

## Appendix A

### ACCOUNTANT

This position is located in the Business Integration Center (BIC) of the Financial Services Division (FSD), United States Marshals Service. The FSD is responsible for developing, managing and enforcing the financial management practices within the agency. The FSD is specifically responsible for Agency budget formulation and execution, financial and accounting services, financial systems management and oversight, preparation of the USMS financial statements, audit coordination, procurement activities, and strategic and performance planning related to financial management.

The BIC was developed to drive sound business decisions and operations by placing a dedicated support structure within each division. The BIC leverages key business functional areas and provides integration of strategic performance management vertically and horizontally across the divisions and agency in order to optimize performance, efficiency, quality assurance and compliance. The primary objectives of the BIC are to serve as the backbone of performance management to allow the synchronization of division strategic priorities agency wide; to interface by connecting functions being performed at the agency level and provide divisions with the support and capability to perform these same functions at the division level; and to integrate by linking business process to data analysis, policy, training, and performance.

#### Principal Duties and Responsibilities:

- Examine, analyze, and interpret accounting data, records, and reports in order to advise on statistical trending, forecast improvement opportunities, identify and remediate audit issues, develop performance measures, and to improve financial performance.
- Review reconciliations and reports to ensure accuracy and timeliness and to draft policy on a variety of operating accounting and financial reporting matters. Provide timely and accurate financial management records for reducing errors and reconciling reports.
- Provide assistance and guidance on the specifications and regulatory requirements required for the management of accounting operations and to solve significant financial management problems.
- Responsible for financial data call preparation, and the development of new financial management assessment tools, such as Benchmarking metrics, Scorecards, Dashboards, etc.
- Analyze data and conduct internal audits to validate accounting reports and ensure the reports contain timely, accurate, and complete financial information.
- Be knowledgeable in all audit matters.
- Assure fiscal transactions are compatible with requirements of OMB, GAO, and Treasury; and that records and statements accurately reflect a full disclosure of the financial results of program operations.
- Evaluate and determines accounting data requirements.
- Develops procedural manuals, methods, and directives for the validation of accounting data.
- Maintains a comprehensive review and analysis of all executive, legislative, and regulatory actions to ensure that all data requirements are imposed and are met in a timely and efficient manner.
- Coordinates and evaluates accounting studies and analyses to determine legal and regulatory compliance, workflow, and other financial considerations.
- Performs analysis of current ‘as is’ financial processes in order to identify opportunities for improvement to increase the quality, efficiency and performance.
- Establishes review criteria to improve efficiency of audit activities and designs processes to improve financial operations and internal controls, and to reduce audit risk.
- Ensures audit readiness by identifying weaknesses in current process, and by implementing corrective actions to prevent/eliminate audit deficiencies.
- Assists in the development of project plans to achieve of FSD’s strategic planning objectives.
- Monitors financial management requirements and audit reviews to stay abreast of potential areas of audit scrutiny.
- Continuously assesses accounting and budget processes to identify opportunities to improve productivity and reduce audit risk via standardization and automation.
- Assist in the drafting of authoritative financial management policy and guidance, including but not limited to, ensuring the proper matching of revenue and expense by applying methodologies such as accrual accounting and depreciation.

- Monitor compliance with established USMS and DOJ financial management policies and procedures. Continually check to ensure financial management policy, training, and reporting requirements are updated and changes are disseminated to the appropriate personnel.
- Advises management on accounting and financial management matters.
- Prepare, submit, and inventory multiple, recurring internal and external financial management reporting requirements.
- Track OIG audit taskings and coordinate the preparation and submission of timely audit responses for FSD.
- The position will interface with AD/DAD and Program Offices, Division Committees of Chiefs/Advisory Committees, the Agency BIC, and other USMS Divisions and BICs.

#### Basic Qualifications

- Bachelor's degree in Accounting.
- Must have five years specialized experience that is related to the duties described above.
- Professional knowledge of the theory, principles, concepts, and practices of financial management, accounting, and budget and the ability to apply this knowledge to broad and complex tasking.
- Ability to query, mine and manipulate data from accounting and financial systems, develop and promulgate accounting policies and standards covering operations, to solve problems of above average difficulty in maintaining accounting systems.
- Ability to write reports and develop staff papers that accurately reflect findings and recommendations related to accounting and budget operations.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Must possess analytical thinking and problem solving skills.
- Must be proficient in MS Office software, especially MS Word and MS Excel.
- Ability to develop organizational strategies to formulate a plan to implementation.
- Excellent interpersonal relations skills.
- Working knowledge of SharePoint and Oracle.

The government will provide:

- Initial training in USMS policies and procedures
- Specific training in USMS databases and financial management systems
- Ongoing technical training and other training as required by law, statute, or policy.

#### **Security Clearances**

Candidates that have possessed (or currently possess) government security clearances at the Medium Risk level are preferred.

#### ADMINISTRATIVE ASSISTANT I

The Administrative Assistant I will assist United States Marshals Service (USMS) management and other staff members in all office activities and operations as assigned. The individual will provide administrative and clerical services in accordance with office needs and program requirements. The Administrative Assistant I must have good work ethics and interpersonal skills. Additionally, the Administrative Assistant I will be responsible for a variety of basic clerical tasks, office automation assignments, and administrative assistance in support of their working group. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties shall include, but are not limited to the following:

- Serves as receptionist, greeting, assisting, and directing visitors.

- Receives telephone calls and provide accurate, timely messages to staff.
- Prepares, types, faxes, files, copies, print, mails, scans and e-mails information.
- Reviews and analyzes documents submitted for completeness and accuracy.
- Works in groups/teams on special projects to accomplish program goals.
- Communicates via telephone, lync and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.
- Assist with the ordering of supplies.
- Schedules appointments and maintain files.
- Handles program related correspondence and materials, ensuring accuracy and using appropriate discretion when handling such documents.
- Maintains chronological and program related files.
- Schedules appointments. Maintains office conference room reservations.
- Produces correspondence of a minor administrative nature in support of program activities.

#### Basic Qualifications

- A high school diploma or equivalent is required.
- Time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Attention to detail.
- Communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Knowledge of Microsoft Windows and Microsoft Office Suite is required.

## **ADMINISTRATIVE ASSISTANT II**

The Administrative Assistant II shall assist USMS management and other staff members in all office activities and operations as assigned. The individual shall provide program support including administrative and clerical services in accordance with program requirements. The Administrative Assistant II must also have good work ethics and interpersonal skills, demonstrate sensitivity to deadlines and follow through on a timely basis. Additionally, the Administrative Assistant II will be responsible for a variety of clerical/administrative tasks, office automation assignments, and administrative assistance in support of the staff.

