



Search Jobs



Where:



[Advanced Search >](#)
[< Back to Results](#)

Overview

Duties

Qualifications &amp; Evaluations

Benefits &amp; Other Info

How to Apply



## Customs & Border Protection

U.S. Department of Homeland Security CBP.gov

**Job Title:** SPECIAL ASSISTANT

**Department:** Department Of Homeland Security

**Agency:** Customs and Border Protection

**Job Announcement Number:** MHCDE-698118-MJH

<b>SALARY RANGE:</b>	\$74,872.00 to \$115,742.00 / Per Year
<b>OPEN PERIOD:</b>	Monday, December 03, 2012 to Friday, December 07, 2012
<b>SERIES &amp; GRADE:</b>	GS-0301-12/13
<b>POSITION INFORMATION:</b>	Full Time - Permanent
<b>PROMOTION POTENTIAL:</b>	13
<b>DUTY LOCATIONS:</b>	1 vacancy in the following location: Washington DC, DC United States <a href="#">View Map</a>
<b>WHO MAY APPLY:</b>	United States Citizens

**JOB SUMMARY:**
**Customs & Border Protection (CBP): Securing America's Borders**

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov/>.

This position will allow you to utilize your expertise in various administrative skills to provide project-related, advisory and technical services to CBP management. Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security functions by developing, analyzing and advising internal administrative policies, procedures, and management processes of the office. This position starts at a salary of \$74,872.00 with a promotion potential to \$115,742.00.

**Who May Apply:** Open to all U.S. Citizens. Individuals who are eligible under a Special Appointing Authority should refer to the "Special Appointing Authority" paragraph in the "Other" Section of this vacancy announcement.

- Status candidates may also apply to MHCMP-698380-MJH
- For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm).

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of

[Dock](#)

[Apply Online](#)
[Print Preview](#)
[Save Job](#)
[Share Job](#)
**Agency Information:**

CBP Minneapolis Hiring Center  
5600 American Blvd  
Suite 700  
Bloomington, MN  
55437-1450  
USA

**Questions about this job:**

MHC OFO GENERAL MAILBOX  
Phone: (952)857-2932  
Email:  
MHCFOFGENERALMAILBOX@DHS.GOV

**Job Announcement Number:**

MHCDE-698118-MJH

**Control Number:** 320685000

Field Operations, Office of the Assistant Commissioner, Washington, DC. One or more selections may be made using this job opportunity announcement.

## KEY REQUIREMENTS

- You must be a U.S. Citizen to apply for this position
- You may be required to successfully complete a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- Primary U.S. residency for the last three years (see "Other Information")

---

## DUTIES:

[Back to top](#)

In this position, you will strengthen the Department's ability to perform homeland security functions by becoming a valuable member of a team of administrative professionals. Typical work assignments include:

- Advising on administrative management matters associated with programs and operations
- Developing long-range management plans and policy guidance on the management of all types of communications
- Assisting with the coordination for additional resources and working closely with others on comprehensive short-range and long-range plans
- Evaluating and analyzing multi-functional programs, functions, and organizations

---

## QUALIFICATIONS REQUIRED:

[Back to top](#)

- **GS-12:** You qualify at the GS-12 level if you possess one (1) year of specialized experience including serving as an advisor on all administrative requirements and policies; participating in the development and implementation of administrative management policies; providing analysis and advice on complex program issues; applying analytical and evaluative methods to issues concerning the productivity, efficiency and effectiveness of program operations.
- **GS-13:** You qualify at the GS-13 level if you possess one (1) year of specialized experience including analyzing and interpreting policy and regulatory decisions to develop program plans; applying a wide range of analytical methods to address substantive programmatic problems characterized by complex, controversial and/or sensitive issues; negotiating effectively with management to accept and implement recommendations on significant program or policy issues; and applying a knowledge of relevant laws, policies, regulations and precedents to the administration of one or more important public programs.
- You must meet all qualification requirements, subject to verification at any stage of the application process, by Friday, December 07, 2012

## HOW YOU WILL BE EVALUATED:

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, we will use an online self-assessment questionnaire to place you in one of three categories based on your experience, education, and training. The knowledge, skills, and abilities needed to perform this job are:

- Analytical and evaluative ability to improve the efficiency and effectiveness of program operations
- Knowledge of pertinent laws, regulations, and policies and of major issues, program goals and objectives, and administrative operations
- Ability to adapt analytical techniques and evaluation criteria in order to improve program effectiveness and productivity

If you meet the minimum qualifications, you will be placed in one of the following categories:

