

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
SP-02

2 Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment <small>Exempt from this position replaced</small>		3 Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Filled <input type="checkbox"/> Other		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"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical B <input type="checkbox"/> Non-sensitive		13 Competitive Level Code	
								14 Agency Use	

Standard Position Description SP-02

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	07		pd 6/24/82
d. Field Office						
e. Recommended by Supervisor of Initiating Office	Wildlife Inspector	GS	1801	7		

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 Division 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) C. R. Bavin, Chief Division of Law Enforcement
Signature: _____ Date: _____	Signature: CR Bavin 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 conformance 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-02

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.

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

24 Remarks

Project Leader Copy _____
Employee Copy _____
OPF copy _____
Classification Copy: _____

Full Performance Level: _____

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 an integral part of the total law enforcement function of the Division. This position requires the performance of a medium 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 an advanced developmental position in which the incumbent has responsibility for carrying out a sequence of steps involved in applying various prescribed procedures. The incumbent performs routine assignments independently in which judgment is limited primarily to applying standard operating practices and procedures 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. 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.
- Examines live specimens, or parts thereof, or wildlife products to determine if they are being shipped in accordance with Federal and State wildlife laws.
- Makes determinations in consultation with the Supervisory Wildlife Inspector or an Inspector of a higher grade as to the genus and species of live specimens, or parts thereof, or wildlife products to assure compliance with laws that pertain to lists and appendices of protected species.
- Examines import/export documents, domestic transportation documents; including air waybills and ocean bills of lading and 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 that all required documents are present.

- Makes recommendations, in consultation with the Supervisory Wildlife Inspector or designated Inspector of a higher grade, as to when probable cause exists to believe that a wildlife shipment is in violation of applicable laws.
- Notifies the Supervisory Wildlife Inspector of indication of violations involving wildlife shipped in interstate commerce.
- Exercises the authority to seize, with or without a warrant as provided by applicable laws, live specimens, parts thereof, or wildlife products as evidence upon a determination that probable cause exists to believe that a wildlife shipment is in violation of applicable laws.
- When seizures are made, documents the seizures then notifies the Supervisory Wildlife Inspector, Senior Resident Agent or Special Agent having jurisdiction at the port to which the incumbent is assigned. Seized evidence is handled in accordance with District procedures and chain of custody procedures.
- Is responsible for obtaining all original documents pertaining to a shipment of wildlife in violation of applicable Federal statutes.
- Prepares detailed field information reports; including photographs, which record all violations for use by a Special Agent.
- Is required to testify, in criminal court and civil proceedings involving seized wildlife.
- Wears a Class C uniform while on duty.
- Wears other protective clothing or safety equipment as required to inspect wildlife shipments containing hazardous wildlife; i.e., exotic venomous reptiles, primates, large cats, etc.
- Operates government motor vehicles and maintains a valid government drivers license and a valid State drivers 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.
- Knowledge of manufacturing processes used to alter wildlife parts from their configuration in the natural environment.
- Ability to communicate by verbal and written means.
- Ability in utilizing photographic equipment.
- Skill in the operation of motor vehicles.

2. Supervisory Controls

The incumbent works under the general guidance and direction of the Supervisory Wildlife Inspector. Unusual situations are resolved in consultation with the Supervisory Wildlife Inspector or an Inspector of a higher grade. The incumbent is expected to exercise sound judgment in terms of the need to make independent decisions.

3. Guidelines

Guidelines are both written and oral with respect to this position and are in the form of alert notices, checklists, telephonic messages, and radio communications pertinent to conducting inspections and examinations of imported and exported wildlife.

4. Complexity

The incumbent is engaged in a medium 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. Inspectional and Compliance work involve making physical inspections to determine exact species of wildlife involved and detect smuggling of live wildlife parts thereof, or wildlife products. Also involves examining different types of documents to determine their authenticity and relevancy to the legality of wildlife shipments.

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.