



United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
Office of Justice Services

Dear Interested Applicant,

Thank you for your interest in pursuing an employment opportunity with the Bureau of Indian Affairs, Office of Justice Services.

In order to be considered for a position with the Office of Justice Services, you will need to submit the following information:

- ❖ Form – OJS Pre-Employment Screening Questionnaire
- ❖ Resume – Including at a minimum of three (3) references
- ❖ Form - GSA3607 – Motor Vehicle Operator’s License and Driving Record
- ❖ Form – OF306 – Declaration of Federal Employment
- ❖ Copy of BIA-4432 Verification of Indian Preference for Employment
- ❖ Copy of DD-214 Military Service Record/Separation Documentation  
*If claiming Veterans preference for the position*
- ❖ Copy of most recent SF50 – Notification of Personnel Action  
*If previously employed by the Federal Government*

If you would like an exciting Federal career in criminal justice, apply today by submitting your pre-employment packet to one of the following locations:

*For positions of interest in District 4 (CO, NM and Navajo Reservation):*

Bureau of Indian Affairs  
Office of Justice Services District 4  
Attention: Recruitment  
1001 Indian School Road N.W.  
Albuquerque, New Mexico 87104  
Phone: 505/563-3884

*For all other positions of interest:*

Bureau of Indian Affairs  
Office of Justice Services  
Attention: Recruitment  
1849 C Street NW, MS-2603 MIB  
Washington, DC 20240  
Phone: 202/208-3438



**BUREAU of INDIAN AFFAIRS**  
**Office of Justice Services**  
**Pre-Employment Screening Questionnaire**

**1. Applicant Information**

Applicant **must** be an enrolled member of a Federally Recognized Tribe:

*\*BIA 4432 Form is required*

a. Full Name: (Last, First, MI) \_\_\_\_\_

b. Address \_\_\_\_\_  
 \_\_\_\_\_

c. Phone: \_\_\_\_\_ d. Email \_\_\_\_\_

e. Are you 18 years or older? YES  NO  f. Birth Date: (MM/DD/YYYY) \_\_\_\_\_

**2. Employment Desired**

a. Position of Interest (Choose One)  Police Officer  Correctional Officer  Telecommunications Equipment Operator  
 Cook  Food Service Worker  Law Enforcement Specialist  Law Enforcement Assistant  School Resource Officer

b. Location of Interest \_\_\_\_\_ c. Date Available \_\_\_\_\_

**3. Background**

YES  NO  a. Are you a citizen of the United States? If **no**, are you authorized to work in the U.S.? YES  NO

YES  NO  b. Have you ever been arrested for a DUI/DWI? If yes, complete section **A**

YES  NO  c. Have you ever been arrested for Domestic Violence? If yes, complete section **A**

YES  NO  d. Have you ever been investigated for a Crime of dishonesty or Criminal conduct? If yes, complete section **A**

YES  NO  e. Have you ever been arrested for a felony? If yes, complete section **A**

**4. Education**

a. Highest Education Completed GED  High School  Associate Degree  Bachelor Degree  Other

**5. Employment History**

a. Have you ever worked for OJS previously? YES  NO  b. From \_\_\_\_\_ To \_\_\_\_\_

c. Previous position (Duty Station, Location) \_\_\_\_\_

d. If yes, reason for Leaving \_\_\_\_\_

**6. Military Service**

a. Branch \_\_\_\_\_ b. From \_\_\_\_\_ To \_\_\_\_\_

c. Type of Discharge \_\_\_\_\_ If other than Honorable, complete section **A**

YES  NO  d. Have you ever been subject to a military disciplinary action? If yes, complete section **A**

**SECTION A**

Answer to Question **3.b** \_\_\_\_\_  
(When/Where/Disposition)

Answer to Question **3.c** \_\_\_\_\_  
(When/Where/Disposition)

Answer to Question **3.d** \_\_\_\_\_  
(When/Where/Disposition)

Answer to Question **3.e** \_\_\_\_\_  
(When/Where/Disposition)