The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties shall include, but are not limited to the following:

- Prepare type, fax, file, and data entry, copy, print, mail, scans and e-mails information.
- Review and analyze documents submitted for completeness and accuracy.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, well as well as other contract affiliates
- Provide accurate advice on matters necessary to carry out program policies.
- Assist with ordering of supplies.
- Schedule appointment and maintain files.
- Serve as receptionist to greet, assist and direct visitors.
- Review incoming correspondence and faxes related to program activities.
- Maintain office suspense system, entering items received and assigning standard timeframe due dates.
- Produce and distribute reports from office suspense system, highlighting past due assignments.
- Provide ad hoc administrative support to any of the branches in the USMS management on an as needed basis.

### **Basic Qualifications**

- A high school diploma or equivalent is required.
- Must have two years specialized experience that is related to the duties described above.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Knowledge of Microsoft Office Suite is required.

## **ADMINISTRATIVE SUPPORT SPECIALIST**

The Administrative Support Specialist shall provide direct assistance to the USMS Divisions. The work required by this position is more challenging and varied in nature, and involves some originality and interpretation skills. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. Normal functions required of this position include filing, data entry, interpersonal skills, written and verbal communication skills, analytical thinking and problem solving. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

### **Duties shall include, but are not limited to the following:**

- Demonstrate professional level in verbal and written communications.
- Prepare all types of written correspondence.
- Participate in other program assistant/clerical duties as assigned
- Maintain reports and submit verbal, written and numerical information from database when required.

- Develop and conduct special projects as assigned.
- Work in groups/teams on special projects to accomplish program goals.
- Maintains suspense system for the individual's assigned branch, identifying past due items ensuring that due dates are met.
- Prepare special reports on an as needed basis.
- Independently researches issues/questions as assigned, and provides results in a variety of formats.
- Manages the programs for district offices and headquarters accounts.
- Monitor programs to ensure programs are operated efficiently and effectively.

#### **Basic Qualifications**

- A high school diploma or equivalent is required.
- Must have three years specialized experience that is related to the duties described above.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Superior knowledge of Microsoft Office Suite is required.

#### **BUDGET ANALYST**

Under general direction, the contractor performs a wide variety of professional level budget analysis and development duties involving the preparation, administration, maintenance, review and control of a USMS Division office's budget. A Budget Analyst performs analytical work involving the collection and evaluation of Agency financial data, budgetary control records and other information concerning agency expenditures and revenues to determine budget requirements, develop budget work programs, and develop justification for requested funding levels. This includes the analysis of financial information concerning expenditures for payroll, capital projects, operating expenses, supplies and equipment, professional services contracts, and other costs. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; Prepares budget presentation materials; Maintains data and systems for budget tracking and reporting and generates reports; and Assists Division/Office with issues related to funds availability, fund transfers and budget compliance.
- Develops forecasts; Prepares baseline budget and revisions as needed; and Analyzes, evaluates, and processes budget proposals.
- Makes recommendations on budget matters to higher level staff, and assists in implementation and monitoring of changes.
- Conducts studies of new and existing programs and special projects to determine feasibility, and resolves problems including organizational, budget and fiscal research and analysis.
- Prepares narrative, graphical, and statistical reports with alternative solutions for resolving issues; Uses computer software to develop and maintain databases and spreadsheets, and prepares correspondence and other written materials.
- Compiles data related to Agency financial transactions and operations, revenues and expenditures.
- Analyzes financial information concerning personnel, capital projects, supplies and equipment, professional services, and other expenses.
- Participates in surveys, studies, and meetings concerning Agency financial requirements.
- Provides assistance to Agency managers and supervisors in preparing budget estimates and proposals.
- Conducts research and analysis on factors affecting budget requirements.
- Develops Agency budget work programs.
- Compare financial reports using current data mining processes.
- Analyze data to create sound solutions to real-world business problems.

Basic Qualifications:

- Bachelor's degree in accounting or a related field from an accredited college or university.
- Knowledge of the principles and practices of Government budget preparation and accounting.
- Experience in administrative, professional, technical, or other responsible work that utilizes knowledge of management principles and practices.
- Experience analyzing problems, drawing logical conclusions, and communicating effectively with others.
- Experience using computer and automation systems.
- Ability to communicate effectively verbally and in writing.
- Strong analytical and planning abilities.
- Basic knowledge of Microsoft Office, such as Word, Excel, and Power-Point
- Ability to compile, review, categorize, prioritize, analyze and interpret data and/or information
- Ability to work effectively with minimum supervision

**CONTRACT SPECIALIST I**

The Contract Specialist I must be an individual who have working knowledge of various contract types of Government contracts and can work independently. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well, and communicate effectively with both contractors and government employees. This individual may be required to attend work-related conferences, meetings, or any other official training or function, at the discretion of the Contracting Officer's Representative. In these instances, contractor hours are considered to be productive and may be billed by the offeror, also travel costs incurred may be billed IAW government travel regulations. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Assist Government contracting officer's with large and small purchase contract actions.
- Review solicitation packages for completeness.
- Review funding documents for completeness and accuracy.
- Advise and provide program offices with examples of documents to be contained in a solicitation package.
- May be required to work with a program office to resolve minor issues.
- Will be required to input contracts, task orders and purchase orders into the Unified Financial Management System (UFMS).
- Research and provide statistical data to contracting officers.
- Prepare documents such as market research and other Federal Acquisition Regulatory determinations.

Basic Qualifications:

- Bachelor's degree with at least 24 hours of business credits
- Proficient writing skills
- At least four (4) years of related working experience which demonstrates the candidate meets the required duties and responsibilities listed above.
- A working knowledge of Microsoft Word and Excel.
- Superior time management, organization and prioritization skills.
- Excellent attention to detail.
- Strong communication skills.

**CONTRACT SPECIALIST II**

Possess proficient knowledge of Federal Acquisition Regulations experience in reviewing and administering contracts, planning/conducting contract price/cost analyses of a variety of pre-award and/or post award procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements. Must demonstrate experience in having had key responsibility for formulating contracting approach, planning, administering and conducting detailed contract price/cost analysis, procuring and supplies sand services through

the use of formally advertised and negotiated procurements. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Assist Government contracting officer's with large and small purchase contract actions.
- Review solicitation packages for completeness.
- Review funding documents for completeness and accuracy.
- Advise and provide program offices with examples of documents to be contained in a solicitation package.
- May be required to work with a program office to resolve minor issues.
- Will be required to input contracts, task orders and purchase orders into the Unified Financial Management System (UFMS).
- Research and provide statistical data to contracting officer.
- Prepare documents such as market research and determination.

