

The Department of Justice, Federal Bureau of Investigation (FBI) would like to announce 34 vacant positions in the Office for Victim Assistance/Victim Assistance Program.

Currently, the FBI has openings for the position of Victim Specialist, GS 11 and GS 12 grade levels. The vacancies exist in the following locations:

Atlanta, GA  
Baton Rouge, LA  
Billings, MT  
Buffalo, NY  
Burlington, VT  
Carlsbad, CA  
Charleston, SC  
Chattanooga, TN  
Chicago, IL  
El Paso, TX  
Eugene, OR  
Gallup, NM  
Houston, TX  
Lexington, KY  
Madison, WI  
Miami, FL  
Milwaukee, WI  
Norfolk, VA  
Oakland, CA  
Panama City, FL  
Philadelphia, PA  
Pittsburgh, PA  
Saint Louis, MO  
San Diego, CA  
San Juan, Puerto Rico  
Seattle, WA  
Spokane, WA  
Stockton, CA  
Tulsa, OK  
Tyler, TX  
Wichita, KS  
Williston, ND

Working Hours: 8:15 a.m. - 5:00 p.m. (M-F); with after hour(s)/ on call responsibility. Victim Specialists respond to crimes after hours/weekends to provide assistance to victims as necessary.

Travel: Occasional travel may be required for program/victim assistance, special deployment, and/or conferences/training.

To ensure that FBI Victim Specialists maintain their effectiveness and safety even after repeated exposure to traumatic events, all FBI Victim Specialists are required to participate in an

operational and psychological screening, assessment, and evaluation on an annual basis, and must pass this screening in order to remain in the FBI Victim Specialist position.

**BASIC REQUIREMENTS:** This position has a specific education requirement. All applicants **MUST** verify completion of this requirement by submitting a copy of college transcripts by the deadline of this announcement.

All degrees must be from an accredited college or university.

Candidates interested in applying for this position are required to:

- \* Possess a bachelor's degree (or higher) in a behavioral or social science discipline or discipline related to the victim assistance field to include, but not limited to: Criminal Justice, Social Work, Counseling, Human Services, or Psychology.

AND

- \* Possess specialized experience in victim assistance to include:

- \* Worked within a law enforcement or victim service agency to assess, triage and provide crisis intervention and assistance to victims at the time they suffered direct or threatened physical, emotional, psychological, or pecuniary (financial) harm as a result of a violent crime.

- \* Performed direct client services and/or program development functions.

Best qualified candidates will be able to demonstrate a minimum of three years experience providing direct services to violent crime victims in one of the following:

- \* Law enforcement agency
- \* Prosecutor's office/legal aid clinic
- \* Non-profit victim assistance program
- \* Child protection/welfare program
- \* Medical social work program
- \* BIA/Tribal Council Victim Assistance Program
- \* Military family advocacy program
- \* Child advocacy center or program.

If you have this experience, please make sure you have documented on your resume: the name of the agency and the number of years of experience you have; detail of how you, directly or in-person, assessed the needs of and provided crisis intervention services and/or appropriate resources/referrals to victims.

For those candidates interested in Billings, MT; Gallup, NM; or Williston, ND, applicants must have (3) years or more of specialized experience providing direct, in-person service to Native American victims of violent crime.

Spanish speaking candidates are strongly preferred for the following locations: Carlsbad, CA; El Paso, TX; Houston, TX; Miami, FL; and San Diego, CA; and required for San Juan, PR.

In your resume, please ensure you address the specialized experience.

In addition to the requirements listed above, candidates applying for this position will be selected based upon their experience, skills and competencies in the following areas:

- \* Experience in and ability to assess, triage, and provide direct, in-person crisis intervention services to victims of violent crime;
- \* Experience in responding to crime scenes to provide direct, in-person assistance to victims of violent crime when requested by law enforcement;
- \* Experience in and ability to identify, develop, and maintain, appropriate emergency and follow-up resources within the community, state, and/or federal arena in which to provide and/or refer victims of violent crime;
- \* Experience in and ability to liaison with and maintain relationships with local, state, and federal agencies, human service systems, and non-profit organizations to ensure the smooth transition of and/or adequate and appropriate resources to victims of violent crime;
- \* Experience in and ability to communicate effectively both orally and in writing, sufficient to make presentations and to prepare clear, comprehensive, and concise documents and reports;
- \* Ability to establish and maintain effective working relationships with persons of different cultures, ethnicities, and socio-economic status and variety of personnel in varying positions both internal and external to the FBI, treating all individuals with patience, sensitivity, respect, and dignity; and
- \* Ability to handle stress and make sound decisions.

**If you are interested in this position, please forward your resume and college transcripts to the following email address: [VNSA@ic.fbi.gov](mailto:VNSA@ic.fbi.gov), by 10/09/2015 and indicate at the top of your resume the location(s) you are interested in or indicate no preference.**

All FBI positions require an extensive background investigation and a polygraph examination. This means we will contact former and current employers, applicant references, social acquaintances, and neighbors. We will also review your educational, criminal and credit backgrounds. Our standards are high, so before applying, make sure to review the employment disqualifiers that may prevent you from obtaining the required top secret clearance.

Disqualifiers include:

- Conviction of a felony
- Use of illegal drugs in violation of the FBI Employment Drug Policy
- Failure of an FBI-administered urinalysis drug test
- Default of a student loan insured by the U.S. government
- Failure to register with the Selective Service System (for males only)

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.

For 5- point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty); 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 your military service was performed under honorable conditions.

For 10-point veterans' preference, please submit a Standard Form (SF)-15, Application for 10-Point Veteran Preference, and other required documentation identified on the SF-15 to support your preference claim.

For further information on how to claim veteran's preference, please go to [Veteran's Preference](#).

Required veterans' preference documentation should be forwarded to the email address listed above.

Once your transcripts and resume have been received an evaluation will be conducted of your qualifications to determine if you meet the requirements for the position. You will receive correspondence regarding receipt of your resume and transcripts, as well as, your status, i.e., qualified or not qualified.

Thank You for your interest in FBI employment.