

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000270

6. OPM Certification No.

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory Managerial Neither

12. Sensitivity
 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

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						
d. First Level Review	Law Enforcement Support Assistant	GS	0303	05	LJ	02/05/08
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
LE Support Assistant

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
Office of Law Enforcement

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

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

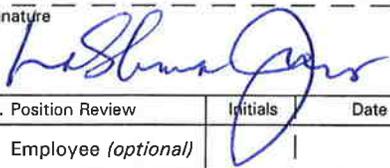
Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position
Use of the Miscellaneous Clerk & Assistant Series, GS-0303, TS-37, Nov, 1979 and the Grade Level Guide for Clerical and Assistant Work, TS-91, June 1989.

Typed Name and Title of Official Taking Action
LaShauna Jones, HR Specialist

Signature  Date 2/8/08

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

24. Remarks
This is a career ladder standard PD to the GS-7, approved for Servicewide use.

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

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000280

6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		5. Duty Station		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Explanation (Show any positions replaced) Standard Position Description, FWS, Office of Law Enforcement		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code 001		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						
d. First Level Review	Law Enforcement Support Assistant	GS	0303	06	LJ	02/05/08
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
LE Support Assistant

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
Office of Law Enforcement

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

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

Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position
Use of the Miscellaneous Clerk & Assistant Series, GS-0303, TS-37, Nov, 1979 and the Grade Level Guide for Clerical and Assistant Work, TS-91, June 1989.

Typed Name and Title of Official Taking Action
LaShauna Jones, HR Specialist

Signature _____ Date 2/8/08

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This is a career ladder standard PD to the GS-7, approved for Servicewide use.

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

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

1. Agency Position No.
S000290

6. OPM Certification No.

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other
 Explanation *(Show any positions replaced)*

3. Service

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

Standard Position Description, FWS, Office of Law Enforcement

10. Position Status
 Competitive
 Excepted *(Specify in Remarks)*
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code
001

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						
d. First Level Review	Law Enforcement Support Assistant	GS	0303	07	LJ	02/05/08
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*
LE Support Assistant

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

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

c. Third Subdivision

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

d. Fourth Subdivision

b. Second Subdivision
Office of Law Enforcement

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

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

Signature _____ Date _____

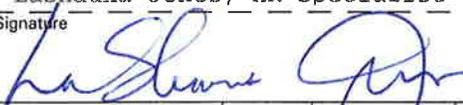
21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable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

Typed Name and Title of Official Taking Action

22. Position Classification Standards Used in Classifying/Grading Position

Use of the Miscellaneous Clerk & Assistant Series, GS-0303, TS-37, Nov, 1979 and the Grade Level Guide for Clerical and Assistant Work, TS-91, June 1989.

LaShauna Jones, HR Specialist

Signature  Date 2/8/08

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								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks
This SPD is the FPL of a career ladder arrangement GS-5/6/7, approved for Servicewide use.

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

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Standard Position Description
Law Enforcement Support Assistant (Office Automation)
GS-0303-5/6/7

INTRODUCTION

The Office of Law Enforcement, (OLE) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. OLE works in partnership with international, state, tribal and local counterparts to increase the use of multi-agency and multi-function teams in accomplishing high-risk, high-impact investigations used to enforce and protect the conservation of wildlife resources. The Office of Law Enforcement contributes to Service efforts to manage ecosystems, save endangered species, conserve migratory birds, preserve wildlife habitat, restore fisheries, combat invasive species, and promote international wildlife conservation.

Organizationally, the work of the law enforcement program requires the assignment of administrative, legal and professional work carried out at various field stations and regional offices throughout the U.S. Regional offices and field locations to include a Special Agent in Charge (SAC) and support staff that is assigned responsibility for Service Law Enforcement Programs that encompasses several states serving the same area as a Fish and Wildlife Service region. The SAC oversees several subordinate field stations, led by Resident Agents in Charge (RAC), some of which oversee Field Agents or Senior Agents (SA) at satellite offices. Directly or through RACs the SAC oversees a wildlife inspection program comprised of one or more Wildlife Inspectors and support staff located at major ports or entry.

In support of this operation, this position will function as a Law Enforcement Administrative Support Assistant and is assigned work providing administrative, clerical and technical support to a SAC, RAC, SWI office and staff as well as assist in the provision of field level support to SRA's and their staffs.

This is a career ladder position, comprised of work at the GS-5, 6 and 7 grades. The duties outlined in the position description is described at the GS-7, full performance level, (FPL).

• At the GS-5, entry-level the position works under close supervision and is assigned work of limited scope and responsibility, acquiring the skills and experience necessary for promotion. (Job description # S000270).

• Noncompetitive promotion to the GS-6 involves work that is substantially similar to the GS-5 and requires increased responsibility and greater technical adequacy for assignments. (Job description # S000280)

• At the GS-7, (FPL) the employee works independently and assumes full responsibility for carrying out the technical requirements of the work assigned and may serve as the

technical expert in one or more of LE support areas of work. (Job description # S000290)

MAJOR DUTIES

Technical Support

The LE Administrative Support Assistant (OA) is primarily responsible for providing technical assistance to the RAC and office staff in carrying out administrative activities used to accomplish law enforcement inspections and/or investigations. This involves assisting in the preparation, processing and review of a variety of legal documents, collecting and compiling data to accurately reflect information in legal reports, permits, licenses, records and/or other related sensitive documents.

More specifically the position,

Receives, reviews and issues various legal documents that requires searching out sources of information to verify the suitability of investigative/inspections data and evidence materials.

Monitors, tracks and maintains legal data through the systems database. Inputs investigative data for legal action, issuances, or document control in order to ensure the accurate and timely access to sensitive information and records used in criminal investigations and inspections.

Drafts, types and edits legal correspondence, documents, forms, and records ensuring the accuracy of information for final formatting including necessary exhibits, reports and case records.

Responds to inquiry and maintains contact with law officials and enforcement staff, SAC's, RAC's, SA's and sub-offices, regional offices, and other officials at various state and federal agencies.

Establishes and/or maintains files and filing systems, securing pertinent data and investigative/inspections material while maintaining restrictive access to sensitive information and logging or updating the disposition of files in adherence to established guidelines and policies.

May serve as evidence custodian, receiving evidence and seized property making appropriate entries into manual logs and/or program information systems or databases.

May assist in the tracking of budget data, providing budget estimates and adjustments, verifying payments, and monitoring funding availability and expenditures.

Office Automation

Operates, maintains, and updates computer systems, equipment and software providing general support to users and preparing database charts, graphs, tables and other narrative

or tabular formats used to record sensitive data critical to law enforcement licenses, permits, records and related issuances.

Accesses electronic data systems to obtain, process, and coordinate information and documents.

Uses software packages to customize data into investigative reports that may include presentations or exhibits used in outreach activities, investigations, administrative briefings, presentations and budget reviews.

Provides guidance to other staff on office automation capabilities, features, and techniques.

Office Support

Prepares a wide variety of correspondence, logging, tracking, reviewing and distributing correspondence to staff for administrative action and/or review.

Procures, inventories, and monitors office supplies, equipment and forms, maintaining the availability of general office items and updates inventory records, conducting physical inventory of property assigned to the office.

Serves as time and attendance keeper of reports and leave records for staff, preparing overtime and compensatory requests, leave records and other administrative documents.

Coordinates training, travel, and meeting/conference arrangements assuring that the appropriate approvals are received, documented and comply with Federal travel regulations.

Greets visitors, answers telephones, responds to general inquiries and provides guidance, information and/or directions to office staff.

Handles mail, sends and receives facsimilies, scans and photocopies documents to include the receipt, sorting, and screening of such documents to the appropriate office or offices. Prepares all forms for out going mail, packages, and labels.

May assist in completing a variety of personnel forms and documents such as position descriptions, job analysis, crediting plans, performance standards, personnel actions, awards and health and life insurance election forms.

Performs other related duties as assigned.