Basic Qualifications:

- Bachelor's degree with at least 24 hours of business credits
- Proficient writing skills
- At least six (6) years of related working experience which demonstrates the candidate meets the required duties and responsibilities listed above.
- A working knowledge of Microsoft Word and Excel.
- Excellent attention to detail.
- Superior time management, organization and prioritization skills.
- Strong communication skills.
- Must possess basic knowledge of the Federal Acquisition Regulations.

### **CONTRACT SPECIALIST III**

The Contract Specialist III must be an individual who has working knowledge of various federal government contract types and can work independently. Candidate must possess proficient knowledge of the Federal Acquisition Regulations (FAR), specifically FAR Parts 5,8,10,12 and 15. Situations outside set parameters shall be referred to management for clarification. The individual performing in this position must be able to take direction well, and communicate effectively with both contractors and government employees. This individual may be required to attend work-related conferences, meetings, or any other official training functions, at the discretion of the Contracting Officer's Representative. In these instances, contractor hours are considered to be productive and may be billed by the vendor, also travel costs incurred may be billed IAW government travel regulations. **Work performed under this SOW for this position will be at the Personnel Security moderate risk level.**

Duties shall include, but are not limited to the following:

- Assist government contracting officers with large and small purchase contract actions based on the various cradle to grave functions.
- Prepare for award and assist with the administration of various contracts and task orders.
- Review Statements of Work for completeness.
- Review solicitation packages for completeness.
- Prepare Determination and Findings in accordance with the FAR.
- Review funding documents for completeness and accuracy.
- Advise and provide program offices with examples of documents to be contained in a solicitation package.
- May be required to work with a program office to resolve various issues.
- Will be required to input contracts, task orders and purchase orders into the Unified Financial Management System (UFMS).
- Research and provide statistical data to contracting officers.
- Research and prepare market research documentation.
- Prepare and disseminate various types of Requests for Information

- Input market research data into a usable spreadsheet.
- Assist contract specialists with Pre and Post award conferences.
- Input data into the Federal Procurement Data System – Next Generation (FPDS-NG) Data Base.

**Basic Qualifications:**

- Bachelor's degree with at least 24 hours of business credits.
- At least eight (8) years of related working experience which demonstrates the candidate meets the required duties and responsibilities listed above. This experience may be demonstrated by showing the candidate worked for the Federal Government in a contract related field or provided assistance to Federal Government Contracting Officer's, as a contractor.
- A working knowledge of Microsoft Word and Excel.
- Excellent attention to detail.
- Superior time management, organization and prioritization skills.
- Strong communication skills.
- Candidate must be able to demonstrate they are familiar with, and can complete each of the duties listed above.
- Proficient writing skills.

**COMPUTER SYSTEM ANALYST**

The Computer System Analyst will be required to work independently or under only general direction on complex applications and related problems involving various phases of systems analysis. The individual will provide technical and administrative direction for development and operation of software/applications, including the review of work products for accuracy. The individual will adhere to standard design concepts and user standards. In addition, the Computer System Analyst will coordinate with the other program area Project Managers and Senior Analysts to ensure problem resolution and satisfaction, and make recommendations as needed for approval/development of office systems. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties shall include, but are not limited to the following:

- Review office needs with regard to automated systems/databases. Make recommendations as needed.
- Develop applications to support program requirements.
- Develop standard reports to meet office information needs.
- Develop ad hoc reports on an as needed basis to meet management's information needs.
- Review and analyze reports developed for completeness and accuracy.
- Work in groups/teams on special projects to accomplish program goals.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.
- Provide accurate advice on matters necessary to carry out program policies.

**Basic Qualifications**

- B.S. Degree in computer science
- Four years of general experience and two years of specialized experience that is related to the duties described above and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the work.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Willingness to work flexible hours.
- Must possess analytical thinking and problem solving skills.

- Working knowledge of Microsoft Office Suite and SharePoint
- Excellent interpersonal skills

## **COPY ROOM OPERATOR**

The Copy Room Operator is responsible for the efficient operation of the USMS Headquarters copy center. A high volume of various print jobs are handled by the USMS copy center, all of which must be delivered quickly and accurately. The individual will provide a variety of copy related services in accordance with agency needs and program requirements. The Copy Room Operator must also have good work ethics and interpersonal skills.

**Work performed under this SOW for this position will be at the Personnel Security low risk level.**

Duties shall include but are not limited to the following:

- Receives documents for duplication in the USMS in-house copy center. Original manuscript and USMS Forms may be received for duplication as hard copy, on CD- ROM or via USMS e-mail system. Ensures that Forms are properly completed. Reviews job duplicating and finishing requirements with clients when appropriate. Adjusts delivery dates if necessary.
- Analyzes incoming jobs and independently schedules production.
- Works with the Printing Specialist to establish policies, distribute notices to vendors, retrieve quotes and present packages to Government personnel for evaluation.
- Operates duplicating and finishing equipment in the Copy Center. Equipment includes but is not limited to copiers, printers, labelers, scanners, staplers, folders, finishers, booklet makers, drills, and trimmers.
- Performs document assembly such as collating, binding, cover inserting, and laminating.
- Maintains job production records.
- Maintains equipment maintenance records.
- Maintains copy center equipment, and performs minor maintenance such as refilling toner or other fluid levels and removing paper jams. Assists USMS staff with equipment service calls, as directed.
- Monitors and maintains adequate stock of paper, toner, staples, and equipment consumables. Contacts USMS warehouse or equipment POC for restocks.
- Notifies clients when jobs are completed. Prepares and labels jobs that must be shipped. Delivers documents to USMS mailroom when necessary.

### Specialized Duties and Responsibilities

- Must have general knowledge of government policies and procedures related to copy and reproduction services.
- Working knowledge of Microsoft Office Suite is required.
- Working knowledge of operation of a variety of duplication equipment is required.

### Basic Qualifications:

- High school diploma or equivalent.
- Minimum of one year experience in a high-volume copy center preferred.
- Minimum of one year experience working in a customer service environment preferred.
- Experience binding and collating copied materials.
- Experience handling time sensitive materials like confidential and/or urgent documents.
- Available to work overtime as required.
- Excellent interpersonal communication skills.
- Ability to effectively work individually or in a team environment.
- Competency in performing multiple functional tasks.
- Lifting up to 75 pounds.
- Standing for long periods of time.

