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**IG for Tax Administration**  
*U.S. Department of the Treasury*

**Job Title:** Forensic Document Analyst  
**Department:** Department Of The Treasury  
**Agency:** Office of the Inspector General for Tax Administration  
**Job Announcement Number:** 13-TIGTA-015P

<b>SALARY RANGE:</b>	\$89,033.00 to \$115,742.00 / Per Year
<b>OPEN PERIOD:</b>	Wednesday, December 12, 2012 to Wednesday, December 26, 2012
<b>SERIES &amp; GRADE:</b>	GS-1397-13
<b>POSITION INFORMATION:</b>	This position is on a full-time work schedule. - This is a Permanent Appointment.
<b>PROMOTION POTENTIAL:</b>	13
<b>DUTY LOCATIONS:</b>	1 vacancy in the following location: Beltsville, MD, US <a href="#">View Map</a>
<b>WHO MAY APPLY:</b>	U.S. citizens; no prior Federal experience is required. Current permanent Federal employees in competitive positions, former Federal employees who have reinstatement eligibility, and individuals who are eligible to apply under special appointing authorities may wish to apply for this same vacancy under vacancy announcement 13-TIGTA-014. Please refer to that vacancy announcement for details on eligibility and how to apply.

**JOB SUMMARY:**

As a Forensic Document Examiner in the Forensic Document Laboratory, you will be a recognized expert in forensic document examination that involves the scientific examination of handwriting, typewriting, printing, ink, paper, or any other physical aspect of a document for the purpose of resolving various legal questions asked about documents. You service the Treasury Inspector General for Tax Administration Special Agents in the Office of Investigation and occasionally other agencies, e.g., Inspector General Offices.

TIGTA's mission is to provide audit and investigative services that promote economy, efficiency, and integrity in the administration of Federal tax laws. We detect and deter waste, fraud and abuse in IRS programs and operations and protect IRS against external attempts to corrupt or threaten its employees. We provide independent oversight to the Treasury Department on matters involving IRS activities, the IRS Oversight Board, and the IRS Office of Chief Counsel.

- Key Information:**
- We offer opportunities for telework.
  - We offer opportunities for flexible work schedules.
  - Law Enforcement Availability Pay compensates for unscheduled duty.
  - Click "Print Preview" to review the entire announcement before applying.

**KEY REQUIREMENTS**

[Dock](#)

Apply Online

Print Preview

Save Job

Share Job

**Agency Information:**  
TIGTA  
See HOW TO APPLY section  
Parkersburg, WV  
26101  
US  
Fax: 111-111-1111

**Questions about this job:**  
Applicant Call Center  
Phone: 304-480-7300  
Fax: 111-111-1111  
TDD: 304-480-8725  
Email: TIGTA.INQUIRIES@BPD.TREAS.GOV

**Job Announcement Number:**  
13-TIGTA-015P

**Control Number:** 333421800

**DUTIES:**[Back to top](#)

As a Forensic Document Analyst, you will:

- Perform all types of document identification and examination to ensure professional treatment of the evidence and related problems.
- Receive evidence; maintains the integrity of the evidence and the complete chain of custody; transports and safeguards any evidence to be used in trial, hearings, etc.
- Conduct comprehensive applied research projects to modify existing applications, develop new and more effective methodology for the examination of highly complex or unusual samples of evidence, enhance the identification process, and aid Inspectors in the detection of documentary fraud.
- Perform and completes laboratory examinations using visual, microscopic, photographic, electronic imagery and chemistry techniques; carefully interprets and evaluates the results obtained to determine validity, scientific significance, and evidentiary value to provide the maximum information with available evidence.
- Furnish depositions or testifies in a court of law or before other determiners of fact in support of findings and expert opinions and defends testimony under cross-examination.

**QUALIFICATIONS REQUIRED:**[Back to top](#)

In order for your application to be considered, you must meet the following requirements by the closing date of this announcement:

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Specialized experience at this level is defined as: experience working independently and having technical experience with examining documents such as handwriting analysis, comparing typewritten material and conduct research and techniques in a laboratory setting.

**HOW YOU WILL BE EVALUATED:**

Your application includes your:

1. Resume,
2. Responses to the online questions, and
3. Required supporting documents.

We use a multi-step process to evaluate and refer applicants:

1. **Minimum Requirements:** Your application must show that you meet all requirements, including the education and/or experience required for this position. You may be found "not qualified" if you do not possess the minimum competencies required for the position. If your application is incomplete, we may rate you as ineligible.
2. **Rating:** Your application will be evaluated in the following areas: Communication, Technical and Research. Your application will be rated and ranked among others, based on the extent and quality of your experience, education, training, performance appraisals and awards relevant to the duties of this position.
3. **Referral:** If you are among the top qualified candidates, your application may be referred to a selecting official for consideration and possible interview. If you are a displaced or surplus Federal employee (eligible for the [Career Transition Assistance Plan \(CTAP\)/Interagency Career Transition Assistance Plan \(ICTAP\)](#)), you must be assigned the middle category or better to be rated as well qualified to receive special selection priority.

