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

1. Agency Position No.: 14010N

2. Reason for Submission: ☐ Redescription ☑ NEW ☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service: ☑ Hqtrs ☐ 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

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 ☐ 2 - Non-Critical Sensitive ☑ 3 - Critical Sensitive ☐ 4 - Special Sensitive ☐ 5 - Low Risk ☐ 6 - Moderate ☐ 7 - High Risk

ADP Position ☐ Yes ☐ No

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupation Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Assistant Director for Asset Forfeiture	ES	0340		DEB	1/16/14
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 Justice

a. First Subdivision: United States Marshals Service

b. Second Subdivision: Asset Forfeiture Division

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 related 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: LISA M. DICKINSON, ACTING ASSOCIATE DIRECTOR FOR ADMINISTRATION

Signature: [signature] Date: 01/16/14

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.

22. Position Classification Standards Used in Classifying / Grading Position

Typed Name and Title of Official Taking Action: HR Specialist

Signature: [signature] Date: 1/16/14

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

Sup./Mgt. Code

Bargaining Unit Status Code:

Drug Testing Requirement: ———

Security Clearance: TS - Critical Sensitive

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

Previous Edition Usable

ASSISTANT DIRECTOR FOR ASSET FORFEITURE
ES-340

I. INTRODUCTION:

The United States Marshals Service (USMS), 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 USMS include: ensuring the safety of the Federal Judiciary and other court officers; maintaining order during court proceedings; maintaining security of deliberating and sequestered juries; maintaining security of key government witnesses and their families; guarding and transporting Federal prisoners; apprehending Federal fugitives; execution of the Asset Forfeiture Program; serving process; and providing assistance in matters of federal emergencies involving civil disturbances.

The incumbent of this position serves as the Assistant Director for Asset Forfeiture with full executive responsibility for the development, implementation, and operation of programs, policies, and procedures pertaining to the USMS Asset Forfeiture Program. The USMS Asset Forfeiture Program mission is to provide expert, efficient and cost effective asset identification, planning, seizure, management and disposition services to components of the Department of Justice (DOJ) Asset Forfeiture Program. The incumbent directs both immediate and long range strategic planning for effective management of the USMS Asset Forfeiture Program nationwide.

II. DUTIES AND RESPONSIBILITIES:

1. Serves as the principal advisor to the Associate Director for Administration on the Asset Forfeiture Program which involves the identification, seizure, management, and disposal of seized and forfeited assets as a result of illegal drug trafficking, racketeering, white collar crime and other organized criminal activities.

2. Manages the strategic, operational and administrative aspects of the USMS Asset Forfeiture Program. Conducts periodic and comprehensive evaluations of strategic goals and objectives; adjusts or redefines goals and objectives as required. Ensures resources are effectively and efficiently utilized. 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 USMS Asset Forfeiture Program.

3. Responsible for the use of government and private sector services to secure, transport, store, maintain, and dispose of seized and forfeited property. Establishes processes to support the sale, transfer or destruction of forfeited property as required. Maintains a national inventory of seized and forfeited property. Collects and analyzes data related to the costs and benefits of seized property management options, including, but not limited to storage, security, maintenance, and disposition.

4. Responsible for Asset Forfeiture Division 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 suspend. Monitors and justifies major program expenditures. Establishes cost-accounting and management controls governing the seized and forfeited property in conjunction with the Assistant Director for Financial Services.

5. Responsible for the procedural and financial integrity of the USMS Asset Forfeiture Program. Formulates policies and prescribes rules, regulations and procedures governing the execution of the Asset Forfeiture Program. Oversees the use of internal data quality reviews and audits to ensure nationwide compliance with Policy Directives, standard operating procedures, and established internal controls. Provides policy advice and guidance to investigative and custodial agencies relating to seized property issues.

6. Responsible for the operation and administration of the USMS Asset Forfeiture Financial Investigator (AFFI) Program. The mission of this program is to build collaborative relationships between the USMS DOs, United States Attorney's Offices (USAOs), and DOJ AFP investigative agencies to enhance seizures and forfeitures related to DOJ criminal investigations, with the goal of maximizing asset identification, victims' compensation and equitable sharing. The program is also responsible for the identification of assets through financial investigation to satisfy outstanding DOJ forfeiture-related debts owed to the US.

7. Directs the Asset Forfeiture Academy. Initiates training assessments and instructional design efforts to address identified skill gaps. Oversees the establishment of training objectives and curriculum development to facilitate achievement of asset forfeiture mission requirements. Collaborates with Training Division to ensure asset forfeiture workforce development occurs in accordance with USMS core competency strategic goals.

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, administration, direction, and control of administrative support programs of broad scope and complexity. Experience must have demonstrated that the incumbent can plan, organize, develop, coordinate, direct, evaluate, and carry out vital programs. 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 operational programs of the Marshals Service, 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