Answer to Question **6.c** \_\_\_\_\_  
(When/Where/Disposition)

Answer to Question **6.d** \_\_\_\_\_  
(When/Where/Disposition)

**Disclaimer and Signature**

*Candor and truthfulness is an essential element of employment to the Office of Justice Services. I certify that my answers are true and complete to the best of my knowledge. By answering "yes" to questions 3(b-e) and 6(e) does not automatically disqualify an applicant from seeking employment opportunities with OJS. **I understand that this questionnaire is for pre-employment screening only and does not guarantee an employment opportunity.** If this questionnaire leads to employment, I understand that false or misleading information in my questionnaire or interview may result in my release of employment. Employment for all positions is subject to a favorable background security investigation, drug testing, medical testing, physical exam and driving record, when applicable. Failure to obtain a favorable adjudication and other applicable exams/testing/records are grounds for termination.*

*All information obtained in this document is subject to the Privacy Act of 1974 [5 U.S. Code 552(a)].*

***I certify that the information provided in this questionnaire is true, correct and provided in good faith.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office use only*

Additional Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASAC/SAC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This questionnaire shall remain valid 60 calendar days from date received.      Retention Date**



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986; GL-6: \$41,545 - \$52,230; GL-7: \$44,844 - \$56,711

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**The major duties of the position include, but are not limited to the following:**

- Transport and/or escort inmates to and from various detainment facilities, as well as program and community services.
- Collect, analyze and disseminate inmate information and generate daily, monthly, quarterly and annual status reports on respective data.
- Protect life, institution data, personal and real property and facilities from harm and/or unauthorized entities.
- Counsel inmates regarding adjustments to institution life, resolution of personal and behavioral problems, and acceptance of professional assistance in the rehabilitative process.

**GL-03:** Six months of general work experience.

**OR** Education - One year of successfully completed study at an accredited school above the high school level.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-04:** One year of general work experience.

**OR** Education - Two years of successfully completed study at an accredited school above the high school level.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-05:** Three years of general work experience.

**OR** Education - Successful completion of a full 4 year course of study (120 semester hours or 180 quarter hours) in any field to a bachelor's degree, in an accredited school above the high school level.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-6:** One year of experience assisting with the supervision and care of criminal offenders in the operations of a correctional and/or detention facility. This experience must have included working post shifts in at least two of the following areas: control room, booking, intake, and/or inmate transport.

**OR** Education - Successful completion of Nine (9) semester hours or fourteen (14) quarter hours of graduate study, from an accredited school, in Criminal Justice, Criminology, Social Science, or another field of study related to the position such as law.

**OR** A combination of experience and education that totals 100% of the requirement

**GL-7:** One year experience providing supervision and care to criminal offenders and guidance to lower level correctional officers in the operations of a correctional and/or detention facility that includes enforcing rules and regulations governing facility security, inmate accountability and inmate conduct; responsible for the transport and monitoring of inmates while moving from one location to another and ensuring that entry and exit documents are in order; and utilizing electronic information systems in the collection of inmate information and the production of reports.

**OR** Education - One full academic year (18 semester hours or 27 quarter hours) of graduate education with major study in criminal justice, social science, or other fields related to the position.

**OR** A combination of experience and education that totals 100% of the requirement.

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**Maximum Entry Age Limit:** The maximum entry-age for this position **shall not exceed age 37**, unless you have sufficient prior Federal civilian law enforcement [or firefighter, if applicable] experience or you are a preference eligible veteran. If you are a preference eligible veteran, you may be eligible for this position after your 37th birthday. You must supply a copy of your Defense Department Form 214 (DD-214) along with the Standard Form 15 (if applicable) and any associated documentation in accordance with the instructions in this vacancy announcement. Failure to provide this documentation with your application will result in loss of eligibility to receive a waiver of the maximum entry age requirement.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986; GL-6: \$41,545 - \$52,230; GL-7: \$44,844 - \$56,711

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**Medical Requirements:** The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the physical requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. Applicants and employees must possess emotional and mental stability. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986; GL-6: \$41,545 - \$52,230