## **INTELLIGENCE DATA ANALYST**

The Intelligence Data Analyst will work independently to provide overall support to Senior Inspectors of the Technical Operations Group at various locations throughout the United States. This position will be at the Top Secret classification.

### **Principal Duties and Responsibilities**

The contractor shall -

- Input data in various databases and computer applications in support of the Chief Inspector, Senior Intelligence Analyst or Investigators
- Manage information by organizing and developing system of input, output and illustrated summaries of stored information
- Prepare reports and presentations related to data base information
- Assist Senior Intelligence Analyst or Investigator in obtaining/collecting all documents/information to complete case file
- Plan and conduct a variety of quantitative and qualitative studies, analyses, assessments, and evaluations related to criminal investigation cases, data for completeness of information and proper execution
- Extract data from other investigative agencies and databases
- Provide administrative assistance to the Chief Inspector and other personnel as directed by the Chief Inspector.
- Establish/maintain physical and automated files
- Distribute and receive documents to be processed by inspectors
- Gather information and organize tracking systems
- Verify case files and case tracking systems
- Prepare documents relevant to case documentation
- Perform data entry relevant to case statistics
- Prepare and conduct training to TOG personnel and other agencies
- Recommend and develop new concepts, guides, methodologies and policies
- Collect, disseminate and maintain intercept evidentiary data
- Produce quantitative and qualitative report on criminal investigation cases as requested
- Use automated systems to produce a variety of documents, such as letters, memos, publications, forms, narrative and statistical reports, tables and graphs, as required.

### **Basic Qualifications**

- High School Diploma.
- Must have at least three years of specialized experience related to the duties described above.
- Experience reviewing and analyzing data and information from multiple sources
- Ability to learn new computer hardware and software skills quickly through independent study, formal training and/or with on-the-job training. Added on the job training will be funded by the USMS.

## **INVESTIGATIVE RESEARCH ANALYST**

The Investigative Research Analyst will work independently to provide overall support to the Regional Fugitive Task Force (RFTF), Organized Crime Drug Enforcement Task Force (OCDETF) or any other Investigative Operations Division (IOD) managers. This position will be at the Top Secret classification level.

Duties shall include, but are not limited to the following:

- Gathering and analyzing various types of data found through federal, state, and local law enforcement as well as public sources. Maintain working relationships with personnel from other agencies participating in the task force.
- Monitoring, evaluating, and coordinating a variety of fugitive investigations from all participating agencies, collateral leads from other RFTFs and USMS offices, as well as investigative requests from non-participating agencies.
- Receiving and reviewing correspondence from participating agencies. Creating and maintaining a filing

- system in accordance with USMS polices.
- Providing analytical support to investigators by accessing various law enforcement and public databases, and acquiring any documents or information needed during the course of an investigation.
  - Assisting in maintaining RFTF and/or OCDETF property inventory. Shipping and receiving items. Distributing inventory to RFTF/OCDETF personnel and maintaining property transfer receipts. Maintaining all property valued at \$1,000.00 or more and/or property that contain an electronic memory or stores information, in the official USMS Property Management system.
  - Assisting in the examination and collection of statistics. Assisting in creating reports, spreadsheets, press releases, and local fugitive cases into the USMS WIN/JDIS system and close cases in the system.
  - Providing administrative support when necessary.
  - Creating charts/graphs for presentation.
  - Assisting in the creation of reports and presentation materials for conferences and meetings.
  - Making transportation arrangements.
  - Coordinating travel plans.
  - Generating statistical reports.
  - Assisting in coordination of large-scale projects.

**Basic Qualifications:**

- A high school diploma.
- Must have at least three years of specialized experience that is related to the duties described above.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Knowledge and skill in applying analytical and evaluation methods and techniques
- High school diploma is required but a Bachelor's degree is preferred.
- At least three years of experience using Virtual Earth, MapPoint and Google Earth software and Microsoft Office Suite.

**INTELLIGENCE RESEARCH SPECIALIST**

The Intelligence Research Specialist (Security Specialist) duties are described below will work with the Technical Operations Group in the Investigative Operations Division. This person will work independently to provide support to Senior Inspectors. This position will be at the Top Secret classification level.

Duties shall include, but are not limited to the following:

- Conduct intelligence research and analysis in order to determine patterns and links in USMS investigations.
- Assist Senior Intelligence Analyst or Investigator in obtaining/collecting all documents/information to complete case file.
- Plan and conduct a variety of quantitative and qualitative studies, analyses, assessments, and evaluations related to criminal investigation cases, data for completeness of information and proper execution.
- Produce quantitative and qualitative report on criminal investigation cases as requested.
- Consolidate, analyze, and evaluate incoming classified and sensitive, but unclassified (SBU) intelligence reports and information.
- Identify missing data and formulate initiatives to collect required data.
- Analyze and provide assistance to investigators concerning fugitive investigations.
- Establish methodologies for problems encountered during operational situations.
- Prepare basic-descriptive, current reportorial or speculative-estimative classified and SBU intelligence reports.
- Prepare daily reports as designated by the Chief, TOG showing activity of current classified surveillance activities to include maps and charts showing updated locations of persons under surveillance.
- Prepare and conduct training for TOG personnel, as requested by the Chief, TOG and other agencies.
- Respond to TOG law enforcement operations to provide technical assistance with the installation of

- technical intelligence collection platforms as the mission requires.
- Conduct research and development and test and evaluation of commercial and classified emerging technologies and make recommendations to Chief, TOG.

#### Basic Qualifications

- High School Diploma
- Knowledge of Microsoft Office Products.
- Must have at least three years of specialized experience related to the duties described above.
- Experience with Pen Link, mapping and GIS Applications.
- Experience with or ability to learn USMS telecommunications systems and surveillance techniques.
- Ability to obtain and retain a Top Secret/SCI Clearance.

#### **Jr. Project Manager (OCM)**

The United States Marshals Service (USMS), Management Support Division (MSD), Office of Courthouse Management (OCM) Junior Project Manager will provide both strategic and tactical project management support for projects in both leased and owned facilities. These projects may include new construction, "build-to-suit", expansion, renovation, co-location, special use structures, strategic and master planning, and prospectus projects across the United States Marshals Service (USMS) Real Estate portfolio.

