UNLV | INTERNSHIP & CAREER SERVICES
HOWARD R. HUGHES COLLEGE OF ENGINEERING

# IT SPECIALIST, FORENSIC EXAMINER (FE) POSITION

**Posting ID:** E060116
**Company:** FBI
**Company Website:** Click here to enter text.
**Job Title:** IT Specialist, Forensic Examiner
**Work Location:** Las Vegas, NV
**Position Type:** Full-Time Employment
**Salary:** Click here to enter text.
**College Major(s):** Computer Science
**College Level(s):** Graduates

## OVERVIEW

https://apply.fbijobs.gov/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=1&FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%252cIsFolder

Who May Apply

OPEN TO **ALL QUALIFIED U.S. CITIZENS**.

Applications will NOT be accepted from outside the area of consideration.

The position is being advertised at the GS 7/9 level.

The full performance level is a GS 13.

Relocation is NOT authorized.

Job Summary

Open Date: 06/01/2016

Close Date: 06/15/2016

Division: LAS VEGAS

Location: LAS VEGAS, NV

Working Hours: 8:15 a.m. - 5:00 p.m.

Monday through Friday

Salary:

GS 7: $46,562.00 - $60,531.00

GS 9: $55,670.00 - $72,366.00

This position may require shift work and may include evening, night, and weekend work.

This position is designated as "emergency". As an "emergency" employee, you may be expected to report to work during periods of adverse weather conditions or other types of emergency situations when it is announced that an "unscheduled leave policy" is in effect or that federal agencies are closed in your immediate vicinity.

Occasional travel is required. Travel may be required to attend training and provide assistance to offsite locations.

Please read the ENTIRE job opening CAREFULLY to identify detailed information on qualification requirements and application procedures.

Key Requirements

Must be able to obtain a Top Secret-SCI clearance.

Must be a U.S. citizen.

Candidates are ineligible to apply if currently on a Performance Improvement Plan (PIP); a Letter of Requirement (LOR); or have failed a PIP or LOR and are currently awaiting the final action by HRD.

A PIP is a 90-day written developmental plan for an employee whose performance on one or more critical elements is rated "Unacceptable".

A LOR is issued when a supervisor identifies leave abuse and/or when frequent absences negatively impact operations of an office.

Applicants must possess a valid driver's license for state of residence.

**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 requires manual dexterity, flexibility, and some assignments which require considerable, strenuous physical exertion, which may require lifting of objects 50 pounds or more. Much of the time is spent inventorying and processing evidence which requires walking, bending, stretching, crawling, and lifting.

Selectee may be required to testify in court as to the procedures and methods used to obtain data.

The selectee may be required to serve a one-year probationary period and also serve a two-year commitment to the IT (FE) position.

Position Information

Our Mission is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners. Public Service is a public trust. For the FBI, this means that the public has committed to our care the safety of our Nation and the defense of our Constitution. To sustain that trust and to meet our resulting obligations, we must adhere strictly to our core values of: Rigorous obedience to the Constitution, Respect, Compassion, Fairness, Integrity, Accountability, Diversity, and Leadership.

Major Duties

- Prepares and furnishes authoritative oral and written reports to FBI field investigators, U. S. Attorneys, state and local police and prosecutors as well as others, within the law enforcement community which convey the opinions and findings of the incumbent as determined through detailed examinations conducted.
- Presents necessary court testimony.
- Examines individual items of evidence for data reconvert, specific material of probative value, evidence of tampering and related examinations.
- Conduct examinations of computer systems and associated digital media utilizing operating system software.
- Examine physically write protected media to include: partition information, directory listings, deleted file listings, unallocated file space and slack extractions.
- Conducts research related to IT analysis.
- Acquires computer related evidence which may include seizure of physical hardware or copying computer evidence at the search site.
- Retrieves data from custom, modified , or damaged software or hardware.

