



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-701
Position Title: Criminal Investigator
Series and Grade: GI-1811-13
Salary Range: \$82,961 - \$107,854 PA
Promotion Potential: None
Opening Date: 11/07/08
Closing Date: 12/08/08
Location of Position: Office of the Public Printer
Office of the Inspector General
Office of Investigations, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full Time
Who May Apply: All U.S. Citizens

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MAJOR DUTIES:

The incumbent of this position is responsible for planning, managing, and conducting multiple highly complex, sensitive, and difficult criminal and/or administrative investigations and assignments, while assisting the Special Agent in Charge in the day-to-day operations and management of the office. Initiates contact with Federal, State, and Local law enforcement officials, business leaders, other organizations, and individuals for the purpose of explaining actions, investigating leads, obtaining facts and signed statements. Conducts visual, audio, video, and technical surveillance; search crime scenes for evidence, collect and preserve physical evidence, and record crime scenes through photography and sketches. Interviews suspects, complainants, witnesses, and informants in order to gather and evaluate evidence. Plans and participates in undercover operations, prepares investigative reports and reports describing weaknesses or failures in GPO operations. Testifies before grand jury, court, and administrative hearings on results of completed investigations. Functions as a law enforcement officer with full law enforcement authority as provided by Federal law pertaining to GPO property and programs.

MANDATORY REQUIREMENTS & NOTES:

- 1. For candidates who are not in the 1811 classification series, consideration will be restricted to those who have not yet reached age 37 at the time of referral for this position. (DOB must be included in your application).**
- 2. This position is covered under The Special Law Enforcement (6c) Retirement.**

3. **This position offers Law Enforcement Availability Pay (LEAP) which requires the incumbent to work an average of two or more LEAP hours per scheduled day, which may include evenings, nights, and weekends.**
4. **Completion of the Federal Law Enforcement Training Center (FLETC) Basic Criminal Investigator Training Program or acceptable equivalent.**
5. **Valid driver's license (please attach a copy to your application) and a security clearance are required.**
6. **Applicants are required to carry a firearm while performing duties and will be required to maintain firearm proficiency. Documentation must be included in application package that shows skill in the use of a firearm; such as a qualification certification.**

MEDICAL REQUIREMENTS

The duties of positions in this series 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 is 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 these positions 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 him/her, or others is disqualifying.

QUALIFICATIONS NEEDED:

Applicants must possess one year of specialized experience at the next lower grade level. Specialized experience is defined as experience managing multiple complex investigations and preparing detailed investigative reports derived from covert operations.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities required for this position:

1. Knowledge of Investigative and Law Enforcement principles, techniques, methods, and procedures.
2. Ability to manage multiple criminal and/or administrative investigations.
3. Knowledge of Federal statutes, GPO regulations, GPO management and administrative policies and procedures and Government procurement and contracting regulations.
4. Ability to conduct interviews and/or interrogations of witnesses, subjects, or suspects.
5. Ability to communicate in writing in order to prepare investigative reports in a clear, concise and professional manner.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. **If your application package does not provide all the information requested, you will lose consideration for the job.**

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSA’s listed in this announcement.

STEP 3: Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. **Time in grade requirements must be met by the closing date of this announcement.**

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Consulting Services
Tiffany L. Robinson
Phone: (202) 512-1308
TDD: (202) 512-1519

**To confirm receipt of your application, call:
202-512-1117.**

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.