Federal Bureau Of Investigation

Job Title: Physical Scientist (Forensic Examiner), GS 7/9 (EX)
Department: Department Of Justice
Agency: Federal Bureau of Investigation
Job Announcement Number: 07-2014-0061

**Salary Range:** $42,631.00 to $67,787.00 / Per Year

**Open Period:** Friday, July 11, 2014 to Monday, July 21, 2014

**Series & Grade:** GS-1301-07/09

**Position Information:** Permanent, Full-Time - Excepted Service Appointment

**Promotion Potential:** 14

**Duty Locations:** 2 vacancies - Quantico, VA  View Map

**Who May Apply:** This announcement is open to all qualified U.S. citizens.

**Security Clearance:** Top Secret/SCI

**Supervisory Status:** No

**Job Summary:**

About the Agency

Division: Laboratory Division

Section: Terrorist Explosive Device Analytical Center (TEDAC)

Unit: Scientific Analysis

Location: These positions will report to the FBI Laboratory located in Quantico, VA first for Forensic Examiner training and will be transferred to the new FBI Laboratory Huntsville, Alabama facility in or around calendar year 2015. Acceptance of this position is viewed as a willingness and as an agreement on your part to report to the new TEDAC facility in Huntsville, Alabama. If selected for this position, you will be required to submit a signed statement indicating your awareness of the above.

Working Hours: 8:00a.m. - 4:30p.m.

Salary:

GS 7: $42,631.00 - $55,421.00

GS 9: $52,146.00 - $67,787.00

**Travel Required**
- Occasional Travel
- Some Travel

**Relocation Authorized**
- Yes
- Transfer to Quantico, VA and Huntsville, Alabama

**Key Requirements**
- Must be able to maintain a Top Secret-SCI clearance.
DUTIES:

- Serves as a trainee Forensic Examiner responsible for conducting specialized analytical procedures on items, conducting examinations of evidence, and providing reports and testimony.
- Conducts routine to moderately complex analytic procedures in mainly fixed laboratory settings.
- Identifies analytical problems and makes minor adaptations to standard methods and techniques.
- Plans and performs examination of explosive related toolmarks evidence materials as received from various contributors around the world to include Law Enforcement, Department of Defense and Intelligence Communities partners.
- Works established priorities and deadlines for completion of exams in support producing forensic reports for dissemination to partners.
- Participates as needed, in the maintenance of fixed and mobile Laboratory instruments.

QUALIFICATIONS REQUIRED:

Please make sure your specialized experience/requirement(s) can be identified in your resume.

In addition to the basic requirement listed above, all applicants must possess one year of specialized experience equivalent to at least the next lower grade level GS 5 or GS 7 respectively.

Specialized Experience:

GS 7:
- Work in physical science performed in a laboratory setting which includes successful analysis of a range of evidence samples.

GS 9:
- Work in physical science performed in a laboratory setting which includes successful analysis of a range of evidence samples. Prepares laboratory reports and testifies in court.

Education may be substituted for specialized experience as described below:

GS 7: Bachelor's degree and meet the requirements for Superior Academic Achievement. In one of the following: (1) class standing as described in the vacancy announcement, (2) a grade point average of 3.0 or higher, as recorded on an official college transcript, or as computed based on courses completed during the final two years of curriculum, or (3) honor society membership.

GS 9:
- Two full years of progressively higher level graduate education or master's or equivalent graduate degree (such as LL.B. or J.D.).

All applicants must meet the qualifications by the closing date of this announcement.

Basic Requirement: All candidates must meet the basic requirements specified under A or B below:

- A. Successful completion of a 4-year course of study in an accredited college or university leading to a bachelor's (or higher) degree in physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics. OK
- B. Combination of education and experience - education equivalent to one of the majors shown in A above that included at least 24 hours in physical science and/or related engineering science, plus appropriate experience or additional education.

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited education institution in the United States.

Must successfully complete up to a two-year training program necessary for qualification as an FBI Forensic Examiner.

Must sign a training agreement to remain a Forensic Examiner for two years after the completion of training, with the understanding that failure to complete training may lead to termination or change to a similar position at a lower grade.
Applicant is required to serve a two-year probationary period as a Forensic Examiner, beginning when he/she enters on duty as a Forensic Examiner trainee.

WORKING CONDITIONS: The work is performed in a laboratory setting which may involve regular, recurring exposure to hazardous materials, toxic substances, and blood borne pathogens. Incumbents are expected to follow safe laboratory practices and wear protective clothing, including facial masks, safety glasses, gloves, and use fume flow hoods as warranted.

PHYSICAL DEMANDS: The work is primarily sedentary. Some walking, bending, stooping and lifting is required with occasional long periods of standing.

Positive Education Requirement: This position has a specific education requirement; all applicants must verify completion of this basic education requirement by submitting a copy of college transcripts by the closing date of the vacancy announcement.

Please see the "Required Documents" section of this announcement for additional information.

HOW YOU WILL BE EVALUATED:
Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. If you are found to be among the top candidates, you will be referred to the selecting official for employment consideration.

All applicants will be rated on the following Competencies:

- Physical Science
- Laboratory Research
- Oral Communication
- Critical Thinking and Information Evaluation
- Written Communication
- Observational Accuracy and Judgment

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How To Apply" section of this announcement.

To preview questions please click here.

BENEFITS:
You can review our benefits at:

ADDITIONAL SELECTIONS MAY BE MADE FROM THIS ANNOUNCEMENT TO FILL POSITIONS WITHIN THE SAME DIVISION WHEN THE POSITION INCLUDES SUBSTANTIALLY THE SAME DUTIES AND RESPONSIBILITIES AND QUALIFICATIONS.

Policy has been implemented wherein support employees entering a position through a competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to a lower grade for a minimum of 12 months. This policy does not apply to probationary employees. Probationary employees are generally precluded from being considered for all job opportunities until their 12-month probationary period has concluded.

All selectees, with the exception of current FBI employees, will be required to serve a one-year probationary period.

OTHER INFORMATION:
Relocation expenses will be borne by the FBI. Generally, following a COST TRANSFER you will be eligible for transfer after completing three years in the assignment. Additionally, NO COST TRANSFER require a one-year assignment commitment to be eligible for further FBI transfers.

Veterans’ Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume. Your veterans' preference entitlement will be verified by the employing agency.

For 5-point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command, if you are currently on active duty; or other official documentation (e.g., documentation of receipt of campaign badge or expeditionary
medal) that proves your military service was performed under honorable conditions.

For 10-point veterans' preference, please submit a Standard Form (SF) 15, Application for 10-Point Veteran Preference, and other required documentation identified on the SF-15 to support your preference claim.

For further information on how to claim veteran's preference please go to Veteran's Preference

Applicants should keep their contact information updated on the USAJOBS registration page.

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

Management has the prerogative to select at any grade for which this position has been announced.

Applicants must be U.S. citizens and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal employment; as determined by a background investigation. Only those candidates determined to be best qualified will be contacted to proceed in the selection process.

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principal investigative arm of the DOJ. All FBI positions are in the excepted service.

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please contact the person on the extension provided above. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit.

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

HOW TO APPLY:
The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online poses a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

Step 1 - Establish an Account
On the USAJOBS Web site, select "MY USAJOBS" and click "Create Your Account Now." You will be prompted to provide contact information, establish user access information, and indicate your citizenship and veteran preference information. After entering this data, your personal page will be created. Here, you can choose to create a new resume or set up email notification to alert you to new positions posted to USAJOBS.

Step 2 - Create and Store a Resume
To add a resume on USAJOBS, use the resume builder provided. There are four steps: Getting Started; Experience; Related Information; and Finishing Up. Resumes created on USAJOBS are saved and can be used to apply for any vacancy within the federal government. You can store up to five resumes on USAJOBS. You may need to customize your resume to ensure that it supports your responses to the online questionnaire.

Step 3 - Apply Online
Click the "Apply Online" button on this announcement and then select the resume you wish to submit with your application. You will be redirected to the FBIJOBS.gov website to complete the application process.

Step 4 - Answer the Online Questions and Submit Your Application
If this is your first time on FBIJOBS.gov website, you will be prompted to register by answering questions related to your eligibility for federal employment. The system will save these responses and take you back to the main screen so that you can answer the job-specific questions. Click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finish" button.

Step 5 - Submit Required Documents
Click on one of the available options: Upload, USAJOBS, Fax, or Reuse existing documents, to submit required documentation. Follow the instructions provided.

Step 6 - Review and Confirm Your Submission
Once you click "Done," you will see a summary of your application for your review. You may also generate a PDF version to print or save for your records. When you click "Finish" at the bottom of the page, you will then be directed back to USAJOBS where you can confirm that your application has been submitted and track your application status.
If you run into any technical difficulty during the on-line application process, please contact the USAJOBS helpdesk by clicking on "Contact Us" on any USAJOBS page.

REQUIRED DOCUMENTS:
To apply for this position, you must provide a complete application package by the closing date which includes:
1. Your resume (required) and cover letter (optional)
2. A complete assessment questionnaire (required)
3. Other supporting documents:
   - College transcript(s) (unofficial transcripts are acceptable)
   - SF-50, Notification of Personnel Action
   - Most recent Performance Appraisal- Please Note: This does not apply to current FBI employees.
   - For Veterans: DD 214
   - For Disabled Veterans: DD214, SF-15
   - VA letter dated 1991 or later

AGENCY CONTACT INFO:
Brenda Robinson
Phone: 703-632-3182
Fax: 000-000-0000
Email: Brenda.Robinson@ic.fbi.gov

Agency Information:
DOJ/FBI
935 Pennsylvania Ave., NW
Mail Stop 10975
Attn: Staffing and Position Management Unit I
Washington, DC
20535
US
Fax: 000-000-0000

WHAT TO EXPECT NEXT:
Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

Status of Your Application:
You can check the status of your application by accessing the USAJOBS website at http://www.usajobs.gov and clicking on "Track Your Online Application."

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