



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 #10-05

**Grade: Specialist Band FLSA: Exempt**  
**Salary: \$102,721 - \$133,543 Per Annum**  
**(Includes Locality Pay)**  
**Position: One Located in Arlington, VA**  
**Relocation Expenses Will Not Be Paid**  
**Open: 11/12/09 Closing Date: 11/27/09**

### Investigative Specialist (Internal Mail Theft)

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill our Investigative Specialist (Internal Mail Theft) position within the OIG functional area of the Risk Analysis Research Center located in Arlington, VA. Applicant will be responsible for providing analytical, investigative, administrative, and basic intelligence support within the OIG. 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, or four years of related professional experience, or a combination of education and experience
- At least 5 years of related professional experience

#### EVALUATION FACTORS

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

- Demonstrated knowledge of U.S. Postal Service Mail Processing and Delivery Operations
- Demonstrated experience planning and conducting complex internal mail theft investigations
- Demonstrated ability to define problems, analyze alternatives, and recommend solutions to difficult criminal investigative problems or issues
- Demonstrated ability to oversee and participate in the development of criminal investigative policy guidance including directives and memoranda
- Demonstrated ability to effectively communicate, both orally and in writing, facts and circumstances of investigations and analysis which are understandable to management officials

#### ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- Selectee is required to obtain and maintain a Top Secret clearance
- Selectee will be subject to random drug testing
- May require up to 40 percent travel

#### TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- A resume, which cannot exceed five 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)
- 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
- **Applicants that do not meet the eligibility requirements or whose resume exceeds five pages, will not be considered**

#### NOTE

- **OPEN TO ALL SOURCES**
- **CURRENT CRIMINAL INVESTIGATORS WILL RETAIN THEIR 1811 STATUS IF SELECTED**
- **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.**



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 #10-05**

**Investigative Specialist (Internal Mail Theft)**

**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 indicate 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.uspsoig.gov](http://www.uspsoig.gov)**

**AN EQUAL OPPORTUNITY EMPLOYER**