Qualifications and Evaluations

Please make sure your specialized experience/requirement(s) can be identified in your resume. Applicants must meet the qualification requirements by the closing date of this announcement.

Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are qualified for this job, your resume and supporting documentation will be compared to your responses to 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.

Your application will then be placed in one of three categories: Most Competitive, Competitive, or Least Competitive. Names of candidates in the Most Competitive category will be sent to the hiring official for employment consideration. Candidates within the Most Competitive category who are eligible for Veterans' Preference will receive selection priority over non-veteran preference eligibles.

All applicants will be rated on the following Competencies:

- Systems Life Cycle
- Risk Management
- Project Management
- Information Systems/Network Security
- Information Resources Strategy and Planning
- Web Technology
- Testing and Evaluation
- Teaching/Mentoring/Coaching
- Systems Integration
- System Maintenance
- Software Development/Software Engineering
- Operating System Administration
- Network Management
- Information Management
- Database Management Systems
- Customer Service
- Computers and Electronics
- Computer Languages

- Administrative/Organizational Policies and Procedures
- Technology Awareness
- Technology Application
- Problem Solving/Judgment
- Organizing and Planning
- Leadership
- Interpersonal Ability
- Flexibility/Adaptability
- Communication
- Collaboration
- Initiative

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

POSITIVE EDUCATION REQUIREMENT: This position has a specific education requirement as described below (Basic Requirements); all applicants must verify completion of this basic education requirement by submitting a copy of college transcripts or lists of college courses by the closing date of this announcement.

BASIC REQUIREMENTS

Applicants must have a baccalaureate degree from an accredited college or university with at least 20 semester hours in one or more of the following disciplines: computer science, information systems analysis, science/technology, information management, mathematics, computer engineering, or electrical/electronic engineering. AND

1. Applicant has had experience that demonstrates accomplishments of computer project assignments that require a range of knowledge of computer requirements and techniques. For example, assignments would show on the basis of general design criteria provided, experience in developing modifications to part of a system that requires significant revisions in the logic or techniques used in the original development. OR
2. Applicant has completed the following technical courses or equivalent: A+ Certification Personal Computer Hardware Course; Network + Certification, CCNA Certification, MCSE Certification; FBI Computer Analysis Response Team (CART) Field Examiner Certification Course.

EXCEPTION: FBI employees applying for any grade level who do NOT have to meet the degree requirement mentioned above, must meet the following:

- FBI applicants who were active CART Forensic Examiners (FE), Forensic Examiners in Training (FET) or CART On-The-Job Trainees (OJT) as of 2/15/2002;

Each candidate must meet the certification requirements of the FBI Operational Technology Division upon completing the CART FE program, which includes the demonstrated ability to use software utilities, demonstrated ability to acquire digital evidence ability to conduct forensic exams of digital evidence, and obtaining A+/Net+ certification

In addition: each candidate must successfully complete and pass an assessment test on forensic capabilities before certification. Inability to meet these requirements may warrant removal from the

program.

All degrees must be from an accredited college or university.

Education completed in foreign colleges or universities may be used to meet the above requirement provided you can show that the foreign education is comparable to that received in an accredited educational institution in the U.S.

SPECIALIZED EXPERIENCE (SE):

Qualifications for the GS 7: Applicant must possess one (1) year of SE equivalent to the GS 5 level. SE is:

- Experienced in programming language codes, operating IT consoles, monitors, and/or installing, maintaining, configuring, or optimizing operating systems, databases, or networks
- Communicated orally regarding IT matters

Qualifications for the GS 9: Applicant must possess one (1) year of SE equivalent to the GS 7 level. SE is:

- Determined hardware/software capabilities
- Performed data searches and retrievals from storage devices and protected media; copied evidence, ensured chain-of-custody and storage of evidence
- Communicated orally regarding IT matters

Education may be substituted for SE as described below:

GS 7: Applicant must have one (1) full year of graduate level education or a Bachelor's Degree with superior academic achievement (SAA) in a field that is directly related to the duties of the position. SAA is the completion of all the requirements for a bachelor's degree from an accredited college or university, which is based on (1) class standing, (2) grade-point average (3.0 or higher as recorded on an official transcript, or as based on courses completed during the final 2 years of the curriculum), or (3) honor society membership.

