

EX 25-07B-DR (External)

Executive Assistant to the AIG – Office of Investigations and Office of General Counsel – Arlington, VA

The agency will accept up to 25 application packages based on a “first come, first served” basis. While you will be able to email us your application package, those received after the first 25 will not be considered.

Overview

Open & closing dates

4/16/2025 to 4/30/2025

Service

Excepted

Pay scale & grade

GG 00

Salary

\$84,601.00 to \$131,826.00 / Per Year

Appointment type

Permanent

Work schedule

Full-Time

Location

1 vacancy in the following location:

[Arlington, VA](#)

Telework eligible

Yes, as determined by agency policy

This job is open to

[U.S. Citizens, Public, Current Federal employees – Competitive Status and Excepted Service.](#)

Clarification from the agency

All U.S. Citizens, Public, Competitive Status, Excepted Service and Veterans. Note, current career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service and Postal Regulatory Commission employees will not be considered or selected from this vacancy announcement.

Duties

Summary

The USPS OIG is seeking a highly qualified applicant to fill our Executive Assistant position in the Office of the Inspector General located in Arlington, VA. The candidate for this position will provide administrative support to the Assistant Inspector General for Investigations and the General Counsel

This position is being advertised at the Journey Band level, equivalent to a GS-11 or GS-12. The salary range for this position is \$84,601 - \$131,826. The salary figures include locality pay. Promotion Potential to a GS-13 is at management's discretion.

Responsibilities

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and 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. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on Wednesday, April 30, 2025 will be considered.

Please note that the duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

- Primarily responsible for processing and issuing OIG subpoenas in a timely and efficient manner. This includes working with OIG Special Agents to guide them in inputting the request data in the electronic subpoena system or assist with other issues that may arise.
- Compiles newsletters and meeting agendas for internal and external communications and meetings. Utilizes full range of Microsoft Office Suite to create informative, engaging communications.
- Receives telephone calls, mail and visitors to the AIG/General Counsel. Determines the nature of the communication or visit and facilitates the appropriate response.
- Prepares performance reports by accessing existing work tracking systems and assists with the creation of visual displays of information.
- Controls the AIG's/General Counsel's schedule and prepares a daily schedule for his/her reference. Establishes priorities; sets up, reschedules or refuses appointments; accepts or declines invitations to meetings or speaking engagements or arranges for representation by a subordinate official if appropriate. Assures that appointments made by the AIG/General Counsel are integrated into the calendar.
- Maintains an awareness of sensitive matters including those relating to areas of responsibility within the purview of the AIG/General Counsel, as well as privileged information pertaining to proposed policies, actions, and decisions being formulated. Assures that working papers, other written records, conferences, and private discussions on these sensitive and privileged matters are not revealed to unauthorized personnel.
- Arranges meetings in the AIG's/General Counsel's office relating to programs under supervisor's authority. Notifies the attendees of time and topic to be discussed. As required, prepares agenda for the meetings in coordination with the AIG/General Counsel.

- Recognizes the need for, composes, and prepares for signature of the AIG/General Counsel letters of acknowledgement, commendation, notification, etc. Reviews correspondence and documents prepared for signature of the AIG/General Counsel for conformance to regulations, grammar, format, and special policies of the AIG/General Counsel. Returns such communications to the originator for correction when not in compliance with policies or correspondence regulations.
- Reviews correspondence prepared for the signature of the Inspector General and the Deputy Inspector General. (All correspondence must be in electronic format.)
- Attends meetings, taking notes, and preparing minutes for meetings.
- Establishes and maintains files for the AIG/General Counsel for ready reference in anticipation of his/her needs.
- Makes arrangements for travel. Arranges schedule of visits, makes transportation and accommodation reservations, notifies organization and officials to be visited, arranges clearances, keeps in touch with AIG/General Counsel in route, writes thank you letters, prepares travel voucher and submits reports.
- Serves as the AIG's/General Counsel's action officer to ensure that subordinate supervisors comply with instructions by submitting reports and actions and on time.
- Utilizes various software packages (i.e., Microsoft Power BI, Excel, PowerPoint, Word.) to prepare special reports, and briefings necessary to support OGC and OI functions.

Requirements

Conditions of Employment

- Must be a current a U.S. Citizen
- Must be able to obtain and maintain a Moderate Background Investigations security clearance
- Must be able to obtain and maintain a government-issued credit card
- Must be able to pass a drug screening
- May be required to successfully complete a 12-month probationary period

Travel Required

No

Supervisory status

No

Promotion Potential

13

• Job family (Series)

[0301 Miscellaneous Administration and Program](#)

Qualifications

MINIMUM REQUIREMENTS

You must meet ALL of the minimum requirements.

You must meet ALL of the minimum qualifications listed below.

- Must have specialized experience in maintaining multiple calendars and schedules, utilizing multiple software programs to prepare a wide variety of correspondence, briefs, and reports, follow-up on action items to ensure deadlines are met, and working independently under changing priorities while handling multiple tasks.

AND

- Must have demonstrated fluency in using Microsoft Word, excel and PowerPoint and other USPS OIG or equivalent systems and tools. May be required to submit sample of work utilizing IT tools.

