# POSITION DESCRIPTION

# Assistant SEcretary for international narcotics and law enforcement, Department of state

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president’s principal foreign policy advisor. |
| Position Overview | The assistant secretary for international narcotics and law enforcement develops policies to combat international crime and build foreign capacity to promote justice and rule of law, including reducing the importation of illegal drugs. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Civilian Security, Democracy and Human Rights[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | International Narcotics Control and Law Enforcement had a fiscal 2015 actual budget of $1,292.250 million. |
| Primary Responsibilities | * Develops policies to combat international crime
* Administers programs to reduce the importation of illegal drugs and minimize the impact of international crime on the United States
* Formulates policy and develops programs to address international narcotics and law enforcement issues, including civilian police programs, law enforcement capacity building and criminal justice reform
* Leads production of the annual International Narcotics Control Strategy Report
* Manages the Bureau of International Narcotics and Law Enforcement Affairs and reports to the undersecretary for civilian security, democracy and human rights
* Coordinates closely with other components in the department as well as stakeholders outside the department, including the assistant attorney general; the director of the Federal Bureau of Investigation; the administrator of the Drug Enforcement Administration; and senior officials at the White House and other departments and agencies
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Substantial professional qualifications in the field of management
* Substantial professional qualifications in the fields of justice, rule of law, law enforcement or international narcotics policy
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| Competencies | * Strong leadership, management and program oversight skills
* Strong communication and interpersonal skills
* Ability to work across partisan lines
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| **PAST APPOINTEES** |
| William R. Brownfield (2011 to 2017): Ambassador, Office of the U.S. Ambassador to Colombia, Embassy of the United States, Colombia, Department of State; Ambassador, Embassy of the United States, Venezuela, Department of State; Ambassador, Embassy of the United States, Chile, Department of State |
| David T. Johnson (2007 to 2011): Deputy Chief of Mission for the Embassy in London; Afghan Coordinator for the United States; Ambassador to the Organization for Security and Cooperation in Europe[[3]](#endnote-3) |
| Anne W. Patterson (2005 to 2007): Deputy Permanent Representative and Acting Permanent Representative at the U.S. Mission to the United Nations; Deputy Inspector General of the Department of State; Ambassador to Columbia[[4]](#endnote-4) |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. https://www.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-2)
3. https://2001-2009.state.gov/r/pa/ei/biog/94493.htm [↑](#endnote-ref-3)
4. https://2001-2009.state.gov/r/pa/ei/biog/88177.htm [↑](#endnote-ref-4)