

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000327

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other
 Explanation (Show any positions replaced)

Noncompetitive promotion potential to the GS-07 level, PN: S000328

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

6. OPM Certification No.

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: GS-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	Evidence Technician	GS	1802	06	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)

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

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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

a. Typed Name and Title of Immediate Supervisor

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.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Juliana Scully
Division Chief, Office of Law Enforcement

Signature _____ Date _____

Signature _____ Date 11-12-09

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 _____ 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-1802-06
PN: S000321**

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 a developmental assistant 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, is assigned progressively more responsible but more limited areas of projects, and performs tasks with increasing independence. This position is developmental to the full-performance level of GS-8, through the GS-7 level.

Major Duties

- In a developmental capacity, the incumbent is assigned to a range of progressively more responsible investigation projects and provides critical support in the areas of data and evidence management.
- 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

- Receives training in the proper techniques to collect 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.
- 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.
- Assists investigators in areas such as documentation of cases, use of automated systems and databases, etc.

Performs other related duties as assigned.

Factor 1. Knowledge Required.

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

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.

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

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.

Assignments are made with general instructions as to what is to be done, timeframes, and priorities. The incumbent performs the more routine tasks with independence, referring new or unusual situations to the supervisor or lead Agent. The supervisor monitors the work in progress and evaluates the finished work for accuracy, timeliness, and compliance with standards.

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 applies appropriate guidelines for work that is typically straightforward and similar to work performed before. The supervisor advises on the appropriate reference and procedure for the investigative task assigned and assists in interpreting guidance on new or unusual work. Judgment is required to determine to whom case information may be legally released. The incumbent refers new and 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 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 information for investigations, providing compliance information to the public and providing investigation status information to appropriate individuals. 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.