

TITLE, SERIES, GRADE: Forensic Science Development Coordinator, GS-301-12/13

SALARY RANGE: GS-12: \$69,764 - \$90,698 per annum  
GS-13: \$82,961- \$107,854 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-13

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-DEU-025

AREA OF CONSIDERATION: All Interested Candidates and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 2/26/2008

CLOSING DATE: Until filled

DUTY LOCATION(S): Criminal Division, International Criminal Investigative Training Assistance Program, Washington, DC.

THE MONTHLY CUT-OFF FOR THIS POSITION WILL BE END OF EVERY MONTH UNTIL THE POSITION IS FILLED

NUMBER OF VACANCIES: 1 Position

The International Criminal Investigative Training Assistance Program (ICITAP) is a law enforcement development organization created to assist foreign governments to develop effective, professional, and transparent law enforcement capacity that protects human rights, combats corruption, and reduces the threat of transnational crime and terrorism in support of U.S. foreign policy and national security objectives. ICITAP is an office situated within the Criminal Division of the Department of the United States, and is the only organization in Department of Justice which has the sole mandate to design and execute international law enforcement development programs.

This position is located in the Forensics Unit of ICITAP. This position requires coordinating with contractors, U.S. Embassy personnel and foreign law officials to assist in planning, organizing, monitoring and evaluating technical and scientific training and the donation of forensic science equipment and instruments.

#### JOB SUMMARY

- Assists Forensic Science Development Manager in planning and coordinating forensic science development initiatives for International Criminal Investigative Training Assistance Programs (ICITAP) world-wide and provides direction and oversight of contracted personnel and material resources.
- Works with contracted forensic science experts, evaluates the technology base of the host countries to support the development initiative, and searches commercial literature for specific equipment needs.

- Observes, monitors and evaluates the training and equipment effectiveness and efficiency involved in a forensic science development initiative.
- Establishes and maintains effective liaison with appropriate U.S. and foreign law enforcement agencies and training institutions in order to acquire their participation in ICITAP forensic science development programs.
- Drafts routine official correspondence to other U.S. Government agencies, U.S. Embassies, forensic laboratories and training centers in the U.S., and foreign government officials, announcing the scheduling of ICITAP forensic development initiatives.
- Monitors the performance of and assists in performing the routine administrative tasks in support of contractors, who provide training and technical assistance.
- Researches and compiles routine data and statistics and assists in preparing reports which describe the accomplishments of ICITAP, including reports on selected forensic science development programs.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position:

GS-12 Level: Have four (4) full years of practical experience working as an examiner in a crime laboratory and obtain a baccalaureate degree in one of the core sciences.

GS-13 Level: Have a baccalaureate degree in one of the core sciences and have five (5) years of practical experience working as an examiner in a crime laboratory.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of general forensic science equipment, techniques and procedures.
- 2) Knowledge of crime scene procedures and policies to assist in the development of forensic training for an ICITAP Program.
- 3) Knowledge of accreditation and certification programs in the forensic sciences.
- 4) Ability to communicate orally.
- 5) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

## HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held));
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).
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Applications and additional documentation can be e-mailed to: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) and/or faxed to 202-353-0775.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications received in a government envelope will not be considered. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV)

TDD: 202-305-2918