

Immigration And Customs Enforcement

Department: Department Of Homeland Security

Agency: Immigration and Customs Enforcement

Job Announcement Number:
DAL-188751-OI-DEU-JJT

Overview

DETAILED VERSION

CLOSE

PRINT

CRIMINAL RESEARCH SPECIALIST

Salary Range: 48,550.00 - 108,845.00 USD per year

Open Period: Monday, May 05, 2008
to Monday, May 12, 2008

Series & Grade: GS-1801-09/13

Position Information: Full Time Career/Career Conditional

Promotion Potential: 13

Duty Locations: Few vacancies - San Diego, CA

Who May Be Considered:

United States Citizens

Job Summary:

Protecting National Security and Upholding Public Safety

Immigration and Customs Enforcement (ICE) utilizes the government's second largest cadre of law enforcement officers to ensure our nation's economic, transportation, and infrastructure security. ICE enforces immigration and customs laws and protects federal facilities. Our talented and courageous workforce identifies criminal activities and eliminates vulnerabilities that pose a threat to our nation's borders.

Be part of the solution – defending our nation through the development and utilization of cutting-edge systems, procedures, and technologies to target the people, money, and materials that support terrorism and criminal activity.

At ICE, our staff enjoys diverse career opportunities. We:

- Detect and expose identity and benefit fraud
- Investigate the illegal export of U.S. weapons and sensitive technologies
- Combat human smuggling and trafficking operations
- Fight child exploitation by utilizing the technology of our cyber crimes center and working in partnership with law enforcement agencies around the world
- Protect critical infrastructure and ensure fair labor standards at key worksites like nuclear and chemical plants
- Investigate financial crimes
- Investigate all types of contraband smuggling

ICE is the primary investigative arm of the Department of Homeland Security (DHS). With more than 16,000 employees in 400 offices around the world, ICE is a key component of the DHS layered defense approach to protecting our nation.

APPLICATIONS AND SUPPORTING DOCUMENTATION WILL NOT BE ACCEPTED BY MAIL OR EMAIL.

Who May Apply: Open to all U.S. Citizens. In addition to competitive referral lists, separate referral lists may be generated for candidates eligible for appointment under the following special authorities:

- Displaced Federal employees requesting special priority selection consideration under the Career Transition Assistance Plan (CTAP) and the Interagency Career Transition Assistance Program (ICTAP)
- Individuals eligible for VRA appointments
- Individuals with disabilities

- Individuals eligible under other noncompetitive appointment authorities (e.g., those eligible under overseas appointment, Peace Corps, 30% or more disabled veterans, etc.)

Organizational Location: This position is located in the Department of Homeland Security, Immigration and Customs Enforcement, Office of Investigations, SAC San Diego, California.

Relocation Expenses: Relocation expenses will not be paid.

THIS IS A NON-BARGAINING UNIT POSITION.

Note: One or more positions may be filled using this vacancy announcement.

IMPORTANT NOTE: We do not use USAJOBS resume builder for submitting resumes. Your USAJOBS resume will not automatically be uploaded to USAStaffing. Therefore, please ensure you use the "How to Apply" tab or section in this vacancy announcement for step-by-step instructions on how to submit your resume, supporting documentation, and complete the occupational questionnaire. Failure to follow the "How to Apply" instructions will result in loss of consideration.

Key Requirements:

- U.S. Citizenship
- Background Security Investigation
- Drug Screening

Duties

Major Duties:

You will serve as a Criminal Research Specialist performing a wide range of duties on criminal, civil and administrative investigations relating to Financial, Smuggling, Public Safety, Critical Infrastructure, National Security, Arms and Strategic Technology, and Human Smuggling. You will provide briefings, advice, and assistance to management on government-wide intelligence operations for the promotion and implementation of a criminal analysis program. Based on reports, assessments and statistical summaries, you will be responsible for planning, conducting and coordination complex multi-faceted analytical assignments and/or research projects in support of diverse investigations on matters involving the Office of Investigations (OI). The majority of the analytical worked produced is utilized in furtherance of case development, presentation to the United States Attorney's Office, and prosecutorial presentations in grand jury and trial proceedings.

Qualifications and Evaluation

Qualifications:

GS-9: You qualify at the GS-9 level if you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-7 grade level. Examples include providing assistance to senior specialists in the collection of statistical information to identify trends, patterns, profiles, estimates, and studies; engaging in the review of data, research, and analysis to develop and produce research products; assisting in the implementation of data collection plans by carrying out specified portions or segments of specific projects; processing and evaluating volumes of criminal intelligence information from a variety of sources; and identifying and recommending solutions to analytical problems and disseminating intelligence products using prescribed methods.

GS-11: You qualify at the GS-11 level if you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-9 grade level. Examples include processing and evaluating analytical assignments and/or research projects in support of investigations, analyzing data from a variety of sources to develop trends, patterns, profiles, estimates, and studies, preparing preliminary and finished research products and disseminating the products to the appropriate officials; and ensuring that intelligence data is properly classified, stored, and handled in accordance with pertinent directives.

GS-12: You qualify at the GS-12 level if you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-11 grade level. Examples include applying and evaluating established intelligence practices to specific problems which involve many variables; preparing intelligence reports, collection manuals, and instructions to field collectors; evaluating incoming intelligence reports and information; providing direction and project-monitoring services specified in interrelated geographical and functional areas; and performing intelligence liaison functions with other organizations, including effectively presenting the organization's needs and establishing harmonious working relations with counterparts.

GS-13: You qualify at the GS-13 level if you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-12 grade level. Examples

include experience serving as an intelligence expert within a functional/geographic area, preparing data into finished analysis reports; providing guidance to other specialists, developing and projecting data, assuming responsibility for the completion of long-range and broad-scope analytic projects and estimating probabilities based upon knowledge of current/past intelligence situations, and development of intelligence collection plans to devise new concepts, guides, and methodologies in solving unprecedented problems.

GS-9: You may substitute a Master's degree or 2 full years of graduate education in a qualifying field or a J.D. or L.L.B. degree for the experience required at the GS-9 grade level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. (A course of study in the natural or social sciences, engineering, or military science is qualifying.) Check with your school or university to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours.

GS-11: You may substitute successful completion of a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree for the experience required at the GS-11 level. This education must have been obtained from an accredited college or university and demonstrate the skills needed to do the work. A course of study in the natural or social sciences, engineering, or military science is qualifying. Check with your school to determine how many credit hours comprise three years of graduate study. If that information is not available, use 54 semester hours or 81 quarter hours.

Appropriate combinations of successfully completed post-high school education and experience also may be used to meet the total qualification requirements for the GS-09 and GS-11 grade levels.

Requirements:

U.S. Citizenship: Candidates must be United States citizens and present proof of citizenship, if selected.

Qualifications by Closing Date: Unless otherwise noted, you must meet all qualification and eligibility requirements by the closing date of the announcement. Please note that qualification claims will be subject to verification.

Background Security Investigation: You will need to successfully complete a background security investigation before you can be appointed into this position.

Security Clearance: This position requires a security clearance. If selected for this position, you should be able to obtain and maintain a minimum of a Secret Clearance. If selected for a position with a duty location of Washington, D.C., you will be required to obtain a Single Scope Background Investigation (SSBI), which requires that both you and members of your immediate family be U.S. citizens.

Drug Testing: All non-DHS selectees for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Travel: You will be required to travel occasionally and to work longer than normal duty hours as required. You must be available for such assignments.

Training: If new to this line of work, you may be required to attend 7 weeks of paid training at the Federal Law Enforcement Training Center in Glynco, GA. This technical training must be successfully completed according to the standards of the agency. Failure to do so will be grounds for mandatory removal from the position. Such failure will result in either reassignment to a different position, demotion, or separation by appropriate procedures.

How You Will Be Evaluated:

You will be evaluated based upon the responses you provide on the job specific questionnaire that is required as part of the application process for this position. You will be rated based on your responses and assigned a score ranging from 70 to 100 points.

Note: Five points may be added to the scores of eligible veterans who: Entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or served in a military action for which they received a campaign

badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans; Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran.

All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. This verification could occur at any stage of the application process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

Benefits and Other Information

Benefits:

The Federal government offers a number of exceptional benefits to its employees. 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, transit subsidies. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>

Other Information:

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. For those instances where the best qualified lists include applicants with scores less than 85, the well-qualified score becomes the lowest score on the best qualified list. CTAP and ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) or equivalent that documents separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you may be required, at a later date, to submit additional documentation that supports your claim and reflects career or career-conditional tenure. If you are unable to provide the required documentation, you will not be given further consideration under this announcement.

