



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 #10-01**

**Grade: Journey Band FLSA: Exempt**  
**Salary: \$33,269 - \$113,007 Per Annum**  
**(Includes Locality Pay)**  
**Position: Multiple located in Arlington, VA**  
**Relocation Expenses Will Not Be Paid**  
**Open: 10/19/09 EXTENDED DATE Close: 11/20/09**  
**\*Career Ladder to GS-13 equivalent at management's discretion**

**AMENDED**

**Auditor/Audit Evaluator– Human Resources and Security Directorate**

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill our Auditor/Audit Evaluator position for the Human Resources and Security Directorate located in Arlington, VA. 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**

- Bachelor’s degree from an accredited college or university in accounting or in a business related field that included or was supplemented by 24 semester hours in accounting: **OR** Bachelor’s degree from an accredited college or university

**EVALUATION FACTORS**

Your resume, cannot exceed two pages, and must reflect that you have experience, knowledge or skills in each of the following Evaluation Factors listed below.

- Knowledge of government auditing standards, generally accepted accounting and auditing principles; auditing concepts, methodologies, procedures, analytical techniques, and internal control reviews
- Skills in analyzing various information/problems and presenting findings and recommendations
- Ability to communicate both orally and in writing
- Ability to apply effective project management and work on a team, whether as a team member or leader, to accomplish project objectives and goals

**DESIRABLE QUALIFICATIONS**

- Professional Certification(s)
- Ability to multi-task
- Work experience in areas such as human resources/human capital

**ADDITIONAL REQUIREMENTS**

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

**TO BE CONSIDERED, APPLICANTS MUST SUBMIT**

- A resume
- Your resume, cannot exceed two pages, and must reflect that you have experience, knowledge or skills in each of the Evaluation Factors
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper)
- 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 percent or more.



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**NOTE**

- **OPEN TO OIG AND POSTAL SERVICE EMPLOYEES ONLY**
- **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 must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**

**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:**  
**1-888-OIG-HIRO**  
**1-888-644-4470**

**DC Relay Service:**  
**202-855-1234 (TTY)**

**Or Visit our website:**  
[www.uspsdig.gov](http://www.uspsdig.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**