



United States Postal Service  
 Office of Inspector General  
 Attn: Human Resources  
 1735 N. Lynn Street, 10<sup>th</sup> Floor  
 Arlington, VA 22209-2020

## USPSOIG VACANCY ANNOUNCEMENT #09-02

Grade: Administrative Band FLSA: Non-Exempt  
 Salary: \$10 - \$14 Per Annum  
 (Locality Pay Authorized)

Positions: One or More positions located in Los Angeles, CA;  
 San Mateo, CA; Raleigh, NC; or Arlington, VA  
 Open: 12/04/08 CLOSING DATE EXTENDED Close: 1/19/09

### STUDENT COOPERATIVE

The United States Postal Service Office of Inspector General (OIG) is seeking a student enrolled in a college/university to fill a position with the OIG functional area of Office of Audit. This program provides an opportunity for a student to gain valuable and relevant paid work experience related to their field of study, while continuing their education, and providing benefit to the OIG. The Student Cooperative Program is available year-round (January – December) for continuous employment while in school. The student must be available and committed to work a minimum of 10 continuous weeks or one academic semester on a part-time basis. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

#### ELIGIBILITY REQUIREMENTS

- Students must be enrolled full or part-time in an accredited college or university, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or a Graduate student.
- **A letter from the college or university advisor verifying enrollment stating the student's good standing, college transcripts, current level of education, and the number of completed semester hours must be submitted with the application.**
- Working towards a bachelor's degree from an accredited college or university in accounting or in a business-related field that will include or be supplemented by 24 semester hours in accounting

#### EVALUATION FACTORS

- Please write a short narrative (1-2 pages) about why you are interested in working for the United States Postal Service Office of Inspector General.

#### ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- May require up to 50 percent travel
- Students will sign a term agreement

#### TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Letter from advisor, and a short narrative
- Applicants must be available for entire semester or 10 continuous weeks and be able to work a minimum of 10-15 hours per week
- Attach a copy of transcript or list of college courses designating semester or quarter hours earned to ensure proper credit
- Evidence of Professional Certification(s) if applicable
- Applicants claiming Veteran's Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30% or more.

#### NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: [JOBS@USPSOIG.GOV](mailto:JOBS@USPSOIG.GOV) OR MAILED TO: USPS-OIG, Human Resources 1735 N. Lynn Street, 10<sup>th</sup> Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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**BASIS OF RATING**

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**REASONABLE ACCOMMODATIONS**

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

**WHY APPLY WITH THE POSTAL SERVICE OIG?**

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

**Job Line Number:**  
 703-248-2210  
**DC Relay Service:**  
 202-855-1234 (TTY)  
 Or Visit our website:  
[www.uspsoig.gov](http://www.uspsoig.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**