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 7grades. 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.