

A56117 Security Assistant – RSO

Major Duties and Responsibilities

Primary

Duty	% of Time
1. Assists, as required, in the administration of the residential security program including conducting surveys, recommending upgrades, preparing budgets, and supervising procurement and contracting. Serve as Residential Security Coordinator in his or her absence.	
2. Assists in managing the OSAC private sector program and the Embassy's participation and manages the OSAC website. Improves information sharing and emergency planning and notification.	
3. Run the complex and time consuming inter-agency namecheck program; keep up to date records and ensure Leahy amendment is being adhered to. Draft correspondences for the RSO as required.	
4. Develops and maintains a searchable database based on the FSNI's reporting on crime, terrorism, and demonstrator activity and using open sources. Provides quarterly crime reports.	
5. Manage time and attendance for all RSO positions.	
6. Serves as logistical coordinator for USG police training programs, including ATA and ILEA. Drafts correspondences, keeps track of deadlines, works with travel agency and B&F and serves as money holder for this function.	
7. Serves as translator and interpreter for the RSO office for Spanish and Guarani	
8. Assists RSO with local contract guard force, including insuring compliance with the terms of the contract, training, budgeting and logistics.	
9. Assists FSNI in the conduct of RSO-directed investigations and normal day-to-day duties. Serves as acting or back-up FSNI while FSNI is on leave (see below)	

Secondary Responsibility

Duty (Specific Tasks in support of Responsibility #9)	% of Time
10. Assists FSNI in arranging local police support to protect Chancery, personnel and residences.	
11. Assists FSNI in arranging police support for demonstrations, periods of high threats, large functions, VIP visits, and conferences.	
12. Assists FSNI in arranging for police response to threats, attacks, suspicious objects, and suspicious persons, etc.	
13. Assists FSNI with the logistics of VIP and delegation visits, including such things as motorcades, room arrangements, airport VIP lounge arrangements, gun permits, etc.	

14. Per RSO guidance, assists other USG and Federal law enforcement agencies in managing and keeping track of investigations in Paraguay including cases such as fugitive warrants, counterfeiting, major thefts, frauds, bank swindles and missing persons	
15. Assists FSNI by maintaining an accurate and up to date local employee certification database and reminds FSNI and RSO of pending and overdue cases.	