

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000320

6. OPM Certification No.

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)
 Noncompetitive promotion potential to the GS-08 level, PN: S000319

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

13. Competitive Level Code

14. Agency Use
 FPL: 08

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	07	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

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)
 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.

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

Typed Name and Title of Official Taking Action
 Joyce M. Hayes
 Human Resources Specialist

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.

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

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**

**Evidence Technician
GS-1802-07
PN: S000328**

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 international, state, tribal, and local counterparts. 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.

Work requires 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.

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. At this level, the incumbent consults with the supervisor on highly sensitive cases or on those where guidelines are unclear. This position is developmental to the full-performance level of GS-8.

Major Duties

This position is assigned routine aspects of collecting evidence at crime scenes, primarily for developmental purposes. During the training, the supervisor defines the employee's scope of responsibilities and is provided assistance or new and unusual situations. The amount of supervision and guidance gradually diminishes as the incumbent gains more knowledge and experience. The incumbent:

- Receives further training in the collection of evidence at crime scenes, ensuring relevance of collected information and preparation of materials for use in legal proceedings.
- Documents and controls evidence according to accepted protocols.
- Serves as evidence custodian for highly complex, sensitive investigations. Receives evidence and seized property or under close guidance, assists in seizure. Tracks and monitors evidence using automated systems and logs. Maintains all records and documents related to evidence or property and assures that required documentation is accurate and meets all procedure and timeliness requirements. Ensures physical security of evidence.

- Obtains copies and duplication of evidence and investigative materials as needed. Further training is provided to the incumbent to properly analyze and evaluate evidence and documentation; identifies issues or problems and provides recommended solutions.
- Recommends and implements quality control procedures to ensure completeness, accuracy, and conformance with legal requirements. Provides suggestions to investigators regarding assigned tasks.
- Provides other case management assistance including serving as liaison or technical contact with National Fish and Wildlife Forensics Laboratory.
- Provides information to authorized persons concerning the status of particular investigations using judgment gained through extensive experience and guidelines documented in policy issuances to determine the information to be provided.
- Compiles investigative reports with necessary exhibits, emphasizing legal and procedural requirements that are met regarding evidence collection, documentation and control, including computer seizure. Identifies problems or issues, makes recommendations for corrections, and provides advice to investigators, assistants, or other staff to ensure proper evidence collection procedures are followed in the future.
- Compiles and maintains required administrative reports using law enforcement and other automated systems and software. Identifies issues and trends.
- Creates visual products, displays or exhibits to be used in legal proceedings.
- Provides technical advice and assistance to lower level investigation assistants and to other support staff performing tasks supporting investigation work.
- Performs other related duties as assigned.

Classification Factors

Factor 1. Knowledge Required.

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

Knowledge of laws, rules, regulations, and methods applicable to investigation support tasks, i.e., required documentation, rules of evidence and evidence control, etc.

Knowledge of (technical expertise in) protocols for computer seizure, collection techniques, and preservation as evidence in investigations.

Technical expertise in evidence and property control and tracking systems.

Skill in onsite crime scene investigation, evidence collection and control.

Ability to analyze and evaluate investigation documentation and evidence and recommend corrections or solutions to issues.

Ability to analyze data to identify trends and to develop and implement quality control and internal control procedures.

Ability to use OLE automated information systems and databases used for record searches and tracking and monitoring case information including evidence.

Skill in oral and written communication.

Skill in assembling and creating visual products, displays or exhibits, both stand-alone and web-based, especially those suitable for use in legal proceedings.

Factor 2. Supervisory Controls.

The immediate supervisor or Special Agent leading an investigation provides guidance on rules and procedures, introduces new or on-going requirements, and provides guidance on approaches to problems solutions, and outlines objectives. The incumbent performs work independently referring unusual situations to the supervisor or lead Agent. Evidence control work is expected to be technically accurate and is relied upon by investigators to support prosecution of criminals. Other work is reviewed for accuracy and conformity to policy and requirements. Establishment of process requirements and internal controls are handled with considerable independence.

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 evidence control, computer seizure, evidence documentation and related administrative processes. However, during this period of training, procedures for doing the work are well established. The incumbent uses judgment and experience to select and apply the appropriate reference and procedure. When existing guidelines cannot be applied or significant deviations appear to be appropriate, the incumbent confers with the supervisor or Special Agent prior to recommending or taking a course of action. 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 knowledge of a variety of law enforcement activities with expertise in seizure, collection, preservation, tracking and documentation of all types of evidence and property related to criminal investigations.

Incumbent is the technical expert regarding computer-related evidence. The incumbent is expected to identify trends and to identify problems and recommend solutions related to evidence technician work.

Factor 5. Scope and Effect.

The purpose of the work is to serve as a senior evidence technician involving the most complex and sensitive criminal investigations. Assignments are often to provide the incumbent with experience and advanced developmental assignments covering the methods,

techniques, and practices of evidence collection, preservation, documentation, and control. The work impacts successful prosecution of cases and the ability of the Service to track, monitor, and evaluate evidence handling.

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. The work involves contact with the National Fish and Wildlife Forensics Laboratory.

Factor 7. Purpose of Contacts.

Contacts are for the purpose of obtaining and sharing information for investigations, collecting and securing evidence and property, and providing information and reports to officials within OLE. Incumbent provides advice and guidance to lower level support staff regarding assigned areas of responsibility. The incumbent provides advice and guidance to investigators regarding evidence collection, preservation, documentation, and control, especially that computer-related. The incumbent coordinates and disseminates information regarding specific investigations and other investigative matters. The incumbent serves as liaison or technical contact with the Forensics Laboratory.

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 crime scene investigation, obtaining and controlling evidence, may be in outdoor settings including adverse weather conditions and noisy environments.