#### **Duties shall include, but are not limited to the following:**

- Working with teams for planning, coordination, administration and execution of all USMS programs concerning the acquisition, release, construction, renovation, repair, improvement, and management of real property for USMS field and headquarters locations nationally.
- Utilizing a project management database (SharePoint) to establish projects, request funding, develop reports, and to keep management apprised of progress.
- Attends management and construction meetings with the General Services Administration (GSA), Administrative Office of the US Courts (AOUSC), federal judges and other government agencies, architectural and engineering consultants, and individual contractors.
- Working with teams to conduct studies to project effects of future legislation on USMS facilities. Evaluates proposed judgeship locations and changes in places of holding court.
- Helps analyze data and recommends space acquisitions and plans, projecting expenditures for necessary renovations and office relocations, and new facility construction as mandated by Congress.
- Works with teams to conduct research and analyses of existing facilities and recommends improvements. Reviews cost estimates for alterations. Gathers information on alternate real properties for future sites or relocations
- Reviews plans, specifications, and construction details. Works with a team to coordinate design reviews and plan revisions with USMS Districts GSA, AOUSC, and architectural and engineering consultants. Ensures USMS space is consistent with GSA, USMS Publication 64, and US Courts Design Guide standards and policies.
- Review hardware schedules and annotate drawings with hardware that meets USMS requirements.
- Reviews GSA "rent" charges for assigned locations nationwide and coordinates corrections with OCM Rent Team.
- Provides detailed USMS requirements input to GSA for Prospectus Development Studies (PDS). Attends meetings with GSA and AOUSC to ensure USMS policy interests and requirements are protected and met.
- Reviews and provides comments on electronic security annotations and provides direction to GSA regarding infrastructure requirements for electronic security.
- Works with a team to coordinate with GSA, USMS, and AOUSC staff during the design process for new facilities, attending meetings as needed to ensure USMS policy interests and requirements are protected and met.
- Conducts on-site inspections during and after construction to insure that workmanship and materials confirm to USMS Publication 64 design standards and approved plans. Takes necessary steps and actions to correct deficiencies and approve design revisions and material substitution.
- Works with a team to conduct detailed management surveys for present and projected space requirements for administrative and special purpose space to insure functional, healthy, and safe work

- environments. Assists with the planning, recommending, and coordinating of facility modernization programs.
- Works with a team to conduct nationwide surveys to document the condition of USMS detention facilities. Evaluates data and projects resources necessary to correct deficiencies. Identifies high-risk security problems and establishes criteria to prioritize corrective action. Survey results provide an accurate basis for USMS budget formulation.
  - Travel required

#### **Basic Qualifications**

- A bachelor's degree
- A knowledge and understanding of physical security and the needs to safeguard USMS space and assets.
- One year of experience in related field.
- Understanding of SharePoint
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong written and oral skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Willingness to work flexible hours.
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite
- Analytical thinking and problem solving skills

#### **PROCUREMENT ANALYST**

Serves as a source of information and furnishes technical advice and assistance to the Office of Procurement and USMS Personnel as required. Interprets Federal and Department Regulatory requirements governing procurement and advises and assists contracting and operating personnel in the application of related policies. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Assists with the review of pre-award and post-award contracting actions.
- File evaluation shall include review of market research findings, determination and findings, file completeness and accuracy, adherence to USMS and internal DOJ policies, small business requirements, inclusion of FAR and DOJ clauses, terms and conditions, and inclusion of appropriate funding. Evaluation will include a determination of the presence of any applicable errors which must be remedied.
- Disseminate procurement policies, procedures and regulations.
- Assist with the collection, analysis and recommendation of contracting procedures or policy revisions covering a variety of contracting issues for USMS.
- Coordinate and gather various procurement related data.
- Assists with the performance of contract administration duties, and provide input based upon forecasting justification for proposals and activities of the USMS.
- Must understand the substantive nature and interrelationships of USMS programs, budget procurement and planning processes.
- Assisting with monitoring and updating of USMS Contracting Officer and Contracting Officer Representative warrant tracking system.

#### **Basic Qualifications**

- Bachelor's degree with at least 24 hours of business credits
- Well versed in acquisition methods, acquisition policies and procedures, and principles and techniques.
- Proficient writing skills
- At a minimum ten years of related contracts working experience which demonstrates they can meet the

required duties and responsibilities listed above. This experience must include a detailed knowledge of a variety of contracting methods and contract types.

- Applicant must have extensive experience in performing contract reviews for a variety of contracting methods and contract types.
- A working knowledge of Microsoft Word and Excel.
- Attention to detail.
- Superior time management, organizational and prioritization skills.
- Strong Communication Skills.

### **PROGRAM ANALYST I**

The Program Analyst I will conduct processes and procedures as required by the program office. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties shall include but are not limited to the following:

- Gather and organize information from a variety of sources such as records, computer files, previous studies, interviews, accountable property etc.
- Analyze information to identify issues and isolate problems.
- Prepare and edit various kinds of written correspondence.
- Review and analyze documents submitted for completeness and accuracy. This may entail review of various invoices and financial documents.
- Work in groups/teams on special projects to accomplish program goals.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.
- Research and provide accurate information on matters necessary to carry out program policies.
- Preparing statistical analyses and evaluation of program performance as it relates to various operations.
- Assist in fund transfer using various USMS Databases.
- Developing and maintaining logs and databases to track financial and budgetary program activities.
- Provide administrative support to the various branch offices within the USMS Divisions. Prepare correspondence related to program issues for higher level signature.
- Update automated records/database, as applicable.
- Prepare a variety of reports, as needed.
- Process various types of incoming inquiries and documentation.
- Collect, compile and report data concerning weekly accomplishments.
- Certain positions may require proficiency in using Virtual Earth, MapPoint and Google Earth Software.

#### Basic Qualifications

- Bachelor's Degree
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- At least one year of experience with financial, budgetary or a related field.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

### **SENIOR PROGRAM ANALYST**

The Senior Program Analyst responsibilities are more challenging and varied in nature and involve some originality and interpretation. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. Depending

upon the work performed, this position may be either moderate to top secret security risk. The Program Analyst II will assist the USMS HQ Divisions in satisfying the overall operational objectives of the United States Marshals Service. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties shall include, but are not limited to the following:

- Perform program and organizational analyses for assigned program areas.
- Assist program areas with the development and implementation of new information technology initiatives.
- Monitor the operation and usage of various programs to identify problems and to determine resolutions.
- Interpret existing rules, regulations, and USMS policies.
- Consult with operating and administration officials to develop and enhance the program's IT systems.
- Analyze program resource request and determine appropriate levels using current staffing.
- Prepare reports, memoranda, briefing papers, and other written material for internal use and external use.
- Assist with documentation, revision and/or development of program processes.
- Enter, retrieve, and maintain data in specific databases.
- Review documents for accuracy and completeness.
- Provide administrative support to the various branch offices within the USMS Divisions. Prepare correspondence related to program issues for higher level signature.
- Update automated records/database, as applicable.
- Prepare a variety of reports, as needed.
- Process various types of incoming inquiries and documentation.
- Collect, compile and report data concerning weekly accomplishments.
- Certain positions may require proficiency in using Virtual Earth, MapPoint and Google Earth Software.

