

Job Title: INVESTIGATOR, GS-1810-5/7**Job Announcement Number:****Series & Grade:** GS-1810-5/7**Promotion Potential:** 12**Open Period:** Wednesday, January 27, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.**Job Summary:**

*Would you like a job where you can make a difference?

*Are identifying problems, analyzing facts, determining accuracy and relevance of information, and making recommendations some of your strong suits?

*Are you able to work both independently and as part of a team?

If you are a new professional interested in an investigative career, this job is for you! You will act as a partner to the law enforcement community, advising them of critical investigations.

[Insert your agency's branding/marketing/mission information-agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]

Go from \$31-\$70k in 5 years! Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent 401-K like retirement package!

Year 1 \$31,751 (GS-5) Year 2 \$39,330 (GS-7) Year 3 \$48,108 (GS-9) Year 4 \$58,206 (GS-11) Year 5 \$69,764 (GS-12)

[Agencies should insert the correct salary depending on location]

Key Requirements:

- U.S. Citizenship
- Registered for Selective Service, if applicable (See Other Information)
- Résumé and supporting documents (See How to Apply)
- Complete the Occupational Questionnaire (Takes approx. 15 minutes)
- Suitable for Federal employment
- Drug testing and a valid state's drivers license required

Major Duties:

Being an investigator makes you a valuable member of the law enforcement community. You will collaborate closely with other investigators and persons inside and outside the law enforcement community. You will also work with and observe higher graded 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 work involves planning and conducting investigations of persons or organizations seeking, claiming, or receiving Federal benefits, permits, or employment when the results of the investigation will be used to make or invoke administrative judgments, sanctions, or penalties. Typical work assignments include:

- Searching records
- Studying assigned material pertinent to cases
- Interviewing employees, officials in and out of the Government, and others
- Verifying facts and obtaining specific information
- Preparing reports
- Reviewing court decisions that set precedents.

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

Qualifications:

You may start at \$ **XX,XXX** (GS-5) per year if you have one of the following qualifications:

[Agencies should insert the correct salary depending on location]

- 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 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; (the experience identified is equivalent to GS-4) 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 may start at the higher \$**XX,XXX** (GS-7) salary if you have one of these additional qualifications:

[Agencies should insert the correct salary depending on location]

- 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.

How You Will Be Evaluated:

We will review your resume and transcript(s) if you are qualifying based on education 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:

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. **[Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]** The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here www.usajobs.gov/EI/benefits.asp#icc

Other Information:

The Interagency Career Transition Assistance Plan (ICTAP) provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

[Insert this paragraph if your agency did not clear CTAP before announcing outside its own workforce]

The Career Transition Assistance Plan (CTAP) provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective

Service Law. See www.sss.gov.

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>.

How To Apply:

You may either 1) Apply Online or 2) deliver your application package via fax, mail, or hand-delivery. Your complete application package will include:

1. Résumé
2. If qualifying based on education, unofficial or official college transcript(s) listing all college courses completed, credit hours received for each course, major(s), and grade point average or class ranking
3. Occupational questionnaire

If you are applying online, click here to complete the Occupational Questionnaire (this should take approximately 15 minutes the first time, with the option to reuse your scores)

If you are **NOT** applying online,

- i. click here to download the questions
- ii. click here to download the form you must record your responses on

If faxing in your application package:
Attention: **[Insert name of contact]**
[Insert telephone number]

Send Mail
[Insert complete address]
USA

All electronic submissions or faxes must be completed by **[Insert time]** Eastern Time **[Insert closing date]**. All mailed résumés and/or supporting documents must be received by **[Insert closing date]**.

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.

[Insert name of contact]

Phone: [Insert contact's phone number including area code]

TDD: [Insert TDD phone number including area code]

Email: [Insert contact's email address]

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

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: