

POSITION DESCRIPTION (Please Refer to Instruction on the Back)

1. Agency Position No.
S000A11

2. Reason for Submission: Redescription Reestablishment New Other

3. Service: Hdqtrs. Field

4. Employing Office Location: _____

5. Duty Station: _____

6. OPM Certification No.: _____

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action: Yes No

Explanation (Show any positions replaced)

10. Position Status: Competitive Excepted (Specify in Remarks)

11. Position Is: Supervisory Managerial Neither

12. Sensitivity: 1-Non Sensitive 3-Critical Sensitive 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code: _____

14. Agency Use: _____

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Department of Interior, FFLB Retirement Team Specialist	HR 2				
b. Department, Agency or Establishment	Profisher Law Enforcement					
c. Second Level Review	Primary Secondary/Administrative	Secondary/Sr-pvy				
d. First Level Review	PARK RANGER (LE/REFUGE)	GS	0025	05		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Refuge Law Enforcement Officer

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
REGION

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)

Signature _____ Date _____

Signature _____ Date _____

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
GS-083, 4/88; GS-025, 11/85; INTRODUCTION TO POSITION CLASSIFICATION STANDARDS, 08/91.

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.

Typed Name and Title of Official Taking Action

Signature _____ Date _____

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL: GS-07 NOTE: THIS POSITION IS FOR YOUNG AND PHYSICALLY VIGOROUS INDIVIDUALS AND IS SUBJECT TO THE MAXIMUM ENTRY AGE RESTRICTIONS.

Standard position description Servicewide
Approved for use as a standardized position description

Debra O. Summers 08/29/00
Personnel Management

Standard Position Description #S000A11

U.S. Fish and Wildlife Service National Wildlife Refuge System Refuge Law Enforcement Officer Standard Position Description Park Ranger (Refuge/LE), GS-0025-5/7

Introduction

This is an entry-level position in which the employee must successfully complete required screening and testing procedures, and all developmental requirements to serve as a commissioned Federal law enforcement officer for the U.S. Fish and Wildlife Service.

The primary purpose of this position is the enforcement of Federal law enforcement duties that are integral to the protection of natural, cultural and human resources through the investigation, apprehension, and detention of individuals suspected or convicted of criminal activities and misdemeanors such as arson, illegal hunting and fishing, disturbance of fish and wildlife, firearms violations, timber theft, hazardous material violations or dumping, vandalism, theft or disturbance of archaeological resources, illegal harvesting of plants and animals, traffic violations, marijuana cultivation, use or sale of illegal drugs, crimes against persons or property, and trespassing on Service lands.

Note: This is an entry-level, basic trainee position. The employee receives assignments of the type outlined below. Noncompetitive promotion to the full-performance, target-level position of Park Ranger (LE/Refuge), GS-0025-07 (Job Number -S000011), is subject to: (a) the employee adequately performing the full scope of the duties and responsibilities of the next-higher level; (b) the position remaining classifiable at the assigned title, series, and grade; and, (c) the employee meeting qualification and regulatory requirements.

Major Duties

55-95% Law Enforcement

5-45% Combined Adjunct and Miscellaneous Duties

Receives formal classroom instruction and on-the-job training such as by observing operations, or by completing basic, straightforward refuge law enforcement operational assignments in accordance with instructions and for which a more experienced official is available for assistance. As greater knowledge and skill are developed, and law enforcement authority is delegated, performs more responsible assignments such as investigating and reporting trespass or damage to Government property, showing amount of damage or type of trespass, and identifying persons involved. Exercises discretion, within the delegated scope of responsibility, if action is needed to preserve the peace, protect visitors and resources, apprehend and detain violators, give emergency first aid, and other appropriate assistance. Issues warnings or citations, or arrest individuals, for violations. Inspects for compliance with special use permits or lease restrictions. Completes reports as needed. Law enforcement assignments enable the employee to become familiar with the missions, functions, activities, and operations of the U.S. Fish and Wildlife Service, the Refuge system, the Region, and the local Refuge/Complex to which assigned, including organizational goals, objectives, laws and regulations, procedures, techniques, and work practices.

Uses computer equipment, word processing equipment, and special purpose software to obtain or provide information, complete training assignments and carry out work assignments. Operates vehicles and may operate watercraft. May receive temporary assignments at one or more locations other than the site to which permanently assigned in order to receive instructions and direction from an experienced refuge law enforcement officer. As part of the employee's official duties, assists local law enforcement agencies from time to time, including occasional emergency assistance. Enforces game and fish laws in accordance with any limitations imposed by the State.

Develops, by observation and participation in operations, familiarity with the organizational entities with which local Refuge officials must work to learn about the roles and responsibilities of each, and to develop cooperative and coordinative relationships such as with higher-level program officials; local, State, and Federal law enforcement organizations/officials; and others. May occasionally make on- or off-site presentations/talks for visitors and organized groups about refuge law enforcement or conservation issues.

FACTORS

1. Knowledge Required by the Position

Basic knowledge of, or ability to learn, and to develop basic knowledge of law enforcement and general administrative methods and techniques which help provide a foundation for understanding the objectives of the refuge law enforcement program, the basic concepts of conservation, and the objectives of the U.S. Fish and Wildlife Service and the Refuge system.

Skill to communicate and interact with others in a professional manner in carrying out basic assignments and in completing training.

Knowledge of basic law enforcement activities, and the ability to learn and apply a range of the techniques, and methods, and procedures used in the law enforcement operations of the refuge.

Ability to successfully complete prescribed training classes, including the Land Management Law Enforcement Course at the Federal Law Enforcement Training Center (FLETC) or equivalent training, Refuge Officer Basic School (ROBS), and to obtain a commission as a Service law enforcement officer. Skill in the use of firearms, self-defense techniques, prisoner control methods, electronic surveillance and intrusion detection devices, and radios.