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**The major duties of the position include, but are not limited to the following:**

- Responds to calls concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State, local and tribal laws; investigates, apprehends, arrests, and detains all persons charged with violations
- Maintains law and order within the area of assignments by patrolling in a patrol vehicle, investigating suspicious situations, and taking action as appropriate.
- Performs such assignments as working radar on busy highways, participating in night surveillance in high crime areas, and participating in traffic and crowd control activities.
- Make arrests in cases of crime or misdemeanors personally witnessed; takes persons arrested to appropriate authorities for booking or formal charging.
- Serves Federal, State, or local or tribal warrants, subpoenas and other court papers; testifies at hearings and trials as an expert witness in Federal, State, local or tribal courts as required;
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required.
- Testifies in official capacity at Tribal, State, and Federal hearings.

**GL-03:** To qualify based on experience, you must have the following:

Six months of general work experience in any administrative, clerical, technical, or military work that involved protecting property, equipment data, or materials; or that involved making judgments based on the application of directions, rules, regulations, or laws.

**OR** To qualify based on education, you must have the following:

One year of successfully completed study at an accredited school above the high school level. Transcripts must be submitted by the closing date.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-04:** To qualify based on experience, you must have the following:

Six months of general work experience in any administrative, clerical, technical, or military work that involved protecting property, equipment data, or materials; or that involved making judgments based on the application of directions, rules, regulations, or laws.

**AND**

Six months of specific experience providing routine fixed post or patrol assignments as a public safety official. This must include at least THREE of the following: 1) responding to calls or alarms to crimes; 2) questioning individuals at the scene of an incident; 3) informing individuals of their rights as suspects or witnesses; 4) operating radar or speed detection equipment; 5) arresting violators caught in the act; 6) issuing citations for observed violations of law; 7) handing out crime prevention information during patrols; 8) preparing accident reports or; 9) assisting victims of accidents.

**OR** To qualify based on education, you must have the following:

Two years of successfully completed study at an accredited school above the high school level with at least 12 semester hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law, or similar subjects closely related to police work.

**NOTE:** Successful completion of a Federal, State, county, or municipal police academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations, may be substituted for a maximum of 3 months of specialized experience or 6 months of general experience.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-05:** At the GL-05 grade level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following:

In addition to experience at lower grade levels, you must have one year of prior public safety work experience performing a full range of operations in preventing or resolving offenses.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986; GL-6: \$41,545 - \$52,230

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**Police Officer Position Description Summary Continued...**

This must have included at least FOUR of the following: 1) pursuing and apprehending persons fleeing a crime scene or resisting arrest; 2) subduing individuals causing disturbances; 3) identifying and arresting violators based on eyewitness accounts; 4) coordinating emergency responses between security, fire, and other emergency units; 5) taking charge of a crime scene and restricting access to the scene or 6) seeking, detecting, and protecting evidence and witnesses at the scene of an incident.

**OR** To qualify based on education, you must have the following:

Successful completion of a full 4-year course of study leading to a bachelor's degree in Police Science or a comparable degree program related to the work of the position.

**NOTE:** Successful completion of a Federal, State, county, or municipal police academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations, may be substituted for a maximum of 3 months of specialized experience or 6 months of general experience.

**OR** A combination of education and experience that totals 100% of the requirement above.

**GL-6:** In addition to experience at lower grade levels, to qualify at the GL-06 level, you must have one year of Police work experience in which you performed ALL work experience listed above for the GS-5 grade level, as well as independently applying investigative procedures to detect and resolve crimes requiring extensive research, including interviewing, planning, observing, conducting stakeout operations, and executing investigations which result in the arrests of suspects.

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**Maximum Entry Age Limit:** The maximum entry-age for this position **shall not exceed age 37**, unless you have sufficient prior Federal civilian law enforcement [or firefighter, if applicable] experience or you are a preference eligible veteran. If you are a preference eligible veteran, you may be eligible for this position after your 37th birthday. You must supply a copy of your Defense Department Form 214 (DD-214) along with the Standard Form 15 (if applicable) and any associated documentation in accordance with the instructions in this vacancy announcement. Failure to provide this documentation with your application will result in loss of eligibility to receive a waiver of the maximum entry age requirement.

