

Standard Position Description

U.S. Fish and Wildlife Service
Office of Law Enforcement

Supervisory Wildlife Inspector
GS-1801-13
PN: S000309

Introduction:

The Office of Law Enforcement's (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 Federal, international, state, tribal, and local counterparts. The objective of the law enforcement program is to secure and maintain widespread voluntary compliance with Federal and State conservation laws and regulations and international treaties. Currently, a variety of new challenges and trends complicate this work. Population pressures, more accessible international travel and trade, frequent work with individuals with languages other than English, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

Inspection work requires increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence and the ability to develop profiles to use to make risk assessments in order to focus inspections. Inspectors must increase the use of special support service such as forensics and the use of information technology and expand partnerships with industry to encourage compliance and with other federal agencies to target and detect organization or individuals potentially involved in criminal activity.

This position requires the performance of a full range of complex inspection and compliance work involving the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of live wildlife, parts thereof, and wildlife products. The incumbent of this position may be assigned at any Customs port where importation or exportation of wildlife is authorized. The incumbent is a critical component of the national inspection program and serves as a Supervisory Wildlife Inspector, reporting to the Resident Agent-in-Charge (RAC).

Major Duties:

Wildlife Inspection: 60%

The incumbent serve as a technical authority in the inspection and compliance area on highly complex and sensitive inspection/compliance issues/policies. The incumbent enforces a range of U. S. and international laws, regulations, and treaties governing the importation, exportation, and interstate commerce of wildlife. Clears legal imports and exports, and stop shipments that violate the law. Ensures wildlife imports and exports are accompanied by the required permits and licenses, and verify that the contents of shipments match the items listed on declaration forms. The incumbent independently determines and takes whatever action is required for most types of difficulties and problems encountered in baggage and cargo inspections.

In addition, the incumbent personally performs and supervises the following work:

- Determines the genus and species of live specimens, or parts thereof, or wildlife products to assure compliance with laws that pertain to lists and appendices of protected species.
- Examines import/export documents, domestic transportation documents, including air waybills and ocean bills of lading, and dock receipts, delivery instructions, letters of credit, special customs and commercial invoices, certificates of origin, foreign export permits, Service permits, etc., and other federal forms to assure that all regulations have been met and that all required documents are present.
- Examine shipping containers to insure that they are marked and labeled in accordance with applicable statutes and regulations.
- Examine live specimens, or parts thereof, or wildlife products to determine if they are being shipped in accordance with Federal and State wildlife laws.
- Makes the determination as to when probable cause exists to believe that a wildlife shipment is in violation of applicable laws.
- Notifies a special agent concerning indications of violations involving wildlife shipped in interstate commerce.
- Exercises the authority to seize as evidence of said shipment, with or without a warrant as provided by law.
- When seizures are made, documents and notifies the Senior Resident Agent or Special Agent having jurisdiction at the port to which the incumbent is assigned.
- Conducts preliminary investigations; i.e., being responsible for obtaining all original documents pertaining to a shipment of wildlife in violation or suspected of being in violation, interviewing freight forwarders, wildlife dealers, carrier representatives, etc.
- Seized evidence is handled in accordance with District procedures and chain-of-custody procedures.
- Prepares detailed field information reports which record all violations and potential violations for use by a special agent.
- Collects, codes, and assembles pertinent import/export documents into a document package for entry into the Law Enforcement Management Information System (LEMIS).
- Testifies in criminal court and civil proceedings involving seized wildlife.
- Wears a Class C uniform while on duty.
- Wears other protective clothing or safety equipment as required to inspect wildlife shipments containing hazardous wildlife; i.e., exotic venomous reptiles, primates, large cats, etc.
- Operates government motor vehicles and maintains a valid government driver's license and a valid state driver's license.

- Safeguards and protects government property.
- May serve as the Service's principal representative to the local trade communities, Federal agencies, transportation services, the news media, and the general public in resolving conflicts, conducting interviews, encouraging compliance with the law, providing educational and technical advice, and coordinating operations involving multi-agency jurisdiction for the port of entry.

Incumbent performs other related duties as appropriate and as directed by the Senior Resident Agent having jurisdiction at the port to which the incumbent is assigned. These duties may involve any aspect of the overall objectives of securing and maintaining voluntary compliance with federal and state conservation laws and international treaties.

Supervisory: 40 %:

- Technically and administratively directs and controls the activities of the Division. Exercises direct supervision over GS-11, Wildlife Inspectors through advice, guidance and mutual discussion. Organizes the broader work phases, such as establishing internal policies and procedures and determining priorities. Develops and implements standards and instructions to guide personnel. Periodically reviews activities of the organization to ascertain overall conformance with policies, procedures and regulations; to insure that it is operating in an efficient, adequate and economical manner; and to coordinate various phases of the organization's work so that the combined efforts become a unified action. Renders decisions on problem situations and matters referred; and technically evaluates and passes on work submitted for review and approval, rejecting or accepting as appropriate. Rates performance, approves leave, initiates personnel actions, interviews and makes selection of new employees, provides necessary training for subordinates, settles employee's grievances, recommends disciplinary action, and performs other normal supervisory duties. Gives full and continuing support to EEO and Affirmative action and other programs of special emphasis.

Classification Factors:

Factor 1: Knowledge Required by the Position

Thorough knowledge of the U.S. laws, regulations, acts, executive orders and agreements; and international laws and regulations which govern the investigative and/or compliance work for which the employee is responsible.

Expert knowledge of the theories, dynamics and factors underlying investigation/compliance area to enable authoritative and independent handling of programs and functions.

Expert knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and other involved in the investigation/compliance area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned parties.