DESIRABLES QUALIFICATIONS

- Highly organized and efficient
- Demonstrated analytical ability and innovative problem-solving skills
- Strong interpersonal skills
- Ability to perform assigned duties and responsibilities independently
- Skill in oral and written communications and ability to apply those skills in coordination and problem-solving efforts
- Skill in the use of personal computers and software programs in an office environment to extract, revise, or sort information from files, records, or database
- Experience reviewing legal documents such as complaints, motions, orders, pleadings, and subpoenas, for completeness of information

Applicants that do not meet the eligibility requirements will not be considered.

EVALUATION FACTORS

You must have the experience, knowledge and/or skills as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all of the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration.

Include your major accomplishments relevant to the position requirements in your resume.

1. Ability to be organized and efficient.
2. Demonstrated analytical ability and problem-solving skills.
3. Knowledge of Microsoft Word, Excel, and PowerPoint and other USPS OIG or equivalent systems and tools.
4. Strong interpersonal skills.
5. Ability to perform assigned duties and responsibilities independently.
6. Skill in oral and written communications and ability to apply those skills in coordination and problem-solving efforts.

Failure to demonstrate that you meet all evaluation factor requirements will result in a score of zero (0). Upon receipt of a zero score, you will be deemed "not minimally qualified," and you will not be referred for further consideration.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: <https://ope.ed.gov/dapip/#/home>.

Special Instructions for Candidates with Foreign Education: Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>

Additional information

Pay is only part of the compensation you will earn working for the USPS OIG. We offer a broad array of benefits programs:

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025.

Detailed information about eligibility and enrollment will be provided upon hiring. For more information, visit the Postal Service Health Benefits (PSHB) Program website at <https://www.opm.gov/healthcare-insurance/pshb/#url=Overview>

We offer Health, Dental, Vision, Life and Long-Term Care Insurances and Flexible Spending options as well. For information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>.

Flexible Spending Account is managed by Inspira Financial and their information can be found at <https://inspirafinancial.com/individual/health-benefits/limited-purpose-fsa>.

Retirement and Thrift Savings. For more information about these programs see www.opm.gov/retirement-center/ and www.tsp.gov/.

Flexible Work Schedules. USPS OIG offers a range of family friendly flexibilities including flexible work schedules, telework and employee assistance programs.

Leave and Holidays. In addition to 11 paid holidays each year, you will earn 13 days of paid sick leave and 13 to 26 paid vacation days each year depending on your years of service.

Fair Labor Standards Act (FLSA) Status: Exempt (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to InvestigationsHiring@uspsig.gov. The decision on granting an accommodation request will be made on a case-by-case basis.

How You Will Be Evaluated

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview. Only the top-rated candidates will be referred to a review official or the selecting

official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision. NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible. Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tool used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

Background checks and security clearance

Security clearance

[Other](#) – Moderate Background Investigation

Drug test required

Required Documents

You must submit all required documents by 11:59 PM EST, Wednesday, April 30, 2025 the closing date of this announcement. **Make sure you include the vacancy announcement number in the subject line when submitting your application package.** For information on submitting application packages, please review the "How to Apply" section. The vacancy announcement number is **EX 25-07B-DR**.

1. RESUME – Required, it is essential that your resume and supporting documentation provide sufficient information to substantiate your qualification for the announced position. Upload as "Resume".

2. COMPLETE APPLICATION QUESTIONNAIRE – Required. Download the Application Questionnaire (PFD) and complete the form. Failure to complete this form in its entirety will result in your disqualification.

3. PERFORMANCE APPRAISAL (FY 2023 and 2024) - Required, dated within the last 15 months. This is required from all applicants including Federal, USPS, OIG, and private sector employees. If a PERFORMANCE APPRAISAL is not available, you must submit a separate statement with the reason a performance appraisal is not available. (Upload as "Performance Appraisal"). **NOTE:** An SF50 IS NOT acceptable as a performance appraisal.

4. SF-50 - Required, if you are or have been a federal employee to demonstrate tenure and competitive/excepted service for eligibility purposes. (If applicable to you, you are required to upload each applicable SF-50 and categorize as a "SF-50 or Form 50" document.)

5. UPLOAD SUPPORTING DOCUMENTS which may include:

- **Certificates or Licenses, if applicable.** Upload and save as "Other" document.
- **Veterans Preference Documentation.** If you are claiming veterans preference you must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veterans preference eligibility including your VA letter, form SF-15 (www.opm.gov/forms) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at <http://www.archives.gov/veterans/military-service-records>, and can download a copy of their VA letter from <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. (If applicable to you, you are required to upload each veterans' preference document and categorize as "DD-214" or "SF-15" or "Other Veterans Document")

- **TRANSCRIPTS** - from an accredited college or university. The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>. (If applicable - Upload and save as "Transcript" document.)

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from an accredited college or university <https://ope.ed.gov/dapip/#/home>.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must submit an application package containing all required documents, e.g., resume, application questionnaire, performance appraisals, and supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at InvestigationsHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, Wednesday, April 30, 2025, to receive consideration.

Please be sure to include the vacancy announcement number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.

You are strongly urged to read and print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact InvestigationsHiring@uspsoig.gov.

Next steps

Once the Occupational Questionnaire has been received you will receive an acknowledgement e-mail that your submission was successful. After a review of your application package has been completed, you will be notified of your rating and/or referral to the Selecting Official.