GS 9: Applicant must have a Master's Degree or equivalent graduate degree or two (2) full years of progressively higher level graduate education leading to such a degree OR a LL.B. or J.D., if related.

All degrees must be from an accredited college or university.

Education completed in foreign colleges or universities may be used to meet the above requirement provided you can show that the foreign education is comparable to that received in an accredited educational institution in the U.S.

**Please make sure your SE/requirements can be identified in your resume.**

**APPLICANTS MUST MEET THE QUALIFICATION REQUIREMENTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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 is a hardship please contact the HR Specialist listed in the vacancy

announcement prior to the closing date for assistance.

Step 1 - Establish an applicant account on the FBIJobs website by clicking Apply Now and then Register Now or login using your existing applicant account.

Step 2 - Paste your text resume in the space provided or use a resume you have applied with previously.

Step 3 – Complete your applicant profile if establishing your account for the first time.

Step 4 - Complete the assessment questionnaire.

Step 5 – Complete the application sections requested and submit your application

Required Documents

To apply for this position, you must provide a complete application package by the closing date which includes:

1. Your resume (required)
2. A complete assessment questionnaire (required)
3. Other supporting documents:

- College transcripts (required)
- Notification of Personnel Action, SF-50
- Most recent Performance Appraisal. Please Note: This does not apply to current FBI employees.
- For Veterans: DD 214, and for Disabled Veterans: DD214, SF-15, and VA letter dated 1991 or later

HOW TO ATTACH DOCUMENTS

To attach documentation for submission, please follow the instructions below. Once documents are successfully attached, they will automatically get sent to HR.

Step 1: Login to your FBI Jobs account, and click the "My Career Tools" hyperlink at the top of the page

Step 2: Click the "Add Attachment" hyperlink located under the "Cover Letters and Attachments" section

Step 3: Select the appropriate Attachment Type (or "Other" if one is not available)

Step 4: Populate the Attachment Purpose field

Step 5: Click the Add Attachment hyperlink

Step 6: Upload the desired attachment

Step 7: Click "Save & Add More" (if you are attaching more than one) or "Save & Return" if you have finished attaching documents

What to Expect Next

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

Benefits

The FBI offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System.

This link provides an overview of the benefits currently offered to Federal employees: http://www.opm.gov/insure/new_employ/index.asp

Additional Information

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.

**Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you for consideration. Additional information will not be requested if your application is incomplete. Your application will be evaluated solely on the basis of information you have submitted.**

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.

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. Applicants must submit documentation to prove eligibility for Veterans' Preference.

For 5-point Veterans' Preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty; Member 4 copy); 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 you military service was performed under honorable conditions.

For 10-point Veterans' Preference, please submit a Standard Form (SF) 15, Application for 10-Point Veterans' Preference, and other required documentation identified on the SF-15 to support your preference claim (e.g. letter from the VA dated 1991 or later).

For more information on how to claim Veterans' Preference, please visit www.opm.gov.

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

Relocation expenses will be borne by the selectee, except FBI employees returning from LEGAT assignment. Generally, following a COST TRANSFER, you will be eligible for transfer after completing three years in the assignment. Additionally, NO COST TRANSFERS require a one-year commitment to be eligible for further FBI transfers.

Employees returning from LEGAT assignment must advise the Staffing and Administrative Unit, International Operations Division, of their application for this position.

Applicants should keep their contact information updated on the FBIJOBS website.

Identification of promotional 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.

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 point of contact on this vacancy. The decision to grant a reasonable accommodation will be made 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.

Questions regarding this opening should be directed to Jo Ellen Davis at jo.davis@ic.fbi.gov

Equal Employment Opportunity

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 non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.