

**EVALUATION STATEMENT**  
**Position Classification Evaluation Statement**

1. **Position Number:** S000300
2. **Incumbent:**
3. **Present Classification:** N/A
4. **Proposed Classification:** GS-303-8, Law Enforcement Support Assistant (Office Automation)
5. **Classification Findings:** GS-303-8, Law Enforcement Support Assistant (Office Automation)
6. **Source of Information:** Position Description
7. **References** Secretary Series, GS-318; Miscellaneous Clerk and Assistant Series, GS-303; Office Automation Grade Evaluation Guide.

**8. Introduction and Background:** The employee provides direct clerical, technical, and administrative support to a SAC office or RAC District 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 SAC 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-300 family. Placement in the GS-318 Secretary series was considered. However, the purpose for establishing the position is not primarily to support a single individual as is intended for the Secretary series. Instead it is to support the entire RAC office as well as to provide some degree of support to operating Senior Agents, Inspectors and other support staffs in subordinate organizations. Therefore, the position is placed 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. However, this guide does not provide grading criteria to cover specialized positions performing work beyond the GS-7 level. Normally, this would require reference to standards of the one-grade interval type that involve analogous knowledge and skills for the work performed.

The knowledge and skill type of this position is specific to the operations, policies and procedures of the organization in supporting the administrative and technical work involved in the enforcement of Fish and Wild Life laws, inspections and investigations. Based on these work characteristics and due to frequent variations in the nature of the work and the skills required there is no existing standard of evaluation specific to the knowledge and skills exercised by these support positions. Therefore, the primary standard will be used in providing a basis of assessment for the duties assigned.

**Conclusion :** The position is classified as GS-0303-08, Law Enforcement Support Assistant (Office Automation). The position is FLSA nonexempt.

FES WORK SHEET				
Position Number:				
Classification Standard Used:	Primary Standard			
Evaluation Factors	Points Assigned	Factor Level		Comments
1. Knowledge Required by the Position	550	1-	4	Knowledge of an extensive body of rules, procedures or operations that require extended training and experience.
2. Supervisory Controls	450	2-	4	The employee plans and carries out the assignment, resolves most conflicts that arise, coordinates the work with others, and interprets policy on his/her own in terms of established objectives.
3. Guidelines	275	3-	3	The employee uses judgment interpreting and adapting agency policies, regulations, precedents, and work directions for application to specific cases or problems.
4. Complexity	150	4-	3	The work includes various duties involving different and unrelated processes and methods.
5. Scope and Effect	150	5-	3	The work product or service affects the design or operation of systems, programs, or equipment and adequacy of such activities as field investigations.
6. Personnel Contacts	25	6-	2	Personal contacts are primarily with employees in the same agency, but outside the immediate organization.
7. Purpose of Contacts	20	7-	1	The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of those facts.
8. Physical Demands	5	8-	1	The work is primarily sedentary.
9. Work Environment	5	9-	1	The work is performed in a typical office setting.
Total Points	1630			
Grade Conversion	8			

4055 and up = GS-15	1855 - 2100 = GS - 9	
3605 - 4050 = GS -14	1605 - 1850 = GS - 8	Comments:
3155 - 3600 = GS -13	1355 - 1600 = GS - 7	
2755 - 3150 = GS -12	1105 - 1350 = GS - 6	
2355 - 2750 = GS -11	855 - 1100 = GS - 5	
2105 - 2350 = GS - 10	655 - 850 = GS - 4	