



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Mission to the EU
Announcement Number:	Brussels-2019-64
Position Title:	Law Enforcement Assistant
Opening Period:	June 6, 2019 – June 20, 2019
Series/Grade:	FS-0105/6
Salary:	FS: USD 41,081 gross/per annum. Actual FS salary determined by Washington D.C.
For More Info:	JAS Human Resources Office, Tri-Missions, Brussels
Who May Apply:	U.S. Citizen Eligible Family Members (USEFMs); or Declared Members of Household (MOHs) - All Agencies
Security Clearance Required:	Secret
Duration Appointment:	FS: Definite Not to Exceed 5 years. (FMA) Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of Law Enforcement Assistant.

The work schedule for this position is: Full-time (FS: 40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The position serves the USEU Justice and Home Affairs (JHA) office, providing legal and law enforcement policy research and analysis to Department of State (DoS) Legal Adviser, the Department of Justice (DoJ) Senior Counsel, and Department of Homeland Security (DHS) Regional Attaché on a wide range of JHA issues relating to the European Union and third countries. The position also provides financial management of agency budgets and some administrative support as needed. Must be able to work independently with little or no supervision during periods of frequent officer travel.

Qualifications and Evaluations

Education: Bachelor's degree required from an accredited educational institution.

Requirements:

EXPERIENCE: A minimum of 3 years of professional and government/policy experience in a senior-level office environment. Must have experience with research and/or analysis, and with budgeting and/or accounting.

JOB KNOWLEDGE: The job holder must be fully proficient in use of PC software, including DOJ's email system or DOS' email and SMART systems. The job holder must be familiar with the Department of Justice, the Department of State, and the Department of Homeland Security mission priorities.

Evaluations:

LANGUAGE: Level 4 (Fluency) Speaking/Reading/Writing of English is required. (This may be tested.)

SKILLS AND ABILITIES: Must demonstrate ability to perform functions of the position. Project management, time management, and organizational skills are essential. Must be able to work independently with little or no supervision during periods of frequent officer travel.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Secret clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site:
<https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy or ID copy
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.