

Administrative Assistant (Legal), FSN-8; FP-6*

Major Duties and Responsibilities

Mission Legal Liaison

Develop and maintain a robust liaison relationship between the Mission, RLA and the Paraguayan government agencies with which the RLA works. Develop and maintain contacts with high-level officials at the Public Ministry and other agencies as needed. Provide guidance and assistance with legal matters. Develop and maintain liaison with both houses of the legislative governing body as well as law enforcement agencies. Develop and maintain liaison with USAID and NGO's. Research and interpretation of proposed and existing laws, including the reform of both the Penal Code and the Procedural Code. Provides high-level advice based on expertise in law reform and experience in legal program implementation. Prepping and debriefing the RLA on meetings with Paraguayan government officials. Assisting with sensitive cross-cultural communications.

OPDAT Program Implementation

Develop, implement and maintain programs and legal exchanges between the USG and Paraguay. Develop, organize and implement conferences, provide support for OPDAT programs --- to include scheduling the visits of US speakers and specialists to Paraguay. Preparation of conference programs and substantive program development---to include assisting with identification of program venues, assuring coordination with conference partners, assisting on site with conference organization. Providing technical assistance to RLA, other conference organizers and speakers, arranging for educational materials to be printed and distributed, acting as an interpreter/translator for visiting instructors. Develop content of training and course curriculum and design of program agendas for both long and short term proposals and programs.

Legislative and Media Reporting

Develop and manage internal-use reporting of legal and legislative issues, including reviewing interpreting, and organizing ongoing changes and proposed changes in legislation. Follows the Paraguayan press for developments relevant to DOJ programming and reports on same to RLA.

Office Administration

Handle day-to-day office administration, including management of supplies, communications and visitors. Drafting reports and e-mails for the RLA. Coordination with the Protocol Office to ensure Embassy and local diplomatic requirements are met. Answering/screening telephone calls, distribute and maintain files of incoming correspondence, draft correspondence, maintain files of faxes and cables. Create, maintain and update all files. Coordinate work with contacts in OPDAT Washington, D.C. Establish and maintain excellent relationships within the Embassy at section-head level. Ensure accuracy and proper updating of ICASS and programmatic accounting, including establishing and maintaining good working relationships and communication regularly with concerned offices within the Embassy and in Washington. Coordinate closely with and report to OPDAT Program Analyst in Washington on financial and programmatic issues and status. Maintain magazine, newspaper and other subscriptions. Ensure prompt payment of the RLA office's financial obligations.