**We recommend that you preview the online questions for this announcement before you start the application process.**

**To preview questions please [click here](#).**

**BENEFITS:**[Back to top](#)

We offer a workplace that is respectful, fair, and values diversity. Our comprehensive benefits are very generous - helping you to reach your personal goals by supporting your professional growth, health, well-being, and your family needs. Our benefits package includes:

- Challenging work, opportunities for advancement, competitive salaries, bonuses and incentive awards;
- Ten paid holidays, 13 days of sick leave, and 13 to 26 days of vacation time each year;

- Access to insurance programs that may be continued after you retire;
- A wide choice of health insurance plans, coverage for pre-existing conditions, and no waiting periods. We pay a substantial amount (up to 75%) of the health insurance premiums.

Learn more about Federal benefits programs at:

<http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>

## OTHER INFORMATION:

- We may select from this announcement or any other source to fill one or more vacancies.
- We will not pay relocation expenses.
- This is a non-bargaining designated position.

**CONDITIONS OF EMPLOYMENT:** If selected for this position, you will be required to:

- Complete a one-year probationary period (unless already completed).
- Complete a [Declaration for Federal Employment](#) to determine your suitability for Federal employment.
- If you are a male applicant born after December 31, 1959, certify that you have registered with [Selective Service System](#) or are exempt from having to do so.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer
- Travel locally and/or overnight approximately 1 to 5 days per month.
- Obtain and use a Government-issued charge card for business-related travel.
- Undergo an income tax verification.
- Successfully complete a background investigation.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the Form I-9 <http://www.uscis.gov/files/form/i-9.pdf>). Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.

For information regarding TIGTA's Reasonable Accommodation and Equal Employment Opportunity Policies, please click on the following link: <http://www.treasury.gov/tigta/important.shtml#8>

## HOW TO APPLY:

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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. We are available to assist you during business hours (normally 8:00 a.m. - 5:00 p.m., Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

If you are experiencing system issues with your application, please contact the CareerConnector Help Desk at [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov) and/or the [USAJobs Help Desk](#).

Treasury provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

**Step 1 - Create or Upload a resume with USAJOBS** ([www.usajobs.gov](http://www.usajobs.gov)) - We suggest you go to the end of the Qualifications & Evaluation section of the job announcement to preview the online questions that you will answer in Step 3. You may need to customize your resume to ensure that it supports your responses to these questions. For more resume tips [click here](#). - You may create a resume in USAJOBS or upload one of your own choosing. Although you must enter your Social Security Number (SSN) for USAJOBS, we will only see the last four digits for identification purposes.

**Step 2 - Apply Online** Click the "Apply Online" link of this announcement and then select the resume you wish to submit with your application. You will be redirected to the Department of the Treasury's CareerConnector website to complete the application process.

**Step 3 - Answer the Online Questions and Submit Your Online Application** If this is your first time on Treasury's CareerConnector 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. Select "Take me to the assessment" and click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finished" button.

**Step 4 - Review and Confirm Your Submission** You will now have the option to upload a document or print fax cover-sheets for your required documents (see step 5 for details). Once you click "Done," you will see a summary of your application for your review. You may also print a copy for your records. When you click "Finished" 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.

**Step 5 - Submit Required Documents** You can submit any required documents (discussed below) by document upload or fax. Whichever method you choose, please include the job announcement number with your documents. To protect your privacy, we encourage you to remove your SSN from any documents that you submit. **Document Upload:** You may upload supporting documents in one of two ways: 1. Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application. You will be given the choice to either upload the document as part of the application process or you can select a document that you've already loaded on USAJOBS. Or 2. You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online." Move through your existing application to the Documents page and select Upload in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded. In the Application Review section, you may verify acceptance of your documents in CareerConnector if you see them listed on the "Vacancy Documents" screen. Then, click on "Finished" to be returned to USAJOBS. **Fax:** Create a fax cover-sheet in CareerConnector by following the "Faxing Supporting Documentation" instructions. The fax number will be on the cover-sheet.

**REQUIRED DOCUMENTS:**

Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

**VETERANS' PREFERENCE DOCUMENTATION** If you are claiming veterans' preference, you must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an Application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. An SF-15 may be found at: [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf). Click on the following link for more information on veteran's preference: <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

**CTAP/ ICTAP DOCUMENTATION** If you are a displaced or surplus Federal employee eligible for consideration under the Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP), you must submit proof of eligibility. For a detailed list of documents, [click here](#).

**AGENCY CONTACT INFO:**

*Applicant Call Center  
Phone: 304-480-7300  
Fax: 111-111-1111  
TDD: 304-480-8725  
Email: TIGTA INQUIRIES@BPD.TREAS.GOV*

*Agency Information:  
TIGTA  
See HOW TO APPLY section  
Parkersburg, WV  
26101  
US  
Fax: 111-111-1111*

**WHAT TO EXPECT NEXT:**

You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status." Please notify us if your contact information changes after the closing date of the announcement. Also, note that if you provide an email address that is inaccurate, or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communications that could affect your consideration for this position.

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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.