

IA 25-69A-DR (Internal)

Entry Level Criminal Investigator, Journey Band – Buffalo, NY – NEAFO

The agency will review up to 50 application packages for this position. Applications must be submitted via email and only the first 50 received will be considered.

- **Open & closing dates**

8/15/2025 to 8/29/2025

- **Service**

Excepted

- **Pay scale & grade**

GG 7

- **Salary**

\$59,211.00 to \$85,203.00 per year

- **Appointment type**

Permanent

- **Work schedule**

Full-Time

Location

1 vacancy in the following location:

Buffalo, NY

Relocation expenses will not be paid

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 employees and Student Cooperatives, USPS, USPIS and PRC career 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 EMPLOYEES AND STUDENT COOPERATIVES, UNITED STATES POSTAL SERVICE, UNITED STATES POSTAL INSPECTION SERVICE AND POSTAL REGULATORY COMMISSION CAREER EMPLOYEES. OTHER APPLICANTS WILL NOT BE CONSIDERED.**

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

Responsibilities

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 reflect 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 a complete application package by 11:59 PM EST on Friday, August 29, 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 \$59,211 - \$85,203 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

13

- **Job family (Series)**

1811 Criminal Investigation

Requirements

Conditions of Employment

- Must be a current USPS-OIG and Student Cooperatives or USPS, USPIS and PRC career employees
- Must be able to pass a drug screening. Note: a physical is required for 1811 criminal investigator positions.
- Must be able to obtain and maintain a Top Secret security clearance
- Must be able to pass a background investigation
- Must be able to obtain and maintain a government-issued credit card
- Selectee will be subject to random drug screenings
- May be required to successfully complete a 12-month probationary period

Qualifications

MINIMUM QUALIFICATIONS

You must meet ALL of the minimum qualifications listed below.

- Eligible applicants must possess a Bachelor's degree from an accredited institution or must provide proof of receipt of a Bachelor's degree from an accredited institution prior to the start date of employment
- Must be a current USPS-OIG Student Cooperative or Career Employee; or USPS, USPIS or PRC career employee
- Have 2 years of experience with a law enforcement agency
- Demonstrated potential to conduct Federal criminal, civil, and administrative investigations
- Submit latest performance appraisal (FY 2024) with at least a satisfactory performance rating. If a performance appraisal is not available, you must submit a written statement stating the reason it is not available; Student Cooperative's must submit a management recommendation letter from current supervisor

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

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

EVALUATION FACTORS

You must have the experience, knowledge and skill as listed in EACH of the evaluation factors. Resumes that fail to provide a written response articulating that you meet all of the evaluation factor requirements as listed below 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.

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:

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.

In order to be considered for this position, you must submit a complete application package by 11:59 PM EST on Friday, August 29, 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 Appraisals (Fiscal Years 2024) with Coaching and Review Phase comments and must have received at least a met expectations rating. If a performance appraisal is not available, you must submit a written statement stating the reason it is not available. Student Cooperative's must submit a management recommendation letter from current supervisor

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> and/or <https://www.ed.gov/laws-and-policy/higher-education-laws-and-policy/college-accreditation>

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

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@uspsoig.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 the interview, an in-person writing sample may be request. A laptop will be provided to complete this task and if the interviewee needs an accommodation (e.g., equipment aid), the request must be made in advance for arrangements. 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](#)

Required Documents

You must submit all required documents by 11:59 PM EST, Friday, August 29, 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 25-69A-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 (PDF) 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, OIG, USPS, 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. 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, from USPS OIG, USPS, USPIIS or PRC employees. 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 and save as "Other" 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>.

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, Friday, August 29, 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.

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.