

Job Title: CRIMINAL INVESTIGATOR, GL-1811-5/7**Job Announcement Number:**

Series & Grade: GL-1811-5/7
Promotion Potential: 12
Open Period: Thursday, February 04, 2010 to
Position Information: Full-Time Permanent
Who May Be Considered: United States citizens

Job Summary:

If you:

- want a challenging career in law enforcement
- enjoy verifying facts, obtaining specific pieces of information, and interviewing witnesses
- are able to communicate both verbally and in writing
- can determine the accuracy and relevance of criminal activities

Then look no further, we have just the job for you! As a Federal Law Enforcement Officer (LEO) you will conduct investigations relating to alleged or suspected violations of the criminal laws.

*This position is covered by Law Enforcement Availability Pay (LEAP). An additional compensation rate of 25% will be added to the locality salary after successful completion of all mandatory training requirements.

Key Requirements:

- U.S. Citizenship or National
- Males from after 12-31-59 must be registered or exempt from Selective Service (See www.sss.gov)
- Relevant experience or education (See [Qualifications and Evaluations](#))
- Suitable for Federal employment as determined by a background investigation
- Drug testing and a valid state's drivers license required

Major Duties:

Being a criminal investigator makes you a valuable member of the Federal Law Enforcement Officer (LEO) profession. You will conduct criminal investigations and prepare for the prosecution of major criminal violators. You'll also work with and observe higher graded criminal investigators and receive formal training designed to allow you to acquire greater experience. Most important, you will be in a pivotal role from day one. The nature of the work might place the criminal investigator in situations that present a danger to personal safety. A criminal investigator may have to use a firearm in the line of duty, and may have to take someone's life in the defense of self or others. The work involves planning and conducting investigations relating to alleged or suspected violations of criminal laws. Typical work assignments include:

- Reviewing the laws and regulations enforced or applied by the agency
- Applying basic investigative techniques and procedures

- Preparing reports
- Reviewing court decisions that set precedents
- Observing the surveillance of criminals
- Interviewing employees, officials in and out of the Government, and others for the purpose of verifying facts and obtaining specific pieces of information
- Securing signed statements, affidavits and documentary evidence to be included in reports or case records

Assignments will become more complex as your training and experience progress.

Qualifications:

You must have one of the following qualifications:

- Successful completion of a full 4-year course of study in any field leading to a bachelor's degree in an accredited or pre-accredited college or university; OR
- At least 3 years of progressively responsible general experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing; OR
- A combination of education and experience as listed above.

The general experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSAs) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

You must have one of these additional qualifications:

- A bachelor's degree with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA (4.0 scale) for required courses completed in a major field of study during junior and senior year of 4-year college or university; class standing of upper third of the graduating class in the college, university, or a major subdivision of the college; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; OR
- One full year of graduate level education in an accredited or pre-accredited college or university. The education must demonstrate the knowledge, skills, and abilities necessary to do the work; OR
- One year of specialized experience at the GS-5 (or equivalent) grade level. [Agency define specific specialized experience] OR
- A combination of education and experience as listed above.

Medical Requirements: You will be required to pass a pre-employment medical examination. The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints are required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of this position are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself, or others is disqualifying.

Age Requirements: You must be at least 21 years of age and not older than 36 at the time of appointment. In accordance with PL 100-238, this position is covered under law enforcement retirements provisions; therefore, you must be appointed before reaching their 37th birthday unless you presently serve or have previously served in a Federal civilian law enforcement retirement-covered position.

Basic Agent Training Requirements: You must successfully complete and pass the required Basic Agent Training Program. Failure to pass the training program will result in separation from this agency.

[Insert agency requirements for successful completion of Basic Agent Training and the duration/location , e.g., 20-week Basic Agent Training Program at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA].

Firearms: This position requires that the incumbent meet initial and continuing qualifications in the use of firearms.

Lautenberg Notice: Title 18 USC, Section 911 (g), automatically disqualifies anyone who has been convicted of a misdemeanor crime of domestic violence from being appointed to this position. You must not have been convicted of a felony crime.

Work Schedule: The hours are long and irregular. You must be available at all times, to include holidays. You may also be sent on extended temporary duty station assignments away from your assigned office.

How You Will Be Evaluated:

We will review your résumé and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Occupational Questionnaire. The Occupational Questionnaire evaluates your relevant personal, educational, and work experiences. The questions are related to fundamental competencies, such as creative thinking, decision making, flexibility, interpersonal skills, learning, oral communication, planning and evaluating, problem solving, self-management, and written communication, required for the job for which you are applying.

The Occupational Questionnaire will take you approximately 15 minutes to complete the first time, and you can reuse your score when applying for other investigator positions.

Benefits:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at www.usajobs.gov/EI/benefits.asp#icc.

Other Information:

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

Interagency Career Transition Assistance Program (ICTAP: To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at [Agency must define well-qualified.] or above on the rating criteria for this position. For information on how to apply as an ICTAP eligible see http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap.

How To Apply:

Your complete application will include:

1. **Résumé**
2. **Official, unofficial transcript(s), or a list of courses with completion dates, grades, and quarter and/or semester hours received**
3. **Additional documents (e.g., Veterans' Preference documentation, proof of ICTAP eligibility), if applicable**

You may also submit a cover letter with your résumé.

You may either apply Online or deliver your application package via [Insert agency procedure].

Contact Information:

Enter Contact Information Here

Agency Information:
Agency

What To Expect Next:

After all application packages have been received, we will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will rate each applicant who meets the basic qualification on the information provided in the occupational questionnaire and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

EEO Policy Statement: <http://www.usajobs.gov/eoo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: