



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

USPSOIG VACANCY ANNOUNCEMENT #08-57

Grade: Administrative Band FLSA: Non-Exempt
Salary: \$10 - \$14 Per Hour
(Locality Pay Authorized)
Positions: Multiple in Various Locations
Open: 03/7/08 CLOSING DATE EXTENDED TO: 4/25/08

AMENDED

STUDENT COOPERATIVE

The United States Postal Service Office of Inspector General (OIG) is seeking students enrolled in a college/university to fill positions within the OIG functional area of Investigations. The candidates will provide a wide range of technical and administrative support to the Investigations program. This includes gathering data and conducting limited inquiries regarding individual case assignments; and assisting in case development; including, surveillance, forensic analysis, researching, assembling, compiling, and tabulating information for agent's use in developing search and arrest warrants, and further assisting agents in evaluating evidence for administrative, civil and criminal hearing or trails. This program provides an opportunity for students to gain valuable and relevant paid work experience related to their field of study, while continuing their education, and providing a benefit to the OIG. The Student Cooperative Program is available year-round (January – December) for continuous employment while in school. Students 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.

| | |
|--|---|
| <p><u>ELIGIBILITY QUALIFICATIONS</u></p> <ul style="list-style-type: none"> 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. <u>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.</u> <p><u>EVALUATION FACTORS</u></p> <ul style="list-style-type: none"> 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. <p>Note: If you will like to be considered for a position within the Computer Crimes Unit, you must address in your narrative the additional evaluation factor below.</p> <ul style="list-style-type: none"> Ability to do scripting in VBScript, CScript, understands data structures/relational databases, and knowledge of computer security <p><u>ADDITIONAL REQUIREMENTS</u></p> <ul style="list-style-type: none"> Ability to pass a physical examination, drug screening, and background investigation Ability to obtain/maintain a government-issued credit card May require some travel Students will sign a term agreement | <p><u>TO BE CONSIDERED, APPLICANTS MUST SUBMIT:</u></p> <ul style="list-style-type: none"> Any of the following forms: OF-612, SF-171, PS Form 2591, or 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 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 <p><u>NOTE:</u></p> <ul style="list-style-type: none"> OPEN TO ALL SOURCES U.S. CITIZENSHIP REQUIRED APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020 MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT APPLICANTS WHO DO NOT ADDRESS THE EVALUATION FACTORS WILL NOT BE CONSIDERED <p>Applicants must meet all eligibility requirements by the closing date of the announcement. All submissions must include vacancy announcement number.</p> |
|--|---|



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

USPSOIG VACANCY ANNOUNCEMENT #08-57

STUDENT COOPERATIVE PROGRAM

OIG LOCATIONS BEING CONSIDERED:

Northeast Area Field Office

New Haven, CT
 Boston, MA
 Woburn, MA

New York Metro Area Field Office

New York Metro Area
 New York City, NY (Church Street)
 New Jersey, NJ (Trenton, NJ)

Eastern Area Field Office

Cleveland, OH
 Cincinnati, OH
 Covington, KY

Great Lakes Area Field Office

Chicago, IL
 Indianapolis, IN
 St. Louis, MO

Southwest Area Field Office

Dallas, TX
 Bedford, TX

Capital Metro Area Field Office

Bethesda, MD
 Capitol Heights, MD

Southeast Area Field Office

Atlanta, GA
 Miami, FL

Pacific Area Field Office

Los Angeles, CA
 San Francisco, CA

Western Area Field Office

Seattle, WA
 St. Paul, MN

TID-Computer Crimes Unit

Arlington, VA
 Coppell, TX

PLEASE SPECIFY THE LOCATION(S) WHICH YOU WOULD LIKE TO BE CONSIDERED.

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!**
- **Convenient Parking! Near Metro! (For Arlington, VA Location)**
- **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.uspsig.gov

AN EQUAL OPPORTUNITY EMPLOYER