#### Basic Qualifications

- Bachelor's Degree.
- Five years of specialized experience that is related to the duties described above and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the work.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

#### **PROGRAM ANALYST II**

The Program Analyst II will conduct processes and procedures as required by the program office. The specific risk level for this position will be provided under the task order. **The risk range shall be from moderate to top secret security.**

Duties may include, but are not limited to the following:

- Gather and organize information from a variety of sources such as records, computer files, previous studies, interviews, accountable property etc.
- Prepare and edit various kinds of written correspondence.
- Review and analyze documents submitted for completeness and accuracy. This may entail review of various invoices and financial documents.
- Work in groups/teams on special projects to accomplish program goals.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.
- Research and provide accurate information on matters necessary to carry out program policies.
- Performance of cost/benefit analysis
- Development of modeling techniques and methods

- Constructing workflow charts and diagrams; studying program capabilities and writing specifications
- Recommends controls by identifying the problem and providing written procedures for improvement
- Defining project requirements by pinpointing milestones, phrases and elements.
- Preparing statistical analyses and evaluation of program performance as it relates to various operations.
- Assist in fund transfer using various USMS Databases.
- Developing and maintaining logs and databases to track program activities.
- Provide administrative support to the various branch offices within the USMS Divisions. Prepare correspondence related to program issues for higher level signature.
- Update automated records/database, as applicable.
- Prepare a variety of reports, as needed.
- Process various types of incoming inquiries and documentation.
- Collect, compile and report data concerning weekly accomplishments.
- Certain positions may require proficiency in using Virtual Earth, MapPoint, Google Earth Software, MS-Project, MS-Visio and MS-Power/Point

#### Basic Qualifications

- Bachelor's Degree
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- At least three years of experience with financial, budgetary or a related field.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

#### **PROGRAM MANAGER I**

The Program Manager I is responsible for providing management to USMS HQ Divisions projects. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Program Manager I shall assist the managers of the USMS HQ Divisions program by providing management, oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties include but are not limited to the following:

- Assists with the management, planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.
- Must have knowledge and understanding of the federal government's regulations.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.

#### Basic Qualifications

- A bachelor's degree.
- Six years of specialized experience that is related to the duties described. Experience may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).

- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change. Willingness to work flexible hours.
- Must be able to pass a Top Secret background investigation. Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite Analytical thinking and problem solving skills

### **SENIOR PROGRAM MANAGER**

The Senior Program Manager is responsible for providing management to USMS HQ Divisions projects. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Program Manager II shall assist the managers of the USMS HQ Divisions program by providing management, oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties include but are not limited to the following:

- Assists with the management, planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.
- Must have knowledge and understanding of the federal government's regulations.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.

Basic Qualifications:

- A bachelor's degree.
- Nine years of specialized experience that is related to the duties described. Experience may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Willingness to work flexible hours.
- Must be able to pass a Top Secret background investigation.
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite Analytical thinking and problem solving skills

### **PROJECT MANAGER I**

The Project Manager I is responsible for providing planning and oversight for USMS HQ Divisions. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Project Manager I will assist the managers of the USMS HQ Division programs by providing oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. The specific risk level for this position will be provided

under the task order. The risk range shall be from moderate to top secret security.

Duties include but are not limited to the following:

- Assists with planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.

#### Basic Qualifications

- A bachelor's degree.
- A minimum of two years of specialized experience that is related to the duties described may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.

### **SENIOR PROJECT MANAGER**

The Senior Project Manager is responsible for providing planning and oversight for USMS HQ Divisions projects. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Project Manager II will assist the managers of the USMS HQ Divisions program by providing oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. This position may require access to National Security Information and access to Sensitive Compartmented Information Facilities (SCIF's). The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties include but are not limited to the following:

- Assists with planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.
- Must have knowledge and understanding of the federal government's regulations.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.

#### Basic Qualifications:

- A bachelor's degree.
- Six years of specialized experience that is related to the duties described. Experience may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.

- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Willingness to work flexible hours.
- Must be able to pass a Top Secret background investigation.
- May require knowledge in building Sensitive Compartmented Information Facilities
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite
- Analytical thinking and problem solving skills

## **STATISTICIAN**

The Statistician will provide services supporting data analytics in the BIC and will require qualifications, capabilities and skills related to statistical analysis, modeling, trend analysis, forecasting, mathematical formulations, performance measurement, and data presentation.

The statistician is a subject matter expert in statistical theory, techniques and methodology and is responsible for developing and conducting research, compiling internal statistical data, analyzing data and preparing reports and briefings. The statistician performs data management by collecting, analyzing, interpreting and presenting quantitative information (data elements) in order to advise on statistical trending, forecast improvement opportunities, develop performance measures, and recommend strategy. The statistician supports the development and revision of statistical methodologies needed to meet strategic objectives and analyzes data to evaluate and determine future behaviors to improve performance. The statistician focuses on collecting and providing data analytics that are descriptive, predictive, and prescriptive to leadership, program offices, and other functional areas.

### **Principal Duties and Responsibilities:**

- Utilize the systems available to obtain data for research studies and reports.
- Determine appropriate statistical procedures for analysis of data and accomplishes its implementation.
- Solves statistical and data table relationship problems encountered in research and data management situations.
- Create multiple programs and/or scripts to achieve queries and comprehensive statistical analyses for given data set in multiple combinations of variables and time-sequences.
- Consolidate data from different databases and prepares an integrated analysis.
- Interpret the statistical significance of project findings. Multiple projects are coordinated and kept in progress simultaneously.
- Plan and conduct special studies/projects as assigned.
- Plan and conduct statistical research projects to evaluate, design and tabulate results in the general area of statistics and experimental design.
- Study subordinate or peer technical reviews of professional studies, research and analysis and challenges or validates the findings by considering the impact on national missions, programs, and/or directives.
- Serves as a recognized authority, expert, and leader in a statistics or related regulatory field of specification. Develops broad, complex programs of scientific conclusions, opinions, and recommendations that are critical to the mission.
- Serves as a technical authority, leader, and expert in the development and interpretation of organization guidelines.
- Reviews organizational statistical measurements, reports, and documents for policy implications, and impacts on organization-wide, district, and industry activities.
- Report and/or publish, when appropriate, the experimental design and statistical aspects of statistical methodology and research findings.
- Give briefings and presentations on the effort.
- Issue reports, whether for publication or for internal use only, as sole author in collaboration with colleagues.
- Provide expert analysis and advice on Division/District/agency-wide programs or issues of national impact, to include:
  - Applying advanced techniques to interpret and evaluate findings resulting from analysis.
  - Reconciling conflicts between basic policies and program goals.

