Criminal Investigator
Agency: Office of the Inspector General
Investigations Division
Salary Range: $62,499 - $79,959
Number of Vacancies: One (1)
Opening Date: May 30, 2013
Closing Date: June 10, 2013
Tour of Duty: 8:15 a.m. - 4:45 p.m., Monday - Friday
Area of Consideration: Open to the Public

Duties
Brief Description of Duties: This position is located in the Investigations Division of the D.C. Office of the Inspector General. Incumbent independently plans and conducts complete investigations of a wide diversity of operations and activities throughout the District of Columbia government related to fraud, procurement and contract irregularities, conflict of interest, false pretense, and employment falsification. Incumbent conducts a number of investigative assignments ranging from a routine nature to those involving complex, technical, investigative, and matters of question. Contacts Federal, state, municipal, civic and business leaders, officers of lending institutions, local agencies and authorities to obtain facts, signed statements, explanation of actions, and required related information. Examines records, books, payrolls, reports, correspondence, and other data of consequence related to allegations under investigation. Prepares and serves grand jury and/or administrative subpoenas to individuals or companies doing business in the District of Columbia.

Qualifications
Selective Placement Factor #1: ALL APPLICANTS MUST HAVE GRADUATED FROM A CERTIFIED LAW ENFORCEMENT ACADEMY AND HAVE 2 YEARS OF PRIOR LAW ENFORCEMENT EXPERIENCE. A COLLEGE DEGREE IS PREFERRED. OFFERS OF EMPLOYMENT TO A SUCCESSFUL APPLICANT ARE CONTINGENT UPON A BACKGROUND CHECK TO DETERMINE SUITABILITY FOR THIS POSITION.
Selective Placement Factor #2: AN APPLICANT WITH EXPERIENCE WORKING IN AN OIG ENVIRONMENT IS PREFERRED.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Ranking Factors
Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Knowledge of criminal laws, Federal rules of criminal procedure, rules of evidence, search and seizure, and methods and patterns of white-collar criminal operations.

Ranking Factor #2: Knowledge and experience interviewing both subjects and witnesses, and experience regarding techniques of investigating. Specify the time period during which this knowledge and experience were obtained.
Ranking Factor #3: Knowledge or organizing, planning, and conducting both criminal and administrative investigations. Specify the time period during which this knowledge and experience were obtained.

Ranking Factor #4: Ability to communicate both orally and in writing. Demonstrated experience in preparing a variety of different types of written reports and making oral presentations.

Ranking Factor #5: Knowledge of accounting, investigating financial crimes, and/or investigating contract and procurement cases. Specify the time period during which this knowledge and experience were obtained.

Conditions of Employment

Physical Effort: Duties sometime require participation in extended surveillance operations, which if discovered, have the potential danger from suspects of criminal violations.

Other Significant Factors: Incumbent must obtain and maintain a valid driver's license from his/her state of residence in order to operate government owned vehicles. Incumbent must be proficient in the use of firearms and will be required to carry a firearm and exercise other law enforcement powers (i.e., arrests, searches, and seizures) during certain assignments. This position requires a criminal background check. Therefore, you may be required to provide information about your criminal history in order to be considered for this position.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employment Benefits

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Information to Applicants

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Other Information: In accordance with the provisions of D.C. Act 18-462, time in a pay or non-pay status during the period beginning October 1, 2010 through September 30, 2011 WILL NOT be creditable for within-grade increase purposes.

How to Apply

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001.

Contact Information: All inquiries related to employment and job applications should be directed to the Human Resources Advisor at kenita.romero@dc.gov.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment,
resumes are not considered job applications. THEREFORE, AN ONLINE JOB APPLICATION WITH A RESUME ATTACHED IS REQUIRED TO BE SUBMITTED. ONLY ONLINE APPLICATIONS WITH COMPLETE RESUMES WILL BE ACCEPTED. PLEASE INCLUDE WORK EXPERIENCE AND SALARY HISTORY.

Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Closing Statement