

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 33-2014	<b>POSITION:</b> Investigator
<b>POSITION GRADE &amp; SERIES:</b> CS-1810-12	<b>SALARY RANGE:</b> \$69,628 - \$78,272 per annum
<b>OPENING DATE:</b> 09/11/2014	<b>CLOSING DATE:</b> 09/25/2014
<b>OPEN UNTIL FILLED:</b> <b>FIRST SCREENING DATE:</b>	<b>AREA OF CONSIDERATION:</b> Open to the General Public
<b>WORKSITE LOCATION:</b> Support Services Division Investigations Section 441 – 4 <sup>th</sup> Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> One (1)  <b>TOUR OF DUTY:</b> 8:15 am - 4:45 pm Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>DURATION OF APPOINTMENT:</b> Permanent

**\*\* THE SALARY FOR THIS POSITION IS \$69,628 - \$78,272 pa. \*\***

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:** The Investigations Section of the District's Office of the Attorney General is responsible for providing critical investigative support to the AG and is responsible for all investigations that are conducted in support of litigation by attorneys who represent the District of Columbia in both civil and criminal matters. Plans, organizes, conducts, and manages complex investigations of violations of District of Columbia Government laws, statutes, regulations, policies and instructions, as well as Federal laws and guidelines. Works closely with supervisor in performing investigative activities, which includes administrative and civil investigations related to allegations of irregularity, fraud, conflict of interest, impropriety, citizen complaints, etc. Interviews witnesses, gathers facts, and reviews substantial documentations of suspects and witnesses during investigations. Locates uncooperative/hostile witnesses and successfully effectuates service of subpoenas, summonses, and other legal processes. Determines methods of obtaining, preserving, and presenting evidence, in conformance with "Rules of Evidence" statutes. Testifies in court and before appropriate authorities regarding investigation activities. Presents clear, concise and persuasive briefings to management as to the status of investigations. Submits comprehensive reports of recommendations and dispositions. Coordinates investigations with DC and Federal law enforcement agencies and other regional jurisdictions. Identifies violations or wrongdoing, and presents findings to the appropriate authorities for action and/or prosecution. Provides recommendations regarding violations of law, regulation, and/or abuses and deficiencies that were contributory to offenses. Monitors the progress made toward implementation of corrective action.

**QUALIFICATIONS:** Specialized experience that equipped the applicant 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, specialized experience must have been equivalent to at least the next lower grade level GS-11, in the normal line of progression for the occupation in the organization.

**Substitution of Education:** Substitution of education for experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. Time in Grade restrictions are applicable and must be met by the closing date of this announcement.

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

**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** In-depth knowledge of the principles, concepts, and methodology regarding civil and administrative aspects of law and their application in investigative skills and techniques.

**Ranking Factor #2:** Thorough knowledge of investigative procedures, regulations, statutes, rules of evidence, and the ability to plan, organize and conduct overt and covert investigations.

**Ranking Factor #3:** Skill in interviewing, identifying, analyzing, and evaluating pertinent management data, financial information, or other materials on internal investigations, programs, and functional areas relevant to complex cases.

**Ranking Factor #4:** Ability to communicate effectively, both verbally and in writing, with individuals of varying backgrounds.

**Ranking Factor #5:** Knowledge of various software packages (e.g. WordPerfect, Microsoft, Word and Excel), sufficient to create documents in final form, such as written reports, charges, graphs and tables.

**\*\*Due to budget restrictions - This position is budgeted at \$69,628 - \$78,272 per annum, CS-12/01-CS-12/05 - ONLY.\*\***

**CONDITIONS OF EMPLOYMENT:** Candidates must possess a valid Motor Vehicle Operator's Permit at the time of hiring. Incumbent is required to make frequent visits, (via, walking, driving, ground or rail) from worksite to the DC Superior Court or various establishments to file necessary legal documents. The work requires some walking, standing, bending and carrying of light items, such as books, records, papers, etc.

**EMPLOYMENT BENEFITS:** This is a Permanent appointment in the Career Service. Selectee will be eligible for health and life insurance benefits, 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 government under an appointment subject to Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**RESIDENCY PREFERENCE AMENDMENT:** 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.

**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 violation of any criminal drug statute occurring in the workplace.

**PRIORITY CONSIDERATION:** Eligibles 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. A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

**Background Investigation:** Selected applicants must undergo and successfully pass a background

investigation for Public Trust as a condition of placement into this position.

**HOW TO APPLY:** Applicants may apply via e-mail to: [OAG.Recruitment@DC.gov](mailto:OAG.Recruitment@DC.gov) or in person. A DC-2000, DC Employment Application for the District of Columbia Government is required. Applicants may mail a DC-2000, Employment Application to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100s, Judiciary Square Bldg, 441- 4th Street, N.W., Washington, DC 20001. Inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist, (202) 724-6632. Resumes may be submitted **along with** the DC-2000, Employment Application. For the purpose of employment, resumes are not considered job applications, therefore, a DC-2000 must be submitted to receive consideration. Faxed applications or resumes will not be accepted. Visit [www.oag.dc.gov](http://www.oag.dc.gov), Career Opportunities or [www.dchr.dc.gov](http://www.dchr.dc.gov) to download the DC-2000, Employment Application Form.

**DISPOSITION OF RESUME:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED.

**EEO:** 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 MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL ONLY**