**Medical Requirements:** The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the physical requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. Applicants and employees must possess emotional and mental stability. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GL-5: \$38,619 - \$48,010; GL-6: \$40,723 - \$51,193; GL-7: \$XX, XXX - \$XX, XXX; GL-8: \$XX, XXX - \$XX, XXX

**The major duties of the position include, but are not limited to the following:**

- Responds to calls concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State, local and tribal laws; investigates, apprehends, arrests, and detains all persons charged with violations
- Maintains law and order within the area of assignments by patrolling in a patrol vehicle, investigating suspicious situations, and taking action as appropriate.
- Performs such assignments as working radar on busy highways, participating in night surveillance in high crime areas, and participating in traffic and crowd control activities.
- Make arrests in cases of crime or misdemeanors personally witnessed; takes persons arrested to appropriate authorities for booking or formal charging.
- Serves Federal, State, or local or tribal warrants, subpoenas and other court papers; testifies at hearings and trials as an expert witness in Federal, State, local or tribal courts as required;
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required.
- Testifies in official capacity at Tribal, State, and Federal hearings.

**GL-03:** To qualify based on experience, you must have the following:

Six months of general work experience in any administrative, clerical, technical, or military work that involved protecting property, equipment data, or materials; or that involved making judgments based on the application of directions, rules, regulations, or laws.

**OR** To qualify based on education, you must have the following:

One year of successfully completed study at an accredited school above the high school level. Transcripts must be submitted by the closing date.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-04:** To qualify based on experience, you must have the following:

Six months of general work experience in any administrative, clerical, technical, or military work that involved protecting property, equipment data, or materials; or that involved making judgments based on the application of directions, rules, regulations, or laws.

**AND**

Six months of specific experience providing routine fixed post or patrol assignments as a public safety official. This must include at least THREE of the following: 1) responding to calls or alarms to crimes; 2) questioning individuals at the scene of an incident; 3) informing individuals of their rights as suspects or witnesses; 4) operating radar or speed detection equipment; 5) arresting violators caught in the act; 6) issuing citations for observed violations of law; 7) handing out crime prevention information during patrols; 8) preparing accident reports or 9) assisting victims of accidents.

**OR** To qualify based on education, you must have the following:

Two years of successfully completed study at an accredited school above the high school level with at least 12 semester hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law, or similar subjects closely related to police work.

**NOTE:** Successful completion of a Federal, State, county, or municipal police academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations, may be substituted for a maximum of 3 months of specialized experience or 6 months of general experience.

**OR** A combination of experience and education that totals 100% of the requirement above.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**





GL-5: \$38,619 - \$48,010; GL-6: \$40,723 - \$51,193; GL-7: \$XX, XXX - \$XX, XXX; GL-8: \$XX, XXX - \$XX, XXX

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**School Resource Officer Position Description Summary Continued...**

**GL-05:** At the GL-05 grade level, you may qualify based on education or experience, or any combination thereof. To qualify based on experience, you must have the following:

In addition to experience at lower grade levels, you must have one year of prior public safety work experience performing a full range of operations in preventing or resolving offenses. This must have included at least FOUR of the following: 1) pursuing and apprehending persons fleeing a crime scene or resisting arrest; 2) subduing individuals causing disturbances; 3) identifying and arresting violators based on eyewitness accounts; 4) coordinating emergency responses between security, fire, and other emergency units; 5) taking charge of a crime scene and restricting access to the scene or 6) seeking, detecting, and protecting evidence and witnesses at the scene of an incident.

**OR** To qualify based on education, you must have the following:

Successful completion of a full 4-year course of study leading to a bachelor's degree in Police Science or a comparable degree program related to the work of the position.

NOTE: Successful completion of a Federal, State, county, or municipal police academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations, may be substituted for a maximum of 3 months of specialized experience or 6 months of general experience.