- **Best Qualified:** Applicants possessing a background that demonstrates a superior level of all evaluation criteria.
- **Well-Qualified:** Applicants possessing a background that demonstrates a satisfactory level of the evaluation criteria.
- **Qualified:** Applicants possessing the basic qualifications, with general knowledge, skills, and abilities.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#)

**Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) Eligibles:** If you have never worked for the Federal government, you are not CTAP/ICTAP eligible. Information about ICTAP or CTAP eligibility can be found at: [http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/Employee-Guideline\\_CTAP.asp#3a](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a). To be considered well qualified under CTAP/ICTAP, you must be placed in the Well-Qualified category for this position, as described above. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

**Veterans:** Veterans with 5 point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. Veterans who have a compensable service-connected disability of at least 10% are listed in the best qualified category, except when the position being filled is scientific or professional at the GS-09 grade level or higher. This position *is not* considered scientific/professional. For information on veterans' preference, please see: <http://www.fedshirevets.gov/index.aspx>

## BENEFITS:

[Back to top](#)

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "Benefits".

## OTHER INFORMATION:

**Residency:** If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement:

1. Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a federal or military capacity; or
3. Been a dependant of a United States federal or military employee serving overseas.

Exceptions may be granted if you provide complete state-side coverage information regarding participation in "Study Abroad" programs, overseas church missions, or state-side addresses of anyone who worked or studied with you overseas. You must provide information and related documentation at the time of application.

**Special Appointing Authority:** Veterans, military spouses, Peace Corps/VISTA volunteers, and people with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility and to understand what documentation would be required with your application, please click on the appropriate link below.

- **Veterans:** <http://www.fedshirevets.gov/index.aspx>
- **Military spouse:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Individuals with Disabilities:** <http://www.opm.gov/disability/PeopleWithDisabilities.asp>
- **Peace Corps/ VISTA and other miscellaneous hiring authorities:** [http://www.opm.gov/hr\\_practitioners/lawsregulations/appointingauthorities/](http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/)

Separate referral lists may be generated for applicants eligible to be appointed under a non-competitive special appointing authority. You must provide documentation supporting your eligibility prior to the closing date of this announcement (please see "Required Documents"). If you have any questions regarding your eligibility, please contact the Human Resources Specialist listed at the end of this job opportunity announcement.

**Background Investigation:** To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet those standards, selected applicants may be required to undergo, and must successfully pass, a background investigation for placement into this position. This may include a polygraph examination, a review of financial issues, and disclosure regarding criminal offenses and illegal use or possession of drugs.

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion

implied.

This position is not covered under the bargaining unit.

**Probationary Period:** All employees new to the federal government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may also be required to serve or complete a probationary period.

CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. To learn more about E-Verify, please follow this link:

<http://www.uscis.gov/files/nativedocuments/e-ver-employee-rights.pdf>.

Relocation expenses **will not** be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website:

<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations:

[http://cbpapps.cbp.dhs.gov/fo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv)

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

## HOW TO APPLY:

[Back to top](#)

To begin your online application, click the "**Apply Online**" button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf), and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 698118 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into Application Manager, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 Eastern Standard Time on Friday, December 07, 2012**

## REQUIRED DOCUMENTS:

- **Your resume:** A resume describing your job-related qualifications is required and must be in English. It must contain your full name, address, phone number, and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.
- **Your responses to the job questionnaire**
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)?** You must submit a separation notice; SF-50B; a current (or a last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are required under 5 U.S.C. 8337(h) or 8456.
- **Are you a veteran?** To apply veteran's preference you must submit the following proof of eligibility:
  - Five Point Preference: DD 214 (Member Copy 4)
  - Ten Point Preference: DD 214 (Member Copy 4) and supporting documentation as listed on the Standard Form 15 (application for 10-Point Veteran's Preference). Click this link for a copy of the

SF-15: [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf). Veteran's with a service-connected disability must also submit a VA Disability Award letter dated 1991 or later.

- If you are current serving on active duty: A statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military.

For more information about veteran's preference, please click this link:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>. Please upload veterans documents under miscellaneous documents. **It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in Application Manager and you must again upload or fax it by the closing date.

#### AGENCY CONTACT INFO:

*MHC OFO GENERAL MAILBOX*

*Phone: (952)857-2932*

*Email: MHCFOFOGENERALMAILBOX@DHS*

*.GOV*

*Agency Information:*

*CBP Minneapolis Hiring Center*

*5600 American Blvd*

*Suite 700*

*Bloomington, MN*

*55437-1450*

*USA*

#### WHAT TO EXPECT NEXT:

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of those steps has been completed. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status" and then click "More Information". If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

[< Back to Results](#)

[Back to top](#)

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.