- Providing expert advice and recommendations to top management officials.
- Identifying reasons for the nature and/or extent of program-related problems that arise and investigates areas in need of improvements.
- Recommending options that remedy problematic situations.
- Writing comprehensive resolution recommendations.
- Formally presenting findings before large and diverse audiences, such as Federal, state and local government representatives, special interest groups, the community, the media, etc.

When existing techniques are not applicable, develops new statistical methods using expert knowledge of mathematical and applied statistics. Develops survey methodology and analyzes data using parametric and nonparametric methods, mixed model analysis, multivariate analysis, profit analysis, survival analysis, logistic regression, linear regression, ordinal regression, multivariate regression, principal components analysis and discriminant analysis.

**Qualifications:**

- Bachelor's Degree in statistics or comparable field of study is required
- Five years of specialized experience related to the required duties
- Time management, organization and prioritization skills
- Ability to build and maintain relationships with internal employees as well as outside sources
- Communication skills
- Exhibit a high level of confidentiality
- Ability to quickly and effectively adapt to change
- Knowledge of Microsoft Office software products

### **RECORDS MANAGEMENT ANALYST**

The Records Management Analyst responsibilities are more challenging and varied in nature and involve some originality and interpretation in relation to records management and process development. This position assists in preserving the records of the United States Marshals Service (USMS) to ensure adequate and proper documentation of the organization functions, policies, decisions, procedures and essential transactions of the USMS. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently as well as on a team. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

The analyst shall provide records management support for the agency to improve their records management program with managing hardcopy records as well as with their electronic records system.

The general areas where assistance will be needed are:

- General program support
- File plan(s) review, modification and maintenance
- Inventory all agency records
- Retirement/disposal of backlog files
- Development of new agency specific records schedules as needed
- Revise existing agency specific records schedules
- Assist with the develop Vital Records program
- Assist with the development of training for all levels of staff Duties shall include, but are not limited to the following:
  - Perform program and organizational analyses for assigned program areas in the records management.
  - Assist program areas with the development and implementation of new information technology initiatives and program processes in regards to records management.
  - Monitors the operation and usage of various programs to identify problems and to determine resolutions in records management and assures program/district offices compliance regarding the National Archives and Records Administration, Department of Justice for all records maintained by the USMS.
  - Interpret existing records management rules, regulations, and USMS policies in regards to records management.
  - Consult with operating and administration officials to develop and enhance the program's IT systems

when necessary.

- Analyze program resource request and determine appropriate levels using current staffing.
- Prepare reports, memoranda, briefing papers, and other written material for internal use and external use including survey results.
- Assist with documentation, revision and/or development of program processes.
- Enter, retrieve, and maintain data in specific databases relative to the functions and development of records management.
- Review documents for accuracy and completeness.
- Conduct periodic records management surveys for data gathering and analysis.

**Basic Qualifications and Specialized Experience:**

- Must have knowledge and understanding of the federal government's regulations especially in the area of records management.
- Have the ability to attain a Certification in Federal Records Management Training.
- Must possess analytical thinking and problem solving skills.
- Extensive knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.
- Minimum of a two year undergraduate degree.
- Three years of specialized experience that is related to the duties described above and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the work.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

**TECHNICAL CONSULTANT, SENIOR**

The Senior Technical Consultant (Security Consultant) will independently provide expert guidance to the Chief, Technical Operations Group and project manager for a full range of surveillance and intelligence technologies in complex criminal investigations, special operations, protection operations and countermeasure operations. This position will be at the Top Secret classification.

Duties shall include but are not limited to the following:

- Develop planned solutions for security and technical surveillance risks facing operations and facilities.
- Assist in the drafting and development of training manuals and materials involving the entire spectrum of technical surveillance and intelligence. Contractor will also assist in implementing monitoring procedures to test the effectiveness of these solutions (Red Cell)
- When requested, provide analysis of the overall technology trends and threats developing that may affect the USMS/TOG collection capability.
- Assist and provide guidance on managing current technology trends to meet collections requirements in support of the TOG mission. This work must be executed daily.
- Assist the Chief, TOG and Senior Intelligence Collection manager by attending classified project meetings and various classified working groups when requested and provide a briefing of the meeting.
- Be knowledgeable with both the DOJ and USMS Policies and procedures and must be familiar with the SMS TOG mission and operational methodologies.
- Respond to TOG law enforcement operations to provide technical assistance with the installation of technical intelligence collection platforms as the mission requires.
- Provide project management experience in developing, maintaining and upgrading of USMS/TOG off-site facilities.
- Maintain knowledge of the developing classified audio/video and communication technologies that would be advantageous for deployment in TOG classified SCIF facilities.

- Conduct research and development and test and evaluation of commercial and classified emerging technologies and make recommendations to TOG, Chief

**Basic Qualifications:**

- A minimum of fifteen years Federal Law Enforcement experience.
- A minimum of five years' experience in the management of a law enforcement technical surveillance operation.
- Experience working with and collaborating with the US Intelligence Community and Joint Special Operations Command.
- Graduated from a Law Enforcement Academy or school.
- Experience in managing unclassified and classified projects.
- A bachelor's degree.
- Ability to obtain and retain a Top Secret/SCI Clearance.

**TECHNICAL WRITER**

The Technical Writer must be an individual who possesses technical writing skills with two to three years of experience in policy development or project management. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. This individual may attend work-related conferences, meetings, or any other official training or function. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include but are not limited to the following:

- Writing and drafting policy directives, the strategic plan and other planning documents.
- Facilitating the strategic planning and policy development process.
- Editing/proofing policy directives and the strategic plan for grammatical and formatting errors and content inconsistencies.
- Planning, reviewing, and managing the flow of policy in the review process, and loading the policy onto the policy web page using MS FrontPage.
- Organizing the files for the policy directives/strategic planning.
- Gathering information from various sources, providing data analysis, and recommending process improvements.
- Providing additional general support i.e. tracking policy directives and the strategic planning process, providing weekly and monthly status reports, etc.

**Basic Qualifications**

Bachelor's degree.

- Must have two years specialized experience that is related to the duties described above.
- Effective technical writing and oral communications skills.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Must be proficient in the skill of technical writing.
- Must possess analytical thinking and problem solving skills.
- Must be proficient in MS Office software, especially MS Word and MS Excel.
- Ability to develop organizational strategies to formulate a plan to implementation.

