

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000322

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced) Noncompetitive promotion potential to the GS-06 level, PN: S000321		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	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	05	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	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
Flysheets 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	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**

**Investigation Assistant
GS-1802-05
PN: S000322**

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. 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 an investigation assistant providing technical support to criminal investigators in ensuring compliance with fish and wildlife laws, regulations, policies, and procedures.

The incumbent is an entry-level assistant assigned tasks in support of documentation of cases, use of specialized law enforcement automated systems and databases, assistance in crime scene evidence collection and control. At this level, the incumbent receives specific assignments that are progressively more responsible and involve a variety of tasks supporting investigative work. This position is developmental to the full-performance level of GS-8, through the GS-06 and GS-07 level.

Major Duties

This is a training-level position. The incumbent performs a variety of developmental tasks and receives formal and on-the-job training designed to instruct in such matters as:

- Obtaining background information on subjects of investigations.
- Compiling and maintaining required administrative reports using law enforcement and other automated systems and software.
- Tracking investigative results, data and other information from research and investigation findings.

The incumbent, with guidance from the supervisor, performs the following duties:

- Provides copies and duplication of evidence and investigative materials ensuring 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.
- Assists investigators in documentation of cases, use of automated systems and databases, etc.

Performs other related duties as assigned.

Classification Factors

Factor 1. Knowledge Required.

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

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

Ability to conduct routine tasks in typical investigations, i.e., conducting structured interviews with witnesses, correcting errors in documentation, compiling investigative reports, presenting investigative findings in reports in an organized and prescribed manner.

Ability to use automated information systems and a variety of internal and external databases used for record searches.

Familiarity with 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.

Factor 2. Supervisory Controls.

The supervisor assigns tasks and provides for each assignment specific and detailed instructions as to what is to be done and the sources to be used. Work is closely monitored and review for accuracy, adequacy, and adherences to instructions.

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 supervisor informs the employee of the appropriate references, procedures, and guidelines for the task assigned and interprets guidance on new or unusual work. The incumbent works in strict adherence to the guidelines, all deviations must be authorized by the supervisor. The employee must follow established procedures and requirements for release of information. Use of guidelines is reviewed by the supervisor and/or a senior Agent for adequacy and technical correctness.

Factor 4. Complexity.

Assignments consists of a variety of tasks, most of which involve several related steps, designed to orient the employee to procedures and methods of the law enforcement activities. The employee must be able to apply different work processes for a variety of tasks assigned including records management, conducting routine witness interviews or inquiries using structured instruments, etc. The incumbent is expected to assume progressively more difficult tasks over time. Decisions are limited to a simple choice of known techniques to be applied and are not significant at this level.

Factor 5. Scope and Effect.

The purpose of the work is to provide training in the practical application of the basic concepts, methods, procedures, and guidelines of the investigative program.

The work involves the performance of well-defined tasks, such as reading commonly used procedural and regulatory guidelines, or gathering and organizing clearly defined information from one or a few readily available source documents or files for use by higher level agents. The work is primarily intended to orient the trainee to the functions and activities of the agency's enforcement program.

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 factual information for investigations, providing compliance information to the public and providing investigation status information to appropriate individuals.

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.