



Administrative, Professional and Technical Employment Opportunities

United States Secret Service
Worthy of Trust and Confidence



*U.S. Department of
Homeland Security*

**United States
Secret Service**

UNITED STATES SECRET SERVICE

The United States Secret Service is one of the most elite law enforcement agencies in the world, and one of the oldest federal law enforcement agencies in the United States. Charged with a dual mission of investigations and protection, it has earned a reputation for integrity and service to the nation since its inception in 1865. This unique dual mission is what distinguishes the U.S. Secret Service from all other law enforcement organizations.



HISTORY

The U.S. Secret Service was created in 1865 as a bureau of the Treasury Department. At that time, its sole mission was to suppress the counterfeiting of U.S. currency, which was widespread by the end of the American Civil War. Not until 1901, after President William McKinley was assassinated, did Congress authorize the U.S. Secret Service to also protect the President of the United States.

In March 2003, the U.S. Secret Service was transferred from the Treasury Department to the new U.S. Department of Homeland Security. The Secret Service's dual mission of protection and investigations remains integral to the Department's efforts to protect the nation from harm.

ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL POSITIONS

Administrative, professional and technical positions provide direct and indirect support to the dual mission of the Secret Service. Many career opportunities exist for enthusiastic and dedicated men and women with varying backgrounds and skills. Administrative, professional and technical positions allow employees to obtain comprehensive experience in all facets of the organization.

ADMINISTRATIVE POSITIONS

Listed below is a sampling of position titles and responsibilities.

- Criminal Research Specialist
- Financial Management Specialist
- Fingerprint Specialist
- Human Resources Specialist
- Intelligence Research Specialist
- Management and Program Analyst
- Personnel Security Specialist
- Public Affairs Specialist
- Training Development Specialist
- Writer/Editor

Administrative positions involve the application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management and the application of analytical research, writing and judgment.

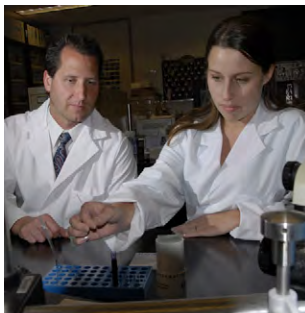


PROFESSIONAL POSITIONS

Listed below is a sampling of position titles and responsibilities.

- Accountant
- Attorney-Advisor
- Civil Engineer
- Electronics Engineer
- Chemist
- Contract Specialist
- Document Analyst
- Materials Engineer
- Operations Research Specialist
- Research Psychologist
- Social Worker

Professional positions involve work requiring knowledge in a field of science or learning that is characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in a specialized field. Individuals must be able to exercise discretion in applying a scholarly body of knowledge to various subject matters.



TECHNICAL POSITIONS

Listed below is a sampling of position titles and responsibilities.

- Access Control Coordinator
- Information Technology Specialist
- Operations Support Technician
- Photographer
- Protective Support Technician
- Telecommunications Specialist

Technical positions are associated with the direct support of law enforcement, professional or administrative personnel. Assignments are generally non-routine in nature and involve extensive practical knowledge, which is either gained through on-the-job experience, specialized training or by a college education.



BASIC ELIGIBILITY FOR ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL POSITIONS:

- U.S. citizenship
- Qualify for top secret security clearance
- Drug test (urinalysis) prior to appointment
- Some positions require successful completion of a polygraph and/or medical examination
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under selective service law.



BENEFITS

- Eligible for low-cost life insurance
- Eligible for individual or family membership in low-cost federal health benefit plans
- Earn annual leave at the rate of 13 to 26 days per year, based on length of employment. Prior federal civilian or military service is creditable, as authorized.
- Accumulate sick leave at the rate of 13 days per year without limit
- Receive paid holidays
- Receive comprehensive retirement benefits through the Federal Employee Retirement System. Additional retirement credit is granted for prior military or federal government service, as authorized.
- Eligible for participation in Flexible Spending Account Program (a tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars).



APPLICATION PROCESS

The Secret Service only accepts applications during current vacancy announcement periods. To view a list of current vacancy announcements, visit www.secretservice.gov/join or call our toll-free employment line at 1-888-813-USSS (8777) or TTY 202-406-5390.



The U.S. Secret Service is an Equal Opportunity Employer



**For further information about
career opportunities with the U.S.
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