



# DUNCAN AVIATION

**Job Title:** International Compliance Spec  
**Job Code:** 133360  
**Pay Grade:** 8  
**DOT (Y/N):** N

**Dept. No:** 2  
**FLSA Status:** Non-Exempt  
**Last Updated:** 11/22/2021

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## General Summary

The International Compliance Specialist supports the International Compliance Officer in administering the Company's Export and Import Compliance Program to insure compliance with complex export/import regulations and the timely facilitation of shipments through customs. This position prepares and submits various import/export documentation, makes classification determinations and assists with writing required licenses and technical assistance agreements. This position works closely with the Company's customs brokers in order to obtain timely and proper clearance of import shipments through US Customs. The individual will also review and approve parts orders prior to shipment to insure compliance with Foreign Trade Regulations. In addition, the specialist will maintain various compliance records and data bases and maintain professional relationships with team members, customs brokers, freight forwarders and appropriate government officials.

## Essential Job Functions

1. Provides tariff classification, country of origin and valuation information to Duncan's customs brokers as required to affect timely import clearance through US Customs. Audits import entries to ensure compliance with federal regulations. This includes reviewing all documentation associated with each import transaction including the commercial invoice, the air waybill, customs clearance instructions provided by Duncan, and the US Customs entry summary form CF7501.
2. Reviews and authorizes sales orders for export to ensure timely shipment in accordance with US Export Regulations. Makes preliminary determinations when transactions may require export and/or import licenses, escalates transactions that may require export licenses or may include Denied Parties to the International Compliance Officer (ICO) for further review.
3. Prepares and submits import or export documentation as required by Partner Government Agencies (ex: FDA, FCC and USDA). Assists with writing required licenses, technical assistance agreements, etc. Maintains International Compliance Program records and reporting in accordance with Compliance Program requirements.
4. Using established procedures, determines the proper classification of aircraft parts and updates internal database accordingly.
5. Assists Duncan's shipping personnel at all locations with proper compliance related statements on commercial invoices and responds to inquiries regarding filing Electronic Export Information to US Census Bureau.
6. Maintains professional relationships with team members, customs brokers, freight forwarders, vendors and appropriate government officials. Responds promptly to inquiries, from inside and outside the organization regarding international shipments and import export transactions.
7. Be available to provide a continuation of service and be a point of contact for internal or external customers before or after scheduled hours of work.
8. Performs other duties as assigned by management.

## Job Specific Requirements

**Licenses/Certificates:** Eligible to receive and handle controlled unclassified information; U. S. person as defined in 22 C.F.R. §120.15  
**Attendance:** Regularly scheduled attendance required  
**Physical:** Repetitive motion; tolerates prolonged sitting  
**Environmental:** N/A

**Education and Experience**

- High School graduate or equivalent required
- Experience involving knowledge of aircraft parts preferred
- Previous import/export regulatory compliance experience preferred

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.