

# Tribal Victim Witness Assistance Specialist

DEPARTMENT OF JUSTICE

Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys

## Open & closing dates

[? Help](#)

🕒 2019-10-21 to 2019-10-25

## Service

Competitive

## Pay scale & grade

GS 9

## Salary

\$51440.00 to \$66868.00 / per year

## Appointment type

Permanent

## Work schedule

Full-Time

## Locations

[? Help](#)

Few vacancies in the following location:

📍 Bay City, Michigan

vacancies

## Relocation expenses reimbursed

No

## Telework eligible

No

This job is open to

[? Help](#)



### [Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



### [Federal employees - Competitive service](#)

Current or former competitive service federal employees.



### [Federal employees - Excepted service](#)

Current excepted service federal employees.



### [Individuals with disabilities](#)



### [Land & base management](#)

Certain current or former term or temporary federal employees of a land or base management agency.



### [Military spouses](#)



### [Veterans](#)

## Clarification from the agency

Well-qualified surplus/displaced Federal employees (CTAP/ICTAP) in the local area and all current/former Federal employees that are/were in permanent competitive service positions (status candidates). VEOA eligible and those eligible for non-competitive appointment under special hiring authority (e.g., Individuals with Disabilities, Military Spouses, former Overseas employees, VISTA/Peace Corps, National Guard) and certain veterans (e.g., VRA, 30% Disabled). see link in "How to Apply"

## Apply



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Duties

Announcement number

20-MIE-10621538-ST

Control number

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## Summary

For more information on the Department of Justice and the United States Attorneys' Offices, visit <http://www.justice.gov/usao/>.

As needed, additional positions may be filled using this announcement.

This position is also being announced to All U.S. Citizens and Nationals under 20-MIE-10621537-ST

**Learn more about this agency**

## Responsibilities

At the full performance level, the Tribal Victim Assistance Specialist will provide a variety of services to victims in the Indian Country. Specific duties will include:

- Providing advice to District United States Attorney's Office (USAO) Management and acting as a focal point for tribal, victim matters within the District.

- Developing and implementing specific program activities which promote compliance with Federal victim laws and guidelines.

- Establishing and maintaining communication between government law enforcement agencies, social service groups, and other organizations that promote the rights of Native American victims and other victims under applicable law, as well as providing direct services to crime victims relative to district legal activities.

- Analyzing District programs and audiences, identifying the informational needs of tribal victims in the Indian Country.

- Providing tribal victims with information regarding the criminal justice system, courtroom orientations, and court escorts.

- Prepares tribal victims for courtroom appearances and/or contacts with legal representatives and is available for any questions or any personal concerns.

- Obtaining services and assistance for tribal victims through specific federal programs and funds.

- Advocating on behalf of tribal victims in regard to issues and problems caused by crime and knowledge of crisis intervention services and programs, case management, and direct services to victims.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

## Travel Required

Occasional travel

You may be expected to travel for this position.

## Supervisory status

No

## Promotion Potential

11

## Job family (Series)

0301 Miscellaneous Administration And Program

## Requirements



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## Conditions of Employment

- You must be a U.S. Citizen or National
- Background investigation, credit check, and drug test required
- You must be registered for Selective Service, if applicable
- If selected, you may be required to complete a one year probationary period.
- Time-in-Grade: Federal employees must meet time-in-grade requirements within 30 days after the closing date of this announcement.
- You must meet all qualification requirements within 30 days after the closing date of this announcement and before placement in the position.

## Qualifications

**GS-9:** One full year of specialized experience equivalent to the GS-07 level in Federal service performing the following types of duties: advocating on behalf of tribal victims; providing information to victims in regards to status of cases and results of trials; providing in court support

during hearings; and obtaining services and assistance for victims.

**OR**

Applicants may also qualify based on education. To qualify for the GS-9 level, applicants must have one of the following types of education in a related field (e.g., Criminal Justice): a Master's or equivalent graduate degree (such as an LL.B.); OR 2 full years of progressively higher level graduate education leading to such a degree. Education at the graduate level must be in an accredited college or university and must demonstrate the knowledge, skills, and abilities necessary to perform the duties of the position.

**OR**

Applicants may qualify based on a combination of specialized experience as described above and graduate-level education as described above which when combined equal 100% of the requirements. To calculate your percentage of graduate education, first determine the total number of graduate hours that exceed 18 semester hours (or your school's definition of one year of graduate study), then divide the total number of your excess graduate semester hours by 18 (or your school's definition of one year of graduate study). To calculate your percentage of qualifying experience, divide your total number of months of qualifying experience by 12. Now, add the two percentages together. The sum of the percentages must equal at least 100%. (Only graduate education in excess of the first full year may be used in this calculation).

**Interagency Career Transition Assistance Plan (ICTAP)**- The ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility; 2) you apply under the instructions in the announcement; and 3) you are found well-qualified for this vacancy. To be well-qualified, you must satisfy all qualification requirements for the vacant position and receive a score of 85 or better on established ranking criteria. You must provide proof of eligibility to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Additional information about ICTAP eligibility is at: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

**Career Transition Assistance Plan (CTAP)**-The CTAP provides eligible surplus and displaced competitive service employees in the Department of Justice with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility,

2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and receive a score of 85 or better on established ranking criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

## Education

All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see <http://www.ed.gov>  
**OR**

Education completed in foreign colleges or universities may be used to meet the above education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to timely provide such evidence by submitting proof of creditability of education as evaluated by a credentialing agency with your application materials. More information may be found at <http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>. All documentation must be in English or include an English translation.

