

IA 25-07A-DR (Internal)

**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.

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

Promotion Potential

13

Location

1 vacancy in the following location:

[Arlington, VA](#)

Relocation expenses - No

Telework eligible

Yes, as determined by agency

This job is open to

[Current federal employees of this agency.](#)

Clarification from the agency

Current USPS-OIG, USPS, USPIS or PRC employees only, will be considered under this announcement

Summary

***PLEASE NOTE THAT THIS VACANCY ANNOUNCEMENT IS ONLY OPEN TO CURRENT UNITED STATES POSTAL SERVICE OFFICE OF INSPECTOR GENERAL INCLUDING STUDENT COOPERATIVES, UNITED STATES POSTAL SERVICE, UNITED STATES POSTAL INSPECTION SERVICE AND POSTAL REGULATORY COMMISSION EMPLOYEES. OTHER APPLICANTS WILL NOT BE CONSIDERED.**

This announcement provides the opportunity for a reassignment/promotion to the position of Executive Assistant to the AIG of Investigations and Office of General Counsel, 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.

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.

0301 Miscellaneous Administration and Program

Requirements

Conditions of Employment

- Must be a current USPS-OIG, USPS, USPIS or PRC employee
- 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
- Required to successfully complete a 12-month probationary period

Qualifications

MINIMUM QUALIFICATIONS

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.

In order to be considered for this position, you must submit a complete application package by 11:59 PM EST on Wednesday, April 30, 2025, which includes the following documents:

- A Resume, which **MUST** reflect that you have experience, knowledge and/or skills in each of the Evaluation Factors listed above
- Performance Appraisal (FY 2023 and 2024) with Coaching and Review Phase comments and must have received at least a met expectations rating. If unable to provide, please submit a written statement stating the reason it is not available. Student Cooperative's must submit a management recommendation letter from current supervisor.

Additional information

Please contact an internal Human Resources Representative if you have any questions about your USPS OIG Employee Benefits.

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@uspsaig.gov. The decision on granting an accommodation request will be made on a case-by-case basis.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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 Investigations \(MBI\)](#)

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 **IA 25-07A-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 (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.

3. PERFORMANCE APPRAISALS (FY 2023 and 2024) - Required, dated within the last 15 months. This is required from all applicants including USPS OIG, USPS, USPIIS or PRC employees. Student

Cooperative's must submit a management recommendation letter from current supervisor (Upload as "Performance Appraisal"). **NOTE:** An SF50 IS NOT acceptable as a performance appraisal.

4. SF-50 – Required, submit if USPS OIG, USPS, USPIA or PRC employee. You can access your Form 50 by logging into LiteBlue.usps.gov and accessing your eOPF.

5. UPLOAD SUPPORTING DOCUMENTS which may include:

- **Certificates or Licenses, if applicable.** Upload as "Other" document.

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@uspsig.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@uspsig.gov.

Next steps

Once the resume 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.

[Executive Assistant to the AIG - OI/OGC \(Internal\) | Office of Inspector General OIG](#)