

Department: Department of Homeland Security
Agency: U.S. Secret Service
Job Announcement Number: INV-MH522-09

Document Analyst

Salary Range: \$86,927 to \$133,543 USD Per Year **Open Period:** 12/30/2009 to 1/13/2010

This position is covered by Administratively Uncontrollable Overtime (AUO) and additional compensation may be paid at the rate of up to 25% of the base salary.

Series & Grade: GS-1397-13/14

Position Information: Full-Time
Permanent

Promotion Potential: GS-14

Duty Location: 1+ vacancies - Office of Investigations, Forensic Services Division, Washington, DC

Who May Be Considered:

All U.S. Citizens

Indicate lowest grade acceptable. Applicants who fail to indicate the lowest grade acceptable will only be referred for the highest grade for which qualified.

Job Summary:

Building on a Tradition of Excellence and Meeting the Challenges of the Future

The Secret Service is a premier law enforcement organization with two critical national security missions: protect our nation's leaders and to conduct criminal investigations. Our team members continue a tradition of excellence – whether investigating financial crime or protecting national and visiting foreign leaders. In the Secret Service, we serve the country with duty, loyalty, justice, integrity and courage.

In the Secret Service, we:

- Protect the President, the Vice President, and other leaders; investigate threats against them; and, safeguard their residences and other facilities
- Plan and implement security designs for National Special Security Events
- Investigate financial crimes including fraud, identity theft and computer-based attacks on banking or telecommunications infrastructure

Major Duties:

The selectee will conduct research and development projects for the solution of the most complex problems encountered in the area of forensic document examination; test

and verify findings, conclusions, recommendations, new technical applications to validate their soundness, applicability and effectiveness; adapt and modify established policies, procedures, and standards to reflect changes and advances in the field of forensic document examination; advise legal entities on the significance of various technical evidence, testifies under direct and cross-examination, and adeptly defends and justifies conclusions, anticipating challenges to testimony; Chair or serve on national and international joint task forces and committees on complicated forensic issues, acting as the Service's technical and policy and liaison.

Qualifications:

You must meet the education and/or experience required to qualify for positions covered by this standard. Please click on the following link to view the requirements <http://www.opm.gov/qualifications/standards/group-stds/gs-admin.asp>

GS-13: You qualify at the GS-13 if you have one year of specialized experience examining difficult and sensitive documents.

GS-14: You qualify at the GS-14 if you have one year of specialized experience in organizing, conducting, monitoring and evaluating research and development projects specialized in forensics.

Time-in-Grade: Current Federal employees must meet time-in-grade requirements for merit promotion consideration.

At the GS-13 level: One (1) year of specialized experience equivalent to the GS-12 level is required.

At the GS-14 level: One (1) year of specialized experience equivalent to the GS-13 level is required.

Special Requirements:

Applicants must be U.S. citizens.

If you are a male applicant 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. See www.sss.gov.

This position is critical-sensitive. Completion of a full-field investigation is required before appointment. Applicants must qualify for a top secret clearance.

All applicants tentatively selected for this position (except current Secret Service employees) shall be required to submit to urinalysis to screen for illegal drug use prior to appointment. Actual appointment will be contingent upon the receipt of a negative drug test result.

How Will You Be Evaluated:

SELECTIVE FACTOR(S): Not Required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

IN ORDER TO BE CONSIDERED for this vacancy, applicants must submit a Supplemental Qualifications Statement describing ***separately for each Knowledge, Skill and Ability (KSA) listed in this announcement*** their experience, education, training, and awards. Experience listed in the Supplemental Qualification Statement (KSA) should also be reflected in the work experience block of your application or your resume. The first KSA is the quality ranking factor (the factor used in determining the best qualified applicants). Those applicants who do not meet the quality ranking factor WILL NOT be referred to the selecting official.

1. Knowledge of the full range of physical science methodologies, techniques, and procedures sufficient to qualify as the Service's technical authority in forensic document examination analysis.
2. Ability to conduct organized and methodical research projects of a highly complex nature and to oversee other researchers.
3. Ability to discuss examination results or to testify successfully on complex issues in front of international experts.
4. Knowledge of the effect of physiological hazards.

BASIS FOR RATING:

You will be rated based on an evaluation of your experience and education as it relates to the qualification requirements and on your responses to the knowledge, skills, and abilities (KSAs) listed above. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veteran's preference.

To be considered **well qualified** under the Interagency Career Transition Assistance Program (ICTAP) and the Career Transition Assistance Program (CTAP), an eligible applicant must have a minimum score of 85.0 on the rating criteria. All applicants must also submit a copy of your most recent performance appraisal (with at least a satisfactory rating), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. For more information on CTAP/ICTAP, visit:

<http://www.opm.gov/ctap>.

Benefits:

We offer a comprehensive benefits package. Explore the major benefits offered to most Federal employees. <http://www.usajobs.gov/ei61.asp>

Other Information:

We will not pay relocation expenses with the exception of current Secret Service Employees.

How to Apply:

Applications for this vacancy should be received electronically via e-mail or facsimile (fax) BEFORE midnight Eastern Time on the closing date of this announcement. If you are unable to submit your application electronically, please contact the Personnel Division.

All applicants must submit an [OF 612, Optional Application for Federal Employment](#); or a resume; or any other application form, which includes all information required on the Federal application form, and [a Declaration for Federal Employment, OF 306](#). Further, applicants must respond to the required knowledge, skills, and abilities listed in the vacancy announcement.

Failure to submit the required documentation may result in your application to be removed from consideration for this announcement.

1. You may submit your application via **e-mail** to the following address:
jobs@secretservice.gov

After saving your completed application, e-mail the application using the instructions on the form (or as an attachment) to the e-mail address listed above. Enter the vacancy announcement number on the subject line of the e-mail.

2. You may submit your application by fax. Mark each page of your application with your name and the vacancy announcement number. **The fax numbers** for the Secret Service Personnel Division application lines are: (202)406-6654; (202)406-6574; (202)406-9593

VETERANS' PREFERENCE:

Information on Veterans' Preference may be found at <http://www.usajobs.gov/veteranscenter> and <http://www.opm.gov/veterans/index.asp>. If claiming Veterans' Preference you must submit the required documentation: a DD-214, VA letter, and SF-15 (if claiming 10 points) and DD-214 (if claiming five points).

FEDERAL GOVERNMENT EMPLOYEES OR REINSTATEMENT ELIGIBILITY:

Candidates with Federal government transfer or reinstatement eligibility MUST submit a copy of their most recent SF 50, Notification of Personnel Action, showing their career or career-conditional status or reinstatement eligibility (tenure code and position occupied) by fax or email.

Candidates with Federal government status or Veterans Employment Opportunities Act of 1998 who want to be considered under competitive and merit promotion procedures should submit two applications and indicate that they wish to be considered under both procedures on their applications or on a separate memorandum; otherwise, consideration will be given under merit

promotion procedures only for Federal government status and competitive procedures for Veterans Employment Opportunities Act of 1998.

NOTE:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency by calling (202)406-5800. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE UNITED STATES SECRET SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information:

U.S. Secret Service
Phone: 202-406-6420
Fax: 202-406-6654/202-406-6574/202-406-9593
TDD: 202-406-5390
E-mail: jobs@secretservice.gov

Or Write:
U.S. Secret Service
Please e-mail or fax.
Washington DC 20223
US

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement. You will be notified of the outcome.

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>

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