EVALUATION STATEMENT
Position Classification Evaluation Statement

1. **Position Number:** S000270/S000280/S000290
2. **Incumbent:**
3. **Present Classification:** N/A
4. **Proposed Classification:** GS-303-5/6/7, Law Enforcement Support Assistant (OA)
5. **Classification Findings:** GS-303-5/6/7, Law Enforcement Support Assistant (OA)
6. **Source of Information:** Position Description
7. **References:** Miscellaneous Clerk and Assistant Series, GS-303; Office Automation Grade Evaluation Guide.
8. **Introduction and Background:** The employee provides clerical, technical, and administrative support to a SAC/ or RAC in the Services Law Enforcement Program and his/her immediate staff, as well as providing support and guidance to subordinate offices within the LE Program.
9. **Series Determination:** The GS-303 Miscellaneous Clerk and Assistant Series includes positions assigned duties to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The subject position is assigned work providing support to the RAC office. The employee performs a variety of clerical and technical support work involving clerical support, purchasing, budget, and records; selecting, advising on, and operating office equipment; and advising others in his areas of expertise. The scope of the employees work is broad, and no single set of duties or knowledge can be identified as "the" reason for establishing the position. All work that is regular and recurring represents a significant part of the job and is consistent with single-grade interval technical and clerical support work, generally within the GS-303 family. Therefore, the position is appropriate for classification in the GS-303 series.
10. **Title Determination:** There are no prescribed titles for positions classified to the GS-303 series. Therefore, Law Enforcement Support Assistant is the designated title for this position, with the parenthetical designation of "Office Automation" in recognition that the position requires skill in keyboarding and the use of various computer software applications, such as word processing.
11. **Grade Determination:** The Grade Level Guide for Clerical and Assistance Work is an evaluation tool referenced for use in evaluating positions performing clerical and assistance type work, which is not covered by more specific grade level criteria in another guide or standard. It contains specific grading criteria that describes general characteristics of each grade level from GS-1 through GS-7 in a three-part format. Use of this evaluation tool in the assessment of this position is as follows.
12. **Factors**

GS-7

THE LAW

Perform, under general supervision, work of considerable difficulty and responsibility along special technical or supervisory lines in office, business, or fiscal administration requiring:

- (i) considerable specialized or supervisory training and experience;
- (ii) comprehensive working knowledge of a sepia and complex subject matter, procedures, or practice; and
- (iii) to a considerable extent the exercise of independent judgment.

Nature of Assignment

Work consists of specialized duties with continuing responsibility for projects, questions, or problems that arise within an area of a program or functional specialty as defined by management. Work assignments involve a wide variety of problems or situations common to the segment of the program or function for which the employee is responsible. Each assignment typically consists of a series of related actions or decisions prior to final completion. Decisions or recommendations are based on the development and evaluation of information that comes from various sources. The work involves identifying and studying factors or conditions and determining their interrelationships as appropriate to the defined area of work. The employee must be concerned about taking or recommending actions that are consistent with the objectives and requirements of the program or functions.

The work requires knowledge and skill to recognize the dimensions of the problems involved, collect the necessary information, establish the facts and take or recommend action based upon application or interpretation of established guidelines. The work also require practical knowledge, developed through increasingly difficult, on-the-job training or experience dealing with the operations, regulations, principles and peculiarities of the assigned program, function or activity.

Level of Responsibility

The supervisor makes assignments in terms of objectives, priorities and deadlines. The employee independently completes assignments in accordance with accepted practices, resolving most conflicts that arise. Completed work is evaluated for appropriateness and conformance to policy.

Guidelines for the work are more complex and the employee encounters a wider variety of problems and situations which require choosing alternative responses. Guides such as regulations policy statements, and precedent cases, tend to be general and descriptive of

intent but do not specifically cover all aspects of the assignments. Guidelines apply less to specific actions and more to the operational characteristics and procedural requirements of the program or function. The employee must use significant judgment and interpretation to apply the guides to specific cases and adapt or improvise procedures to accommodate unusual or one-of-a-kind situations.

Contacts maintained by the position are with staff and personnel both within and out of the office, providing, receiving and developing information in order to identify problems, coordinate work efforts and resolve operational issues. However, at this level the employee assumes greater responsibility for serving as the central point of contact to include providing authoritative explanations of requirements, regulations, and procedures while resolving operational problems or disagreements affecting assigned areas.

Conclusion: The position meets classification as a GS-0303-07, Law Enforcement Support Assistant (Office Automation). The position is FLSA nonexempt.