

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 31- 2014	<b>POSITION:</b> Investigator
<b>POSITION GRADE &amp; SERIES:</b> CS-1810-09	<b>SALARY RANGE:</b> \$46,707 - \$54,167 pa ***
<b>OPENING DATE:</b> August 21, 2014	<b>CLOSING DATE:</b> September 3, 2014
<b>IF OPEN UNTIL FILLED – FIRST SCREENING DATE:</b>	<b>AREA OF CONSIDERATION:</b> Open to the General Public
<b>WORKSITE LOCATION:</b> Child Support Services Division Director’s Office 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> Term <b>Appointment NTE 13 Months</b>

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. **This position is budgeted for CS-09/01 to CS-09/06 pa only.\*\*\***

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Office of the Attorney General for the District of Columbia (OAG), Child Support Services Division (CSSD). The CSSD’s goal is to elevate the well-being of children and the self-sufficiency of families by delivering first-rate child support services that help parents meet the financial, medical, and emotional needs of their children. Serves as a member of an investigative team or works independently to perform the duties associated with locating and serving upon the Respondent a notice to appear. Conducts investigations in response to request from in-take workers or out-of-state governments to locate responsible or potentially responsible persons for the purpose of establishing paternity and financial support obligations. Assists higher level investigators in planning and conducting, investigations to expose fraud and misrepresentation, as it relates to the receipt of child support payments while obtaining public assistance or receipt of support for children out of the home. Interviews witnesses and/or the alleged parent(s), reviews records, contacts various agencies by mail or telephone, researches court records, etc. Determines methods and sources to be utilized; analyzes findings and conclusions; and recommends sanctions, if warranted. Acts as a “Special Process Server” in locating and serving summons, and contempt citations on alleged parents with existing court orders. Conducts on-site observations and surveillance to gather information of violations. Provides written monitoring reports, identifies program discrepancies, trends, or problems and keeps management abreast of progress of compliance or concerns. May be required to testify at administrative review, formal appeal hearings and court trials on any portion of investigations.

**QUALIFICATIONS:** Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position and must have been equivalent to at least the next lower grade level in the District service. Creditable qualifying experience is progressively responsible experience performing a wide variety of investigative and/or enforcement functions which requires independent decision-making. Experience must have demonstrated (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts and other pertinent data; (2) ability to think logically and objectively, to analyze and evaluate facts, evidence, and related information and arrive at sound conclusions; (3) skill in written and oral reports and presentations of investigative findings in a clear, concise and impartial manner, and (4) tact, discretion, and capability for obtaining the cooperation and confidence of others.

**Substitution of Education:** Substitution of education for required 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:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

**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 typing directly into the free form

area or by 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 District of Columbia statutes, Federal laws, court rulings, and other child support regulations, as applicable to the Office of the Attorney General and the Child Support Services Division (CSSD).

**Ranking Factor #2.** Thorough knowledge of principles, techniques and skills of investigation, rules of evidence, rules of testimony and law enforcement procedures.

**Ranking Factor #3.** Ability to analyze, summarize and report on quantitative and qualitative data.

**Ranking Factor #4.** Ability to identify and obtain pertinent information and materials relevant to the guidelines and laws applicable to routine cases.

**Ranking Factor #5.** Skill in effectively presenting information, findings and recommendations in oral and written form.

**CONDITIONS OF EMPLOYMENT:** Incumbent is required to make frequent visits, via walking, ground, bus, or rail. from worksite. Some field work will involve traveling to schools and other facilities. Required to serve summons, affidavits, or other legal documents anytime and anyplace during regular tours-of-duty and often at night or on the weekends.

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

**EMPLOYMENT BENEFITS:** This is a Term Appointment NTE 13 Months in the Career Service. 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 government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS 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 7consecutive 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.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligibles for the District of Columbia's 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.

**HOW TO APPLY:** Submit a DC-2000 via e-mail to: [OAG.Recruitment@dc.gov](mailto:OAG.Recruitment@dc.gov) , or mail a completed **DC 2000** job application to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at One Judiciary Square Bldg, 441- 4th Street, N.W., Suite 1100s; Washington, D.C. 20001. Resumes **along with** applications may be submitted and mailed to the Judiciary Square address by the closing date of the announcement. All inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. **Please visit**

[www.dchr.dc.gov](http://www.dchr.dc.gov) or [www.oag.dc.gov](http://www.oag.dc.gov) to download a DC-2000 Employment Application.

**DISPOSITION OF RESUME:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. Applications will not be returned. For the purpose of employment with the DC Government, resumes are not considered job applications. 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**