

## **EX 25-13B-DR (External)**

### **Entry Level Criminal Investigator, Journey Band – Brooklyn, NY – NEAFO**

The agency will accept up to **50** 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 **50** will not be considered.

#### **Overview**

##### **Open & closing dates**

4/30/2025 to 5/14/2025

##### **Service**

Excepted

##### **Pay scale & grade**

GG 7

##### **Salary**

\$66,728.00 to \$96,020.00 / Per Year

##### **Appointment type**

Permanent

##### **Work schedule**

Full-Time

##### **Locations**

1 vacancy in the following location:

[Brooklyn, NY](#)

**Relocation expenses will not be paid**

##### **Telework eligible**

Yes, as determined by agency policy

##### **This job is open to**

Candidates within the Public, Competitive Service, Excepted Service, and Veterans. Current career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service and Postal Regulatory Commission employees are not eligible to apply for this position.

## Duties

## Summary

The USPS OIG is seeking a highly qualified applicant to fill our Entry Level Criminal Investigator vacancy within the Office of Investigation, Northeast Area Field Office (NEAFO), Brooklyn, NY location. The successful candidates must demonstrate the potential to conduct federal criminal, civil and administrative investigations.

**Note – Actual duty station location is 1050 Forbell Street, Brooklyn, NY 11256**

## 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, May 14, 2025 will be considered.

The USPS OIG uses a Pay Banding system which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the Journey Band level GS 7-9 equivalent grade level. The salary range for this position is \$66,728 - \$96,020 and includes locality. Law Enforcement Availability Pay (LEAP) is authorized. LEAP will not be part of compensation until successful, completion of the 12-week training course at the Federal Law Enforcement Training Center (FLETC), or equivalent federal law enforcement academy.

Relocation expenses **will not** be paid.

Relocation Authorized: No

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.

Applicants must be highly motivated and demonstrate the potential to conduct federal criminal, civil and administrative investigations.

## Travel Required

- 50% or less
- You may be expected to travel for this position.

## Supervisory status

No

## Promotion Potential

## **Job family (Series)**

### 1811 Criminal Investigation

## **Requirements**

### **Conditions of Employment**

- Must be a U.S. Citizen
- Must be able to pass a drug screening and physical examination
- Must be able to pass a background investigation
- Must be able to obtain and maintain a Top Secret security clearance
- Must be able to obtain and maintain a government-issued credit card
- Selectee subject to random drug testing
- May be required to successfully complete a 12-month probationary period

### **Qualifications**

#### **MINIMUM REQUIREMENTS**

**You must meet ALL of the minimum requirements.**

- Eligible applicants must possess a Bachelor's degree from an accredited college or university
- Demonstrated potential to conduct federal criminal, civil, and administrative investigations
- Submit latest performance appraisal (FY 2024) with a satisfactory performance rating. If a performance appraisal is not available, you must submit a written statement stating the reason it is not available. (You must submit a copy of your latest performance appraisal or written statement)

**In accordance with applicable laws, the applicant selected for this position must:**

- Must successfully complete the 12-week Federal Law Enforcement Training Center (FLETC) Criminal Investigator Training Program (CITP).
- Maintain eligibility to operate motor vehicles.
- Must be at least 21 years of age and not have reached 37th birthday at the time of initial appointment to law enforcement position.
- Qualify and maintain authorization to carry firearms, including no current or previous domestic violence convictions.
- Maintain physical, mental and emotional standards and requirements necessary to perform law enforcement assignments.
- Work unscheduled irregular hours with the possibility of personal risk.
- As a law enforcement officer, you will be required to work on an unscheduled basis in excess of the 40-hour work week. These positions require substantial overtime to include holidays, weekends, and nights. You must be readily accessible to perform this unscheduled work. To ensure your availability, you will receive extra compensation in the form of Law Enforcement Availability Pay, which is calculated at a flat rate of 25 percent of base salary.
- Must be willing to relocate at the direction of management.

#### **DESIRABLE QUALIFICATIONS**

- Advanced academic degree
- Knowledge of Postal Service Operations
- Prior or current law enforcement or military experience

- Prior USPS OIG Student Cooperative

**Applicants that do not meet the minimum qualification requirements will not be considered.**

## **EVALUATION FACTORS**

You must have the experience, knowledge, and/or skills 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.

Your resume **MUST** reflect that you have experience, knowledge and/or skills in each of the following Evaluation Factors listed below in a narrative response on the assessment questionnaire:

1. Demonstrated knowledge of various law enforcement/investigative techniques and procedures
2. Ability to effectively present information, both orally and in writing, to convey ideas and concepts regarding complex and/or sensitive issues.
3. Demonstrated ability to work with a team and develop and maintain effective working relationships with others from within and outside an organization.

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/](http://www.opm.gov/retirement-center/) and [www.tsp.gov/](http://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@uspsoig.gov](mailto:InvestigationsHiring@uspsoig.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**

[Top Secret](#)

### **Drug test required**

## **Required Documents**

You must submit all required documents by 11:59 PM EST, Wednesday, May 14, 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 25-13B-DR**.

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

**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 2024) - Required**, dated within the last 15 months. This is required from all applicants including federal, private sector employees or others. If a PERFORMANCE APPRAISAL is not available, you must submit a separate statement explaining why 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](http://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](mailto:InvestigationsHiring@uspsoig.gov) by 11:59 PM (EST) on the closing date, Wednesday, May 14, 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/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact [InvestigationsHiring@uspsoig.gov](mailto: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.