

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

SP-01

1. Position for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Civil <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities MN		5. Duty Station		6. CSC Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Employment/Financial Stmt Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		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)		11. Position is <input type="checkbox"/> Substantive <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Moderate <input type="checkbox"/> Non-sensitive		13. Competitive Lower Code		14. Agency Use		15. Classified/Graded by		Official Title of Position	

Standard Position Description  
SP - 01

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau	Wildlife Inspector	GS	1801	05		rd 6/24/82
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Wildlife Inspector	GS	1801	05		

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

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment  
Department of the Interior

a. First Subdivision  
U.S. Fish and Wildlife Service

b. Second Subdivision  
Division of Law Enforcement

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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)  
C. R. Bavin, Chief  
Division of Law Enforcement

Signature: *[Signature]* Date: 6/24/82

21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5 U.S. Code in conformity with standards published by the Civil Service Commission or if no published standards apply directly consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position  
Standard PD SP-01

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 Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

Typed Name and Title of Official Taking Action  
Ramona L. Doswell  
Personnel Management Specialist

Signature: *[Signature]* Date: 6/24/82

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

24. Remarks

Full Performance Level: \_\_\_\_\_

Personnel Folder Copy: \_\_\_\_\_

Supervisor's Copy: \_\_\_\_\_

Employee's Copy: \_\_\_\_\_

Classification Copy: \_\_\_\_\_

## INTRODUCTION

The Division of Law Enforcement is responsible for protection of domestic and international fish and wildlife resources and control of human activities so as to assure appropriate optimum human benefits. The objective of the law enforcement program is to secure and maintain widespread voluntary compliance with Federal and State Conservation laws and regulations and international treaties.

Wildlife Inspectors are charged with a vital role in the administration and enforcement of laws and are an integral part of the total law enforcement function of the Division. This position requires the performance of a very limited range of inspectional and compliance work involving the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of live wildlife, parts thereof, and wildlife products. The incumbent of this position may be assigned at any Customs port where the importation or exportation of wildlife is authorized.

## PRINCIPLE DUTIES AND RESPONSIBILITIES

This is a basic entry-level position in which the incumbent performs a limited range of inspectional and compliance work related to the enforcement and administration of laws and regulations governing the importation and exportation of live wildlife, parts thereof, and wildlife products. The incumbent:

- Examines shipping containers to insure that they are marked and labeled in accordance with applicable statutes and regulations.
- Opens crates and other containers, using crowbars, tin snips, hammers, etc., to obtain access to contents.
- Assists in examination of live specimens or wildlife parts or products to determine if they are being shipped in accordance with Federal and State wildlife laws.
- Assists in determination of the genus and species of live specimens, or wildlife parts, or products to assure compliance with laws that pertain to lists and appendices of protected species.
- Assists in examination of import/export documents; including air waybills, ocean bills of lading, dock receipts, delivery instructions, letters of credit, special customs and commercial invoices, certificates of origin, foreign export permits, Service permits, etc., and other Federal forms - to assure that all regulations have been met and all required documents are present.

- Receives instructions in the preparation of detailed field information reports which record all violations and potential violations for use by a Special Agent.
- Is required to testify in Criminal court and civil proceedings involving seized wildlife.
- Wears protective clothing or safety equipment as required to inspect wildlife shipments containing hazardous wildlife; i.e., exotic venomous reptiles, primates, large cats, etc.
- Is often required to lift objects weighing up to forty (40) pounds.
- Operates government motor vehicles and maintains a valid government drivers license and a valid State driver's license.
- Safeguards and protects government property.

#### FACTOR

##### 1. Knowledge Required

- Knowledge of Federal, State, and foreign countries laws and regulations that are pertinent to import/export controls of wildlife.
- Knowledge of Federal and State laws pertinent to wildlife shipped in interstate commerce.
- Knowledge of fish and wildlife taxonomy and zoology.
- Ability to communicate by verbal and written means.
- Skill in the operation of motor vehicles.

##### 2. Supervisory Controls

The incumbent works under very close supervision at U.S. Customs air and surface cargo facilities, domestic airlines and trucking cargo facilities, and U.S. Customs foreign arrival (passengers) areas. Incumbent receives direction and guidance from an experienced Wildlife Inspector and/or the Supervisory Wildlife Inspector.

##### 3. Guidelines

Guidelines are primarily oral in respect to this position. The incumbent receives specific instructions for performing a particular task pertinent to conducting inspections and examinations of imported and exported wildlife.

4. Complexity

The incumbent is engaged in a very limited range of inspectional and compliance work related to the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of live wildlife, parts thereof, and wildlife products.

5. Scope and Effect

The incumbent's performance of the assigned tasks is a valuable contribution to the daily inspectional and compliance program of the Service. The incumbent through his/her performance of assigned tasks directly impacts on the rate at which inspections and examinations of imported and exported wildlife can be completed.

6. Personal Contacts

Intra-agency personal contacts include other Wildlife Inspectors and Special Agents. Other Federal and State contacts include U.S. Customs Service officials; inspectors patrol officers, and agents; USDA officials, Veterinary Services personnel, and Plant Protection and Quarantine inspectors; U.S. Department of Commerce officials; Export Control personnel, and National Marine Fisheries Service agents; U.S. Public Health Service inspectors, Food and Drug Administration personnel, and State Conservation officers involved in activities concerning importation, exportation, and interstate commerce of wildlife. Private sector contacts include Customs-house brokers, carrier representatives, warehousemen, truckers, importers and exporters of wildlife, and international traveling passengers.

7. Purpose of Contacts

Personal contacts with other Federal and State officials and persons in the private sector are to familiarize the incumbent with their functions and responsibilities pertaining to importation, exportation, and shipment of wildlife in interstate commerce.

8. Physical Demands

The work involves intense physical activity, traveling from one cargo facility to another which can be separated by several miles involving urban traffic problems. The incumbent is required to do considerable walking, bending, and lifting cartons and cases in excess of thirty (30) pounds.

9. Work Environment

Work is mostly performed in cargo facilities that involve the risk of being injured by falling cartons and crates, lifting equipment, etc. The facilities are considerable in size and the employee is exposed to the seasonal changes in temperature. The incumbent is also subject to wounds or diseases inflicted or induced by the live wildlife being inspected; particularly hazardous are venomous reptiles, primates, and large exotic cats.