- Excellent interpersonal relations skills.
- Working knowledge of SharePoint

## **WAREHOUSE SPECIALIST**

The Warehouse Specialist is responsible to assist the USMS warehouse manager with the efficient operation of warehouse duties. A high volume of deliveries and pick-ups are handled at the warehouse. All must be handled accurately and timely. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Principle Duties and Responsibilities the contractor shall -

- Verifies materials or merchandise against receiving documents, noting and reporting discrepancies and obvious damage.
- Signs material receipts for USMS.
- Ensures that all USMS property transfer documents are received and maintained. Maintains file copies of receiving and shipping documentation.
- Loads and unload trucks. Routes materials to prescribed warehouse locations, storing, stacking and palletizing materials as directed by the supervisor. Examines stored materials and reports deterioration and damage.
- Operates warehouse equipment such as hand or power trucks, forklift, hand and power tools. Turns off and locks up equipment when not in use. Performs preventive maintenance on equipment.
- Packs materials for mail or shipping (shrink wrapping, boxing, inserting labeling). Reviews final packaging and labeling for completeness and quality control.
- Completes daily reporting tasks.
- Maintains warehouse files.
- Keeps work area clean and maintained.
- Performs other duties as assigned.
- Job requires physical labor
- Employee will be required to operate vehicles and must maintain a good driving record

Specialized Duties and Responsibilities

- Must have a working knowledge of Federal policies and procedures related to warehouse operations.
- Basic working knowledge of the Microsoft Office Suite is required.
- Excellent interpersonal relations skills. Basic Qualifications
- A high school diploma is required.
- Must have one year specialized experience that is related to the duties described above.
- Attention to detail.
- Communication skills.
- Time management, organization and prioritization skills.
- Willingness to work flexible hours.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Ability to lift and/or move boxes, equipment and other packages, etc., weighing 75 pounds on a regular basis.
- Ability to stand and walk for long periods.
- Maintain a valid driver's license.
- Exhibit a high level of confidentiality.

## **COMMUNICATIONS SPECIALIST**

Duties will include, but are not limited to, the following:

- Serve as the executive assistant to the Chief of OSP.
- Create and edit reports, briefings, presentations, Standard Operating Procedures, TOD newsletter submissions, and press releases for TOD and OSP, utilizing Microsoft Word, Power Point, Visio, SharePoint, etc.
- Initiate, process, and track internal requests on employees.

- Facilitate external requests for information (Freedom of Information Act inquiries and other requests from outside of Division).
- Update OSP website on the USMS Intranet.
- Manage the inactive hard copy personnel security investigative files for destruction, based on record retention schedules.

Experience:

The candidate must have a minimum of three (3) years of proven Communication Specialist/Executive Assistant experience, as well as possess a Bachelor's degree

## **SECURITY SPECIALIST**

Duties will include the following:

- Initiate preliminary suitability review at the time of application.
- Review, analyze, and evaluate the results of OPM, Federal Bureau of Investigation (FBI), and other investigative agency reports to determine the employment, suitability and or security eligibility of individuals for eligibility with the USMS.
- Summarize investigative issues on the adjudicator's worksheet, recommending approval/disapproval, noting pertinent suitability and security factors and mitigating factors.
- Corroborate or mitigate serious derogatory information.
- Determine if additional inquiries are necessary to resolve discrepant, negative, or contradictory information.
- Formulate a recommended course of action consistent with pertinent Executive Orders, OPM, Department of Justice (DOJ), and USMS related to security/suitability determinations.
- Update USMS security tracking system with the status of assigned cases.
- Prepare for Federal signature the proposed action letter and final action letter to the USMS applicant based on suitability and security criteria.
- Analyze response from letters and make final recommendation based on suitability and security criteria. Prepare for Federal signature letters of interrogatory to contractors or employees.
- On contractor cases, prepare for Federal signature the conditional approval memo, final approval memo or disapproval memo as appropriate.
- On employee cases review internal record checks to determine if there are any open internal cases which may have a bearing on the employee's background investigation and includes the information in the adjudicator's worksheet.
- On employee cases prepares for Federal signature the approval memo based on employee reinvestigation or upgrade investigation as appropriate.
- On employee cases in which suspensions, revocations, denial of security clearances is recommended prepare various correspondence in accordance with Federal Executive Orders, Office of the Director of National Intelligence (ODNI), OPM, DOJ, and USMS security regulations.

Experience:

- The candidate must have a minimum of three (3) years of proven experience as an adjudicator, as well as possess a Bachelor's Degree (or higher).

## **SECURITY ASSISTANT**

Duties will include the following:

- Determine the appropriate level of initial investigation and reinvestigation depending on position's designation level (Special Sensitive, Critical-Sensitive, Noncritical-Sensitive, High Risk, Moderate Risk, and Low Risk).
- Conduct preliminary record checks of Office of Personnel Management's Central Verification System (CVS) to determine if there is a current reciprocal investigation that meets position designation requirements.

- Perform CVS searches to determine most recent investigation, issues, closing codes, clearance/access level, and date granted.
- Invite the individual into e-QIP (electronic Questionnaire for Investigative Processing) and assist with e-QIP access issues
- Review the e-QIP/security forms for completeness.
- Determine if additional inquiries are necessary to resolve discrepant, negative, or contradictory information.
- Fingerprint applicants and employees, conduct National Crime Information Center (NCIC)/National Law Enforcement. Telecommunications System (NLETS) inquiries; conduct credit checks.
- Follow up with the individual for additional information
- Review paperwork for interns, request additional information as needed.
- Request funding approval from OSP management, release Eqip forms to OPM.
- Sort and deliver mail within OSP, open BIB mail, date stamp and work.
- Data enter the OPM schedule and closing dates in the USMS security tracking system.
- General filing.
- Establish records and update information in the security tracking database.
- Respond to basic/general e-mails and forward more complex e-mail to appropriate USMS staff member for response.
- Responsible for answering the branch's general phone number and group e-mail.
- Inactivate records and assist with file destruction project; ensuring the background investigation information is accurate in the USMS security tracking system.
- Prepare for signature letters for passing security clearances to other Federal Agencies.
- Prepare for signature the form to request building access and a personal identity verification (PIV) card for USMS employees.
- Coordinate with BIB Clearance Team security files being sent to DOJ for sensitive compartment information (SCI) adjudication.

Experience:

- The candidate must have a minimum of three (3) years of specialized experience as a personnel security assistant, as well as possess a high school diploma (or higher).