Skill to operate various motor vehicles and specialized craft. Must have and maintain a valid motor vehicle operator's license.

Skill to use computer systems, word processing equipment, and special purpose software.

2. Supervisory Controls

As a basic, entry-level trainee, the supervisor or another higher-level or more experienced employee provides technical direction on a day-to-day basis for training purposes including specific tasks and detailed instructions on the use of selected methods, procedures, and techniques to be used for each assignment. Work is typically closely reviewed in progress and upon completion and assistance is typically available from a more experienced employee when original instructions or guidelines prove inadequate. Review is for technical adequacy, completeness, compliance with instructions and for indications that the employee has the capability to perform more difficult and more responsible assignments. Work assignments of a type that the employee has not yet performed are usually subject to the greatest degree of review.

3. Guidelines

The trainee receives specific, detailed, instructional materials and oral instructions covering law enforcement and administrative principles, policies, laws and regulations, techniques, work processes, and procedures. The guidelines, as supplemented by instructions/directions, are directly applicable to assignments, and work is normally performed in accordance with the guidance received. Some limited judgment may be exercised such as making decisions on the location of areas to be patrolled within a limited set of choices or the sequence of patrols.

4. Complexity

The assignments consist of a variety of specific tasks or duties, which provide an orientation to refuge

law enforcement work, including the various principles, policies, techniques, procedures, etc. Typically, the tasks involve routine and limited assignments performed individually or by assisting an experienced law enforcement officer in the performance of tasks/parts of more difficult assignments for training purposes.

5. Scope and Effect

The purpose of the work, at this level, is to orient the trainee refuge law enforcement officer through a developmental program to the practical application of classroom instructions and to the performance of law enforcement. The effect of the work assignments is to accomplish limited assignments within the law enforcement program at an assigned site, either individually or through assistance given to more experienced refuge law enforcement officers.

6. Personal Contacts

The employee primarily has daily contacts with visitors, co-workers, refuge neighbors, and other members of the public. The contacts may occasionally include attorneys, judges, and personnel from other Federal agencies and State and local law enforcement and emergency service organizations. With respect to visitors to and neighbors of the refuge, the employee's contacts include people who represent a cross section of the nation and of many other countries of the world. Visitors are of all ages, and are from all social, ethnic, and economic groupings. Most visitors and refuge neighbors can be expected to be law abiding citizens; however, visitors also include individuals who violate the laws, rules, and regulations of the refuge and some individuals who have a history of previous convictions for serious criminal offenses.

7. Purpose of Contacts

Assignments require collaboration with Service resource managers and a variety of other Federal, State, and local law enforcement agencies whose goals are generally compatible but occasionally require special efforts to reconcile differing viewpoints and demands. Contacts with Service land users and visitors are to enforce laws and regulations governing the use of Service lands, to inform them of the cultural and natural resources on Service lands, and to ensure regulatory compliance. Contacts with private organizations, groups, and individuals are made to exchange information and to stimulate active support of law enforcement efforts, to investigate criminal activity and violations, and to apprehend suspects and violators. Contacts to detect and curtail criminal activity are often dangerous; people encountered are sometimes verbally and/or physically hostile.

8. Physical Demands

The employee's work regularly includes long periods of standing, hiking and/or climbing, in many cases on uneven, steep, rough, slippery, and/or rugged terrain. Operation of a variety of land and watercraft over extended periods of time is required. The duties require frequent or immediate strenuous exertion in law enforcement, firefighting, search and rescue, and related emergency activities. Lifting or carrying equipment weighing over 50 pounds may be required.

Duties involve performing physically rigorous assignments, often in isolated outdoor environments on land, water, and in the air. The employee is frequently exposed to severe weather conditions. Dangerous persons must be physically confronted, subdued, and apprehended; many of whom are known to carry weapons. Prisoners must be kept under physical restraint during transport and processing. The above activities are subject to the need to be carried out without regard to fixed work schedules, scheduled off-duty days, or opportunities for proper rest or nutrition. As more responsible assignments are received there is a high-stress component to much of the work.

9. Work Environment

While a significant amount of work is performed in an office setting, most of the work is performed outdoors in all kind of weather and climatic conditions on land and/or on the water. The work is

performed at various hours of the day and night and for prolonged periods during emergency situations. The employee is subject to frequent exposure to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), adherence to specific safety procedures, and other precautions.

Long periods of surveillance work may be required in cramped or unpleasant locations and under unpleasant conditions. Subject to the possibility of being frequently assigned variable work schedules, including shift work.

Exposed to potentially dangerous situations, such as accidents while operating motor vehicles of various types; flying as a passenger in small fixed wing or rotary wing aircraft; and/or operating and/or riding in small watercraft.

Emergency law enforcement operations will require entry into hazardous environments, exposure to dangerous persons, animals, and substances, and potential exposure to infectious diseases. Follows Service and Departmental safety policies, wearing protective clothing and using appropriate protective and/or safety devices to reduce or eliminate exposure to dangerous situations.

Note: As a condition of employment the employee must successfully meet or pass the following:

-Screening and testing:

- Federal Law Enforcement Training Center's Physical Efficiency Battery (PEB)
- Background Investigation
- Qualification Inquiry
- Drug Testing
- Psychological Screening
- Medical Standards

-Land Management Police Training (FLETC)

-Refuge Officer Basic School

-Cardiopulmonary Resuscitation (CPR)

-First Aid Training

-Maximum entry age and retirement requirements

-Must wear the Service uniform according to policy

-Must have and maintain a valid motor vehicle operator's license for the required vehicles

-Must qualify and carry a firearm