travel vouchers in coordination with AS.
- Incumbent will be required to travel by vehicle, vessel, train or aircraft as necessary in support of Legat operations. Travel of up to 30 days may be required. Travel to remote land border areas and to all regions of Brazil will be required.

b) LEGAT Liaison, Technical and Investigative Program Implementation

- Develops, implements, and maintains Investigative exchanges between the LEGAT, FBIHQ and members of the Brazilian Government.
- In consultation with the LEGAT, develops, organizes, and implements conferences and provides support for LEGAT investigative priorities such as violent and transnational, financial, organized crimes, intellectual property and cyber crimes, and the creation of joint task forces.
- Provides technical assistance to the LEGAT and other office staff related to the procedures of investigative policies including written and oral translations as needed and acting as an interpreter/translator as needed.
- Maintains investigative and training databases related to liaison contacts, conferences, topics, participants, speakers, photographs, and materials that can easily be accessed for compiling evaluations, as needed.
- Follows the US/BR press for developments relevant to LEGAT investigative priorities.

c. Program Management

Ensures that all requirements for implementation of initiative are met including on-going and post-project evaluations, and that the implementation properly adheres to the applicable Letter of Agreement with the Government of Brazil, as well as with both U.S. and host country laws covering privacy of personal information. Develops long range plans for continued expansion of the program and capabilities.

- Assists with the administration of the FBI National Academy program for the Legat office. Coordinates with host country law enforcement agencies to identify and screen candidates for nomination to attend the FBI National Academy and other courses. Processes applicants for attendance, and coordinates travel and logistical support. Maintains contact with FBI National Academy graduates and coordinates attendance at annual regional training conferences.

ADMINISTRATIVE, RESEARCH AND MISCELLANEOUS ASSISTANCE 30% of time

a. Administrative and Miscellaneous

- Independently handles the day-to-day assigned responsibilities within the LEGAT program, in coordination with LEGAT/ALAT/AS.

- Schedules and handles all logistics associated with visiting delegations, as well as travel by the staff of the Legal Attaché Office, tracks all expenses with respect to funds made available by fund cites, calculating balances of each fund cite and coordinates with the LOA all obligated finance information for its final reporting (done by the LOA) to FBIHQ in Washington, DC.

- In this small office, other duties will likely include low-level administrative work such as copying and scanning of documents, office file maintenance, initiating and answering phone calls, acting as a courier, and performing file and record searches. Performs additional duties as and when required by the Legal Attaché.

b. Research

- Reviews newspapers, magazines and other periodicals; Collects information and translates articles that are related to the Legat Mission in the region or items that may be of interest, as well as any news about law enforcement agencies as requested.

- Cooperates and conducts liaison with the representatives of host country law enforcement, gathers information from various sources on very specific criminally related topics including legislation. Monitors changes in host country legislation and government policies, analyzes their impact on Legat operations, and alerts the LEGAT to potential concerns. Writes reports in designated format to summarize findings.

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.”