If you are claiming veterans' preference, you must include in your application package a copy of your DD-214 or other proof of eligibility. If you are still on active duty, you may submit a statement of service from your unit which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the veterans' preference, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

Promotion Potential: When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

If this is a supervisory position, under provisions of the Civil Service Reform Act, first time supervisors and/or managers will be required to serve a 1-year probationary period. You may also be required to complete an appropriate supervisory training course within the one year of assignment to this position.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible. Also if you do not provide an email address, you will not be notified of the outcome of your application.

All agency employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

Equal Employment Opportunity: The agency is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other nonmerit factor.

Applicants requiring reasonable accommodations for any part of the application and hiring process should contact the Human Resources Office Representative listed on this announcement. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

How to Apply

How To Apply:

You must complete an application package that includes an assessment questionnaire, resume, and any applicable supporting documentation.

To apply for this position, you must create an Application Manager account and provide a complete Application Package, which includes **both** of the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your resume and any other documents specified in the Required Documents section of this job announcement.

Application Manager will track your progress to a *Complete Application Package* using the *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by Monday, May 12, 2008.

To begin, choose one of these options:

If your resume is going to come **from** the USAJOBS *Resume Builder*, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your resume will be attached only to the Application Package you complete and Submit immediately after you click the Apply Online button for this job announcement, not to any Application Packages you may already have created.

If your resume is going to be one you prepared **outside** of USAJOBS *Resume Builder*, click this link to begin the process: [Online Questionnaire](#).

To return to Application Manager at any time, use whichever one of the links you used to begin as described above, or simply go to <https://ApplicationManager.org>.

To fax a resume or other document

Click on the link below to obtain the special application cover page. <http://staffing.opm.gov/pdf/usascover.pdf>. Make sure that you include the 8-character vacancy identification number MD188751, your name, and SSN in the blocks provided or we will not be able to associate your resume with the rest of your application.

The fax number is 1-478-757-3144.

Required Documents:

Required Documents

In addition to completing an on-line questionnaire and submitting an on-line resume, the following supporting documents must be received by the closing date of this announcement.

Veterans' documentation if filing under VEOA, VRA or claiming veterans' preference (e.g., DD-214 or statement of service, VA letter, SF-15). If you are filing under the VEOA (Veterans Employment Opportunity Act) or the VRA (Veterans Recruitment Authority), you must include in your application package a copy of your DD-214 or other proof of eligibility. If you are still on active duty, you may submit a statement of service from your unit which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VEOA and VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.asp>

Transcripts if basing your qualifications on education. This education must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

Proof of Eligibility if applying for consideration under a priority selection program (e.g., CTAP/ICTAP) or a special appointing authority. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. For those instances where the best qualified lists include applicants with scores less than 85, the well-qualified score becomes the lowest score on the best qualified list. CTAP and ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) or equivalent that documents separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Proof of Eligibility if applying for consideration under the Office of Personnel Management Interchange Agreement. Individuals requesting consideration under the Office of Personnel Management Interchange Agreement must submit proof of eligibility such as a Notice of Personnel Action, a separation notice, or other appropriate documentation.

Applications and supporting documentation will not be accepted by mail. If you are unable to apply on-line, contact the Human Resources Office representative listed on this announcement at least one day prior to the closing date for further instructions.

Contact Information:

Ashley Jenson
Phone: (214)905-5285
Email: Ashley.Jenson1@dhs.gov

Or write:
Dallas Service Center
7701 North Stemmons Freeway
Dallas, TX 75242

What To Expect Next:

We expect to make a selection within 90 days of the closing date of this announcement. You will be notified of the outcome. If further evaluation or interviews are required you will be contacted.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

DETAILED VERSION

 CLOSE

 PRINT



Send Mail

Send Mail to:

Dallas Service Center
7701 North Stemmons Freeway
Dallas, TX 75242



Questions?

For questions about this job:

Ashley Jenson
Phone: (214)905-5285
Email: Ashley.Jenson1@dhs.gov

USAJOBS Control Number: 1212148



PRINT