**OR** A combination of education and experience that totals 100% of the requirement above.

**GL-6:** In addition to experience at lower grade levels, to qualify at the GL-06 level, you must have one year of Police work experience in which you performed ALL work experience listed above for the GS-5 grade level, as well as independently applying investigative procedures to detect and resolve crimes requiring extensive research, including interviewing, planning, observing, conducting stakeout operations, and executing investigations which result in the arrests of suspects.

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**MAXIMUM ENTRY AGE LIMIT:** The maximum entry-age for this position **shall not exceed age 37**, unless you have sufficient prior Federal civilian law enforcement [or firefighter, if applicable] experience or you are a preference eligible veteran. If you are a preference eligible veteran, you may be eligible for this position after your 37th birthday. You must supply a copy of your Defense Department Form 214 (DD-214) along with the Standard Form 15 (if applicable) and any associated documentation in accordance with the instructions in this vacancy announcement. Failure to provide this documentation with your application will result in loss of eligibility to receive a waiver of the maximum entry age requirement.

**MEDICAL REQUIREMENTS:** The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the physical requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. Applicants and employees must possess emotional and mental stability. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GL-5: \$38,619 - \$48,010; GL-6: \$40,723 - \$51,193; GL-7: \$XX, XXX - \$XX, XXX; GL-8: \$XX, XXX - \$XX, XXX

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**School Resource Officer Position Description Summary Continued...**

**SUITABILITY, CLEARANCE & REQUIREMENTS:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**DRIVING RECORD REQUIREMENT:** A valid driver's license and safe driving history are required for this position. You may be requested to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**DRUG TESTING:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GS-7: \$39,570 – \$51,437; GS-9: \$48,403 – 62,920; GS-11: \$58,562 – 76,131

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**The major duties of the position include, but are not limited to the following:**

- Collect, analyze and refine budget, financial and performance data to ensure program accountability, to identify performance issues and to track program objectives.
- Identify problems and develop recommendations to resolve complex issues to improve the effectiveness and efficiency of program and administrative operations.
- Serve as an advisor to the Special Agent in Charge on the management of data collection and performance reporting.
- Prepares written reports, oral briefings, correspondence, meeting agenda, studies, evaluations, etc., that contains confidential information for the Special Agent in Charge.
- Foster and maintain effective working relationships with key stakeholders such as: Tribal governments, Congress/legislators, community groups, the media and member of the general public.

**GS-07:** One year experience performing 6 of the following office administrative functions; 1) collecting and tracking budget, financial, or performance data; 2) procuring office supplies/goods/services; 3) using standard office software to create spreadsheets; 4) using standard office software to create correspondence and reports; 5) answering telephones; 6) scheduling travel; 7) assisting with evaluating law enforcement programs and developing recommendations for improvement; 8) interacting with people of all levels of an office in order to reach the objectives of the office.

**OR** Education - 1 year of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree or a Bachelor's degree with Superior Academic Achievement in a related field of study

**OR** A combination of specialized experience and education that totals 100% of the experience requirement.

**GS-09:** One year experience collecting and analyzing financial, budget, or performance data in an office setting; evaluating the administrative operations of a law enforcement office and identifying ways to improve office functionality; preparing written reports and/or presenting oral briefings on administrative functions and programs for a law enforcement office; and collaborating and building effective working relationships with key stakeholders such as the media, community members, Tribal governments and the general public to achieve common goals with law enforcement programs.

**OR** Education - 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree or a LL.B or J.D., in a related field of study OR a combination of specialized experience and education that totals 100% of the experience requirement.

**GS-11:** One year experience managing and analyzing financial, budget, performance and operations data for a Tribal law enforcement office; planning and conducting studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in a Tribal law enforcement office; advising and discussing with a supervisor ideas on aspects of data collection and performance management; presenting written reports and oral briefings in support of the strategic plan and/or mission of a Tribal law enforcement office; and collaborating and cooperating with other Federal, State and Tribal law enforcement programs to achieve common goals of the office.