## Additional information

Payment of relocation expenses will not be authorized.

The Department of Justice 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.

## How You Will Be Evaluated

Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the Occupational 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. If you are found to be among the top candidates, you will be referred to the selecting official for employment consideration.

You will be rated on the following Competencies (see The [Delegated Examining Operations Handbook, Appendix F](#) for definitions):

Attention to Detail, Interpersonal Skills, Self Management, and Writing

The Occupational Questionnaire will take you approximately 20 minutes to complete.

## Background checks and security clearance

### Security clearance

[Not Applicable](#)

### Drug test required

No

## Required Documents



[Help](#)

You must provide a complete Application Package, which includes:

**-Required:** Your responses to the Online Occupational Questionnaire (This is completed automatically during the apply online process).

**-Required:** Your resume showing relevant experience and dates (month/day/year) of employment and work schedule for each (e.g., part-time XX hours per week or full-time)(cover letter optional). Agency **WILL NOT** make any assumptions regarding your employment history or duties performed.

**-Required if you meet qualifications based on education:** An unofficial college transcript (Note: If you are selected for this position, official transcript will be required prior to your first day.) and foreign education evaluation documentation, if applicable, as described under the "Qualifications" section of this vacancy announcement.

**-Required if you are a current or former Federal employee:** a recent copy of an SF-50, Notification of Personnel Action, showing title, series, grade, and full performance level (FPL); AND a copy of your most recent performance appraisal. Please note your SF-50 must include your FPL in the remark section (e.g., appointment, reassignment, promotion actions), pay adjustments and awards do not include this information so they are not acceptable.

**-Required, if applicable:** CTAP/ICTAP documentation (**a copy of a separation notice or other proof of eligibility** for priority selection; a copy of an SF-50, Notification of Personnel Action, showing current position, grade, promotion potential, and duty location; AND a copy of your most recent performance appraisal.

-{{Delete if announcing within DOJ only}} **Required, if applicable:** VEOA documentation (your DD-214, Member Copy 4).

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

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A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#).

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

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**To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.**

The complete application package **must be submitted by 11:59 PM (EST) on 10/25/2019** to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account.



Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

2. Click the Submit My Answers button to submit your application package. **(It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.)**

3. To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

To preview the Assessment Questionnaire, please click the following link:

<https://apply.usastaffing.gov/ViewQuestionnaire/10621538>

You are encouraged to apply online. Applying online will allow you to review and track the status of your application. If you are unable to apply online, contact Charles Masegian at (313) 226-9772 or [Charles.Masegian@usdoj.gov](mailto:Charles.Masegian@usdoj.gov) as soon as possible to arrange an alternative application process.

**Veterans Employment Opportunity Act (VEOA)** - VEOA allows eligible veterans to apply and compete for positions announced under merit promotion procedures when the hiring agency is recruiting from outside its own workforce. To be eligible for a VEOA appointment, a veteran must be honorably separated and either a preference eligible or have substantially completed three (3) or more years of continuous active military service. If you are applying for a Merit Promotion announcement and wish to be considered under VEOA, you must submit a copy of the Member Copy 4 of your DD-214, in addition to any other required documents listed on this announcement.

**Special Employment Consideration-** Persons with disabilities, veterans with a compensable service-connected disability of 30% or more, certain other veterans, spouses of certain members of the armed forces, and returning Peace Corps volunteers are examples of individuals who are

potentially eligible for non-competitive appointments. For further information, please click the link below.

<https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Types-of-Appointments>

You must specify in your questionnaire under what authority you wish to be considered and submit appropriate documentation to verify your eligibility.

**Selective Service:** If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See <http://www.sss.gov/>.

**Reasonable Accommodation Statement:** Federal Agencies must provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**EEO Statement:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

## Agency contact information

 Charles Masegian

### Phone

[\(313\) 226-9772](tel:(313)226-9772)

### Email

[Charles.Masegian@usdoj.gov](mailto:Charles.Masegian@usdoj.gov)

### Address

Eastern District of Michigan  
211 W. Fort Street  
Suite 2001

Detroit , MI  
48226  
US

[Learn more about this agency](#)

## Next steps

We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation, to include a credit check, and drug test by urinalysis. We expect to make a final job offer within 80 days after the closing date of the announcement.

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

## Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)
- [Office of Equal Opportunity](#)

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- When an applicant with a disability needs an accommodation to have an equal opportunity to compete For a job;
- When an employee with a disability needs an accommodation to perform the essential functions of the job or To gain access to the workplace; And
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., details, trainings, office-sponsored events).
- [Disability Employment - Reasonable Accommodations](#)
- [How to contact an agency](#)

## Legal and regulatory guidance

[Financial suitability](#)

[Social security number request](#)

[Privacy Act](#)

[Signature & False statements](#)

[Selective Service](#)

[New employee probationary period](#)