AFD - AD

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

1. Agency Position No. 10099

2. Reason for Submission: ☐ Redescription ☐ New ☐ Reestablishment ☐ Other

Explanation *(Show any positions replaced)*: Replaces PD#28137

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location: ARLINGTON, VA

5. Duty Station: ARLINGTON, VA

6. OPM Certification No.

7. Fair Labor Standards Act: ☑ Exempt ☐ Nonexempt

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

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

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	ASSISTANT DIRECTOR FOR ASSET FORFEITURE	ES	1811			
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment: DEPARTMENT OF JUSTICE

a. First Subdivision: UNITED STATES MARSHALS SERVICE

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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: DONALD S. DONOVAN, ASSOCIATE DIRECTOR FOR ADMINISTRATION

Signature: [signature] Date: 2/19/10

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

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.*

Typed Name and Title of Official Taking Action: SHARYN R. WALKER, HUMAN RESOURCES SPECIALIST

Signature: [signature] Date: 2/18/2010

22. Position Classification Standards Used in Classifying/Grading Position

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.

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

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

ASSISTANT DIRECTOR FOR ASSET FORFEITURE
ES-1811

I. INTRODUCTION:

The United States Marshals Service, a law enforcement agency of the Federal government, is primarily responsible for supporting the Federal Judiciary in activities which facilitate litigation and protect the integrity of the judicial process. The activities of the United States Marshals Service include: ensuring the safety of the Federal Judiciary and other court officers; maintaining order during court proceedings; maintaining security of deliberating and sequestered juries; apprehending Federal fugitives; maintaining security of key government witnesses and their families; guarding and transporting Federal prisoners; providing assistance in matters of federal emergencies involving civil disturbances; operating the Asset Forfeiture program; and serving process.

The incumbent of this position serves as the Assistant Director for Asset Forfeiture with full technical responsibility for managing, administering, and executing the development, implementation, and operation of programs, policies, and procedures pertaining to the United States Marshals Service Asset Forfeiture Program.

II. DUTIES AND RESPONSIBILITIES:

1. Serves as the principal advisor to the Associate Director for Administration on the Asset Forfeiture Program which involves the seizure, management, and disposal of forfeited properties and assets from illegal drug trafficking, racketeering, and other organized criminal activities.

2. Manages and administers the Asset Forfeiture program. Provides policy advice and guidance to investigative, litigative, and custodial agencies relating to seized property issues. Manages a delivery system, using both private sector and government services to secure, transport, store, maintain, and dispose of seized and forfeited property; arranges for the sale of forfeited property; establishes a national inventory of seized property; and collects and analyzes data related to the costs and benefits of seized property management options, including, but not limited to storage, security, maintenance, and sales options.

3. Formulates policy and prescribes rules, regulations, and procedures governing the execution of the Asset Forfeiture program. Establishes cost-accounting and management controls governing the seized and forfeited property in conjunction with the Assistant Director for Financial Services.

4. Coordinates international forfeiture actions in concert with other components of the Department of Justice and foreign governments. Provides training, advice, and assistance to foreign governments on asset forfeiture related matters.

5. Directs the United States Marshals Service national pre-seizure investigative program.

6. Ensures that resources are effectively and efficiently utilized. Conducts periodic comprehensive evaluations of goals and objectives; adjusts or redefines goals and objectives as required. Continuously analyzes program areas to identify problem areas and those in need of improvement. Directs and evaluates special studies for the purpose of determining the effectiveness of the United States Marshals Service Asset Forfeiture Program.

7. Participates in budget preparation, review, and defense. Projects annual resource requirements and submits requests/justifications. Based on resource allocations, determines which programs and/or projects to initiate, curtail, or drop. Monitors and justifies major program expenditures.

8. Provides positive direction to subordinate organizational levels and resolves differences between key subordinate officials. Creates and maintains an atmosphere that promotes equal employment opportunity concepts, positive human relations, and open communications between employees and their superiors.

9. Represents the United States Marshals Service in meetings and conferences with high ranking government officials, representatives from state, local, and foreign governments, officials from private and/or public organizations, and the general public. Establishes and maintains contacts with counterparts in other agencies in order to exchange key information and further the interests of the United States Marshals Service.

Performs other duties as assigned.

III. SUPERVISORY RESPONSIBILITIES:

Through subordinate managers, the incumbent is responsible for the management and executive direction of a staff of professional, administrative, technical, and clerical personnel in the execution of the above duties.

IV. CONTROLS OVER THE WORK:

This position is under the general and administrative direction of the Associate Director for Administration, United States Marshals Service. The incumbent performs duties with unusual latitude for independent determinations in accordance with the Marshals Service needs and in compliance with objectives established by the Attorney General and legislation pertinent to the Marshals Service. The incumbent keeps the Associate Director for Administration apprised of work progress, major work problems, and program results through periodic conferences and written reports.

V. QUALIFICATIONS:

Successful performance in this position requires progressively responsible experience in the management and administration of law enforcement programs. Previous experience in legal or investigative work, which provided a sound knowledge of judicial and criminal operations, is

necessary. This position also requires a high level of managerial and administrative expertise. Other required managerial traits are awareness of social and political forces which impact on the law enforcement programs, knowledge of personal and physical security techniques, understanding of the missions of agencies with related functions, ability to represent the Marshals Service at the highest levels of government, and the ability to delegate authority and control activities through subordinate managers.

SPECIAL REQUIREMENTS:
TRAVEL IS REQUIRED
TOP SECRET CLEARANCE IS REQUIRED

THIS POSITION IS A DRUG-TESTING DESIGNATED POSITION SUBJECT TO RANDOM TESTING

THE INCUMBENT OF THIS POSITION MUST HAVE PRIOR EXPERIENCE IN A PRIMARY LAW ENFORCEMENT POSITION AND IMMEDIATE PRIOR EXPERIENCE IN A POSITION APPROVED FOR COVERAGE UNDER 5 U.S.C. 8336 C (1) OR 5 U.S.C. (D) SINCE THIS POSITION INCLUDES RESPONSIBILITIES DIRECTLY INVOLVING THE INVESTIGATION OF CRIMINAL ACTIVITIES.