

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

1. Agency Position No.  
S000319

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard Position Description		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
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		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"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use FPL: 08		15. Classified/Graded by		Official Title of Position	

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	Investigation Technician	GS	1802	08	jh	4-8-09
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Special Agent

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)  
Juliana Scully  
Division Chief, Office of Law Enforcement

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature *Juliana Scully* Date 11.12.08

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  
Joyce M. Hayes  
Human Resources Specialist

Signature *Joyce M. Hayes* Date 4-8-09

22. Position Classification Standards Used in Classifying/Grading Position  
Flysheet for Compliance Inspection and Support Services, GS-1802, TS-45, 10/1980; JFPCS, Assistance Work in the Legal and Kindred Group, GS-0900, 08/2001

**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  
Type of Investigation: MBI This SPD is approved for Service-wide use

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

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

**Investigation Technician  
GS-1802-08  
PN: S000319**

**Introduction**

The Office of Law Enforcement's mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. The Office of Law Enforcement (OLE) works in partnership with Federal, international, state, tribal, and local counterparts. A variety of challenges and evolving 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.

Evolving work and approaches to work require increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence, and the ability to make risk assessments in order to focus inspections and investigations. OLE must expand partnerships, as well as increase the use of multi-agency and multi-function teams to accomplish high-risk, high-impact investigations.

This position is vital in ensuring that criminal investigators focus on the professional tasks necessary to accomplish high impact work such as identifying, disrupting, and dismantling organizations involved in illegal commercialization of wildlife. The incumbent of this position serves as a senior investigation technician providing technical support to criminal investigators in ensuring compliance with fish and wildlife laws, regulations, policies, and procedures. The incumbent is an advanced level technician with specialized knowledge in certain aspects of investigative work; such as documentation of cases, use of specialized law enforcement automated systems and databases, crime scene evidence collection and control.

**Major Duties**

- The incumbent is assigned to a range of investigation projects, typically the most complex, sensitive investigations and performs tasks independently based on personal judgment and experience. The incumbent is responsible for managing work and assisting lower-graded assistants in identifying appropriate methods for managing support work.
- Obtains background information on subjects of investigations by 1) identifying basic information needed, identifying sources for the information, and obtaining information through extensive record searches; 2) conducting structured interviews with witnesses; 3) performing automated information retrieval using a wide variety of systems and databases; 4) conducting telephone inquiries with Federal, State, and local agencies, private organizations, and individuals; and, 5) preparing correspondence with public agencies, private industry, and others
- Collects evidence at crime scenes and documents and controls evidence.

- Provides information to authorized persons concerning the status of particular investigations using judgment gained through extensive experience to determine the information to be provided.
- Compiles investigative reports with necessary exhibits, including reviewing and analyzing all investigative documents, identifying and correcting errors related to policy, and advising investigators and lower level assistants regarding pertinent policy and procedures.
- Compiles and maintains required administrative reports using law enforcement and other automated systems and software. Compiles and tracks investigative results and evaluates data and other information from research and investigation findings for a variety of purposes including required reports, budget justifications, trend analysis, etc.
- Provides copies and duplication of evidence and investigative materials ensuring legal, policy and procedural requirements are met.
- Participates in outreach activities such as classroom presentations, job fairs, and public events to educate travelers, industry and others regarding wildlife protection laws.
- Creates visual products, displays or exhibits to be used in outreach activities or to support investigations.
- Serves as evidence custodian in accordance with law and Service policy.
- Provides technical advice and assistance to lower level investigation assistants and to other support staff performing tasks supporting investigation work.
- Provides guidance and advice to investigators regarding areas of expertise such as documentation of cases, use of automated systems and databases, etc.
- Performs other related duties as assigned.

## **Classification Factors**

### **Factor 1. Knowledge Required by the Position.**

Knowledge of fish and wildlife laws, rules, and regulations, including import and export and search and seizure.

Substantive knowledge of procedures, regulations, and protocols applicable to investigation support tasks, i.e., required documentation, rules of evidence and evidence control, etc.

Ability to apply methods and techniques applicable to routine investigations and law enforcement activities.

Ability to conduct routine tasks in typical investigations, i.e., conducting structured interviews with witnesses, identifying information needed and conducting record searches, collecting evidence at crime scenes, analyzing investigative documents,

correcting errors in documentation, compiling investigative reports, presenting investigative findings in reports in an organized and prescribed manner.

A high level of skill in use of OLE automated information systems and a variety of internal and external databases used for record searches.

Comprehensive knowledge of investigation case documentation requirements. Ability to analyze and evaluate records, documents, and other data gathered for investigations. Skill in oral and written communication including developing and making presentations for outreach activities.

Skill in assembling and creating visual products, displays or exhibits, both stand-alone and web-based.

### **Factor 2. Supervisory Controls.**

The immediate supervisor outlines deadlines and priorities. The incumbent performs tasks independently referring unusual situations to the supervisor or lead Agent. The supervisor relies on the expertise and knowledge of the incumbent for some aspects of the work assigned. Work is reviewed for overall results and conformity to policy and requirements.

### **Factor 3. Guidelines.**

The laws, regulations, policies and procedures governing the U.S. Fish and Wildlife Service provide general guidance, with particular emphasis on those related to routine investigation work and documentation and related administrative processes. The incumbent uses judgment and experience to select and apply the appropriate reference and procedure for the investigative task assigned. Considerable skill is required in applying or adapting existing methods or techniques to a specific investigation. Independent judgment is required to determine to whom case information may be legally released. The incumbent refers situations requiring significant judgment or unusually sensitive situations to the supervisor or lead Agent for guidance.

### **Factor 4. Complexity.**

The work involves a variety of law enforcement activities that require the use of different and unrelated procedures and methods. For example, an in-depth knowledge of LE automated tracking systems and other databases to document cases and research records for evidence is required, as well as ability to apply interview techniques to conduct routine witness interviews. The incumbent is expected to identify and correct errors in investigative material and reports.

### **Factor 5. Scope and Effect.**

The purpose of the work is to serve as a senior investigative assistant to Agents conducting criminal investigations regarding the laws and regulations of the U.S. Fish and Wildlife Service and ensuring compliance. The incumbent provides advice and guidance to lower level assistants. The work impacts successful prosecution of cases, public compliance with governing laws and regulations, and the ability of the Office of Law Enforcement to track and monitor cases.

**Factor 6. Personal Contacts.**

Contacts are with criminal investigators within FWS and those external members of an investigative team. Contacts include other staff within FWS, attorneys, State and local officials, and the general public.

**Factor 7. Purpose of Contacts.**

Contacts are for the purpose of obtaining and sharing information for investigations, providing compliance information to the public and providing investigation status information to appropriate individuals. Incumbent provides advice and guidance to lower level support staff regarding assigned areas of responsibility. The incumbent provides advice and guidance to investigators regarding policies and/or procedures for investigation reports. The incumbent coordinates and disseminates information regarding specific investigations and other investigative matters.

**Factor 8. Physical Demands.**

Investigation support work may require some physical effort such as prolonged standing, bending, stretching, and lifting.

**Factor 9. Work Environment.**

The work is primarily in an office setting. However, some tasks, such as interviewing witnesses, obtaining and controlling evidence, may be in outdoor settings including adverse weather conditions and noisy environments.