Demonstrated ability to effectively and independently analyze and communicate sound and authoritative recommendations on highly complex and sensitive investigation/compliance issues/policies.

Knowledge sufficient to serve as recognized technical authority in the investigation/compliance area and to serve as an authoritative bureau spokesperson to outside organizations.

Strong communications skills, sufficient to present information convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views on issues involved.

Ability to facilitate meetings, resolve conflict, conduct effective briefings and presentations, and develop consensus both internally and externally with a diverse range of individuals with differing view points.

Ability to provide leadership and motivation as a supervisor, plan work activities for subordinates; evaluate work performance; resolve conflicts in a positive/construction manner; and handle a variety of employee relation issues within the parameters of the position.

Knowledge of inspection procedures, equipment, and techniques to ensure effective accomplishment of inspection activities and responsibilities.

Knowledge of federal, state, and foreign countries laws and regulations that are pertinent to import/export controls of wildlife.

Knowledge of federal and state laws pertinent to wildlife shipped in interstate commerce.

Knowledge of fish and wildlife taxonomy and zoology.

Skill in operation of motor vehicles.

Factor 2: Supervisory Controls

The incumbent receives assignments through program discussions, e.g., conferences, or written directives that outline broad objectives. After making a preliminary study of the assignment, the incumbent outlines the objectives and boundaries, plans the resources needed, and coordinates plans with other jurisdictions. Incumbent is expected to be technically authoritative regarding inspection and control activities and performs tasks with a high level of independence. Incumbent initiates studies, automated system improvements and new procedures and practices to improve the quality and quantity of inspection and control activities. The incumbent works independently at U.S. Customs air and surface cargo facilities, domestic airlines and trucking cargo facilities, and U.S. Customs Foreign Arrivals (passengers) areas. Makes essentially final judgments and decision, and takes whatever action is necessary in the admission and denial of live wildlife, parts thereof, and wildlife products intended for importation or exportation. Incumbents' actions are taken and decisions made within the framework of applicable guidelines and policies; i.e., Service laws and regulations, law enforcement memoranda, and various Service manuals.

Factor 3: Guidelines

Guidelines are both written and oral with respect to this position. Written guidelines include District and Port Office directives, law enforcement memoranda, various Service manuals, Service regulations, statutes and treaties pertinent to wildlife importations, exportations, and interstate transportation of wildlife. Oral guidelines are in the form of telephonic messages and radio

communications pertinent to inspection and examination of wildlife shipments and consultation regarding seizures.

Factor 4: Complexity

The incumbent is engaged in the full range of inspection and compliance work related to the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of live wildlife, parts thereof, and wildlife products. Inspection and compliance work involves making physical inspections to determine exact species of wildlife involved and to detect smuggling of live wildlife, parts thereof, or wildlife products. The incumbent examines many different types of documents to determine their authenticity and relevancy to the legality of wildlife shipments. Controversial shipments are discussed with the Resident Agent-in-Charge.

Factor 5: Scope and Effect

The purpose of the work is to plan, manage, and successfully ensure that applicable U.S. laws, regulations, and agreements are enforced. The technical expertise provided by the incumbent is essential to the daily inspection and compliance program of the Service. The decisions made and actions taken by the incumbent directly affect international and interstate traffic in live wildlife, parts thereof, and wildlife products. The incumbent, by inspection and examination, determines the extent to which live wildlife, parts thereof, and wildlife products move freely into, out of, through, and within the United States. Actions taken by the incumbent impact directly on the Service's ability to meet and fulfill the international and national requirements established by statute and regulations, and relationships with domestic/foreign businesses, and/or other agencies and governments.

Factor 6: Personal Contacts

Intra-agency personal contacts include other wildlife inspectors and special agents. Other federal and state contacts include U.S. Customs Service officials; inspectors, patrol officers, and agents; U.S. Department of Agriculture officials, Veterinary Services personnel, and Plant Protection and Quarantine inspectors; U.S. Department of Commerce officials; export control personnel, and National Marine Fisheries Service agents; U.S. Public Health Service inspectors, Food and Drug Administration personnel, and state conservation officers involved in activities concerning importation, exportation, and interstate commerce of wildlife. Private sector contacts include Customhouse brokers, carrier representatives, warehousemen, truckers, importers and exporters of wildlife, and international traveling passengers.

Factor 7: Purpose of Contacts

Personal contacts with other federal and state officials and persons in the private sector are contacts are to gather and exchange data and information, to persuade or influence others to adapt desired courses of action, or to exercise various regulatory controls and authorities; and to familiarize the incumbent with their functions and responsibilities pertaining to the importation, exportation, and shipment of wildlife in interstate commerce.

Factor 8: Physical Demands

The work involves intense physical activity, traveling from one cargo facility to another, which can be separated by several miles involving urban traffic problems. The incumbent is required to do considerable walking, bending, and lifting cartons and cases in excess of 30 pounds. As

Supervisory Wildlife Inspector, the incumbent is required to travel on a frequent basis throughout the area of responsibility.

Factor 9: Work Environment

Work is mostly performed in cargo facilities that involve the risk of being injured by falling cartons and crates, lifting equipment, etc. The facilities are considerable in size and the employee is exposed to the seasonal changes in temperature. Incumbent is also subject to wounds or diseases inflicted or induced by the live wildlife being inspected; particularly hazardous are venomous reptiles, primates, and large exotic cats.

Special Conditions:

- May be required to work shift work and/or perform 24-hour on-call duty.
- Must possess a valid State Driver's license.
- Must wear an appropriate service uniform.
- Uses protective clothing or safety equipment as required.
- Must pass a top secret clearance background investigation within the first year after appointment to the position and must be sustainable throughout the period of assignment to this position. Failure to obtain or maintain clearance status may result in termination or reassignment.