

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 16-2015	<b>POSITION TITLE:</b> Investigator
<b>POSITION GRADE &amp; SERIES:</b> CS-1810-09/01	<b>SALARY RANGE:</b> \$48,107 - \$57,329 Annual <b>*Please note that this position is only Budgeted to the CS-09/07 at \$57,329</b>
<b>OPENING DATE:</b> January 05, 2015 <b>CLOSING DATE:</b> January 16, 2015	<b>TOUR OF DUTY:</b> 8:15 am – 4:45 pm Monday - Friday
<b>AREA OF CONSIDERATION:</b> Open to the general public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Child Support Service Division/ Locate Unit 441 4 <sup>th</sup> Street, N.W. Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Career Service Appointment	

**COLLECTIVE BARGAINING UNIT:** This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

**BRIEF DESCRIPTION OF DUTIES:** Incumbent serves as a member of a team. Conducts complex investigative functions relating to the work of the Office of the Attorney General. Analyzes assigned cases and assists in the determination of the methods and sources to be utilized locating information or court – ordered financial obligations. Assists in higher level investigator in conducting investigations in response to request from attorneys or out-of-state governments to develop documentary evidence in cases, (this involves interviewing witnesses and/or the alleged parent(s), researching records, contacting various agencies by mail or telephone, researching court records, etc.). Determines whether the case has been completed, may recognize and pursue, as directed, other investigative matters that evolve from initial assignments. Services as a liaison with out-of-state investigators who are attempting to locate absent or alleged absent parents living or presumed to be living in the District of Columbia. Acts as a “Special Process Server” in locating and serving summons, etc., On parents involved in disputed paternity cases, and contempt citations to parents with existing court orders whose presence is required in court. Conducts on-site observations to gather information to determine whether violations are present and whether sanctions are warranted. Conducts surveillance of witnesses under the direction of management. Conduct interviews with absent parents at home or in the place of employment or with parties involved in witness to cases. Create reports for OAG management and other secondary parties. Serves summons, affidavits, legal documents in various parts of the city. May be required to testify at administrative review, formal appeal hearings and court trials on any portion of investigations which he/she conducts.

**QUALIFICATIONS:** Candidates must have at least one (1) year of Specialized Experience that equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

**Ranking Factor #1:** Knowledge of the rules, regulations, policies and procedures as they related to the mission of the Office of the Attorney General and its divisions.

**Ranking Factor #2:** Ability to assist in the planning and organization and to assist in conducting overt and covert investigations.

**Ranking Factor #3:** Knowledge of the full range principles, techniques and skill of investigating.

**Ranking Factor #4:** Ability to identify relevant information and to employ guidelines and laws applicable to safeguarding confidential information.

**Ranking Factor #5:** Skill sufficient to assist in and effectively present information, findings, and recommendations in written and oral form.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

**VETERANS PREFERENCE:** Applicants claiming veteran's preference must submit official proof of the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**OTHER INFORMATION:** A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 20001**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: [OAG.Recruitment@DC.GOV](mailto:OAG.Recruitment@DC.GOV). Resumes are not considered job applications therefore a DC-20001 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Allen, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: [www.oag.dc.gov](http://www.oag.dc.gov).**

**INFORMATION TO THE CANDIDATE:** Application received outside the area of consideration and/or after the closing date will not be given consideration. For the purpose of employment, **resumes are not considered job applications**. Therefore to be considered all applicants must submit a **completed DC-2000 EMPLOYMENT APPLICATION**.

**EEO STATEMENTS:** The District of Columbia Government is an Equal Opportunity Employer.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. **Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**