POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. 9110

2. Reason for Submission: [ ] Redescription [ ] New [ ] Reestablishment [ ] Other

3. Service: [ ] Hdqtrs [ ] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*
Standard Position description #9110

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1--Non-Sensitive [X] 3--Critical [ ] 2--Noncritical Sensitive [ ] 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	~~Special Agent~~ Criminal Investigator 9-20-02	GS	1811 ~~1812~~	11		
d. First Level Review	Special Agent	GS	1812	11		
e. Recommended by Supervisor or Initiating Office	Special Agent	GS	1812	11		

16. Organizational Title of Position *(if different from offiical title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position

Series definition ~~1812~~ 1811 Grade - 1812/1811 2/72 TS-8

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
___ Firefighter ✓ Law Enforcement
✓ Primary ___ Secondary/Administrative ___ Sec/Supvy
Approval Date January 26, 2004

24. Remarks Covered under 5 U.S.C. 8336(1) in the primary category (OPM letter dated 3-18-83)

SPD #9110 initially dated 9/3/82.

25. Description of Major Duties and Responsibilities *(See Attached)*

Criminal Investigator 1811
~~Special Agent~~ (Wildlife) GS-~~1812~~-11

Introduction

The Division of Law Enforcement is responsible for protection of domestic and international fish and wildlife resources and control of human activities so as to ensure appropriate management of these resources while providing optimum human benefits. Incumbent serves as a Special Agent within an assigned Law Enforcement District.

Duties and Responsibilities 100%

Initiates or receives assignments from information developed by incumbent or other Special Agents. Where investigations are independently originated and authority to act does not require supervisory approval, notifies supervisor of important or sensitive cases undertaken.

Investigates and apprehends persons suspected of offenses against the criminal laws of the United States, specifically the provisions of fish and wildlife laws cited in 4AM 4.9H and any regulation of the Secretary of the Interior in Title 50 of the Code of Federal Regulations that is issued pursuant, and other pertinent laws and regulations. Required to bear and maintain proficiency in the use of firearms, operate motor vehicles and boats as appropriate. Conducts investigations into violations of Federal fish and wildlife laws which involve the full range of law enforcement activities, i.e., surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues; seizures of contraband, equipment and vehicles; securing and serving search warrants; making arrests; inspecting records and documents; developing evidence for orderly presentation to United States Attorneys and other legal officers; testifying in court; preparing detailed written reports; and carrying out assigned undercover operations.

Must be thoroughly knowledgeable with points of law on which enforcement authority is based. Consults and works with the Interior Solicitor and United States Attorney on legal matters and aspects of various cases to assure that a thorough and adequate case is presented.

Investigative duties require resolution of seemingly conflicting testimony and evidence. Exercises initiative and resourcefulness in developing sufficient evidentiary material in support of the legal charges involved.

Identifies and develops investigative data from which a number of related enforcement matters may evolve. Discerns the magnitude of an investigation and collects and segregates developed facts from which potential prosecutions may result.

Possesses the skill necessary to establish the interrelationship of facts and evidence, setting forth findings in clear, concise and accurate reports submitted timely for appropriate review and action.

Testifies in court relating observations and presenting evidence.

Conducts intricate and sensitive types of investigations; identifies the need for and performs undercover and surveillance work, the latter requiring exacting and demanding investigative techniques.

In this connection must be knowledgeable of required workloads and activities in program areas to assess the availability of additional assistance. When investigative requirements are sufficiently expanded to require resources, makes these arrangements and assignments through the immediate supervisor.

Possesses knowledge of fish and wildlife resources and is a specialist in fish and wildlife law enforcement. Coordinates activities with other Federal and State enforcement authorities to maximize prevention and detection of violations. Is available for assignment outside Law Enforcement District. Duties involve considerable travel, frequent periods away from regular duty station and substantial amount of irregular, unscheduled administratively uncontrollable overtime.

Maintains liaison with Federal, State and local enforcement authorities who have mutuality of interest, and with other entities within the Service; provides leadership and training as appropriate in law enforcement matters.

Conducts investigations on applicants for permits and permit holders under statutes and regulations over which the Fish and Wildlife Service has enforcement authority.

Responsive to Service fish and wildlife law enforcement needs occasioned by proximity and as directed.

Must possess a valid State driver's permit at all times.

Protects and safeguards Government property and equipment with which charged.

As a law enforcement officer, incumbent has a unique responsibility for strict adherence to the Service's Code of Conduct for Special Agents so that at all times and all occasions the incumbent's conduct and personal demeanor instills public trust and confidence and in no way compromises capacity to function effectively as a law enforcement officer.

Supervision

Incumbent is responsible directly to a designated higher level Special Agent.

Safety

Incumbent is responsible for performing the duties of this position in a manner consistent with the policy of the U.S. Fish and Wildlife Service SAFETY Creed.

U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement Under 5 USC 8336(c) and 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary/Rigorous (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Criminal Investigator

Organization Title:

Position Number: 9110 Series and Grade: GS-1811-11

RECOMMENDATION FOR COVERAGE REVIEW:

Primary rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested

The incumbent plans, directs, and carries out routine investigations and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically provisions of fish and wildlife regulations. Conducts the full range of law enforcement activities including surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the United States Attorneys and other legal officers, testifying inn court, and preparing detailed written reports and carrying out undercover operations for very short periods of time. **The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet and maintain established physical qualification requirements.**

See Attached
Chief of Law Enforcement

05/23/03
Date

MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

01/05/2004
Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 10/01/2002**. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/26/04
Date