**OR** Education - 3 full academic years of progressively higher level graduate education or a Ph.D. or equivalent doctoral degree or a L.L.M. in a related field of study OR a combination of specialized experience and education that totals 100% of the experience requirement.

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**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under DOI Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GS-5: \$31,944 – 41,530; GS-6: \$35,609 – \$46,294; GS-7: \$39,570 – \$51,437; GS-8: \$43,823 – \$56,974

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**The major duties of the position include, but are not limited to the following:**

- Performs program support functions for the Agency office programs and activities. Serve as a technical lead for lower graded assistants and clerks and is responsible for ensuring continuity and uniformity of clerical procedures.
- Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of the Agency's program operation. Maintain automated system of program specific-data to track items such as progress reports, funding accomplishments, compliance strategies, etc.
- Coordinates the receipt and processing of Freedom of Information Act (FOIA) requests, refers requests to proper personnel and follows up with the status of the request.
- Tracks and monitors grants, service contracts, purchasing agreements with vendors and interagency cooperative agreements. Order and purchase supplies and equipment for the Agency office and process supply transactions such as receipt, shipment, and/or adjustment documents.
- Maintain the Agency budget and serve as a liaison to the budget office. Review the Agency's budget submissions for technical accuracy, completeness, and adequacy of funds.

**GS-05:** One year experience utilizing a computer and other basic office equipment to enter data into a database, create correspondence, etc.; providing customer service on a daily basis, for example answering telephones, greeting visitors and directing to the appropriate staff; scheduling meetings and preparing meeting materials for staff; and maintaining time and attendance reports for staff.

**OR** Education - 4 years of education above high school or equivalent.

**OR** A Combination of Education and or Experience that totals 100% of the requirement for one year of specialized experience.

**GS-6:** One year experience performing office clerical functions that include answering telephones, scheduling travel and reconciling vouchers, coordinating meetings, procuring office supplies, collecting and tracking data, using standard office software to create spreadsheets, correspondence and reports; assist with developing and monitoring an office budget; and interact with people of all levels of an office in order to reach the objectives of the office.

**GS-07:** One year experience utilizing a variety of office software programs to produce reports, create databases and spreadsheets; providing customer service on a daily basis, for example answering multi-line telephones, greeting visitors and directing to the appropriate staff; independently maintains a supervisors calendar and schedules meetings for senior level officials; developing recommendations to improve or develop administrative policies and procedures; and overseeing time and attendance for staff.

**GS-08:** One year experience serving as a technical lead for an office independently completing assignments in accordance with office practices and procedures; resolve conflicts that arise by using independent judgment; work experience that required extensive knowledge and application of regulatory requirements, such as processing incoming and outgoing correspondence, reports and memoranda, and other forms of written communication; scheduling appointments, coordinating meetings, scheduling conferences and maintaining a supervisor's calendar; maintaining time and attendance for staff; operating office automation equipment and software; monitoring, coordinating, and providing information to facilitate personnel management activities; monitoring budgets; and implementing and maintaining office control systems

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**Typing Requirement:** Applicants must be a qualified typist, able to type a minimum of 40 words per minute.

**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under DOI Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986

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**The major duties of the position include, but are not limited to the following:**

- Operates the state, tribal, and federal radio network control at the Dispatch Center, transmitting and receiving law enforcement communications traffic that entails answering and disseminating information received through regular phone systems and two-way radio.
- Interview callers ascertaining the nature of the call and providing information if available. Refer complaints and information for investigations to the appropriate authorities.
- Records and maintains all radio telephone communication transactions on appropriate control log and maintains logs and files complaints, police actions and reports. Maintains agency files utilizing Crime Reporting Information Systems.
- Prepare reports of activities and incidents encountered in accordance with required forms, office procedures, and techniques using various computer software programs.
- Operates the National Crime Information Center (NCIC) computer terminal, which includes assessing criminal records, wanted individuals, drivers' license check, and motor vehicle information.

**GL-03:** At the GS-03 level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following: Six months year of general experience that is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

*To qualify based on education, you must have the following: 1 full academic year (30 semester hours or 45 quarter hours) of education beyond the high school level.*

**GL-04:** At the GS-04 level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following: One year of general experience that is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

*To qualify based on education, you must have the following: 2 full academic years (60 semester hours or 90 quarter hours) of education beyond the high school level.*

**GL-05:** At the GS-05 level, you may qualify based on education or experience, or any combination thereof.

To qualify based on experience, you must have the following: One year experience transmitting and receiving law enforcement communications traffic via radio net control; answering and disseminating law enforcement and emergency information by telephone ; maintaining logs and files of complaints, police actions, and related reports; and operating law enforcement information systems.

*To qualify based on education, you must have the following: 4 full academic years (120 semester hours or 180 quarter hours) of education beyond the high school level.*

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**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



WG-4 & WG-6: Rates Depend on Duty Location / Per Hour

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**The major duties of the position include, but are not limited to the following:**

- Perform a wide variety of food processing and cooking tasks to prepare regular and special diet entrees.
- Ensures the proper procedures are used in the storage and handling of food.
- Plan meal preparations and processes to ensure food is done on time and at the right temperature.
- Instruct the Food Service Worker in the receipt, check or issuance of subsistence and on subsistence items, as well as the proper handling and storage of food.
- Maintain accurate food inventories and rotate stock items to prevent spoilage.

The applicant must have sufficient training and experience to be trusted to perform duties on their own initiative under general supervision. While no specific amount of experience is required, you must show that you possess the knowledge, skills and abilities to perform the duties of the position.

The approved job elements for this occupation are:

1. Ability to perform the duties of a Cook without more than normal supervision
2. Ability to use tools and maintain equipment
3. Work practices
4. Technical Practices
5. Knowledge of materials
6. Ability to interpret instructions
7. Dexterity and Safety

**Education:** To qualify based on education, submit a *copy* of your official transcripts with your application.

**Physical Requirements:** Work requires continual standing and walking, and frequent stooping, reaching pushing and pulling, and bending. Frequently lifts or moves objects weighing over 40 pounds with the assistance of lifting devices or other workers.

**Working Conditions:** The work is performed in kitchen areas, which are well lighted but are often hot and noisy. The incumbent is exposed to steam, fumes, and odors from cooking to extreme temperature changes when entering walk-in refrigeration or freezing units. There is a danger of slipping on wet floors that have been recently mopped or where food has been spilled. Subject to possible cuts from knives, burns from steam, hot foods, stoves, hot grease and water.

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**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



WG-2: Rates Depend on Duty Location / Per Hour

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**The major duties of the position include, but are not limited to the following:**

- Sets up food or drink serving stations, such as cafeteria lines, steam tables, side service stands, beverage service areas and dining tables.
- Loads and pushes tray carts throughout the facility and delivers meals.
- Cleans dining room tables, food preparation areas, serving facilities, bathrooms and trash cans as scheduled or assigned.
- Cleans food in preparation for cooking.
- Washes and maintains food preparation equipment such as a dish machine, pot washers, tray conveyors, refrigerators, freezers or other comparable equipment and appliances.

The applicant must have sufficient training and experience to be trusted to perform duties on their own initiative under general supervision. While no specific amount of experience is required, you must show that you possess the knowledge, skills and abilities to perform the duties of the position.

The approved job elements for this occupation are:

1. Ability to perform the duties of a Food Service Worker without more than normal supervision.
2. Knowledge of the operation and care of kitchen equipment
3. Reliability and dependability
4. Ability to follow simple instructions
5. Dexterity and safety
6. Ability to do strenuous work

**Physical Requirements:** Work requires continual standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. Frequently lifts or moves objects weighing over 40 pounds with the assistance of lifting devices or other workers.

**Working Conditions:** The work is performed in kitchen areas, which are well lighted but are often hot and noisy. The incumbent is exposed to steam, fumes, and odors from cooking to extreme temperature changes when entering walk-in refrigeration or freezing units. There is a danger of slipping on wet floors that have been recently mopped or where food has been spilled. Subject to possible cuts from knives, burns from steam, hot foods, stoves, hot grease and water.

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**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**