

**This position is being advertised under Delegated Examining Procedures.**

**TITLE, SERIES, GRADE:** Auditor, GS-511-13

**SALARY RANGE:** GS-13 - \$83,401 Annually

**WORK SCHEDULE:** Full-time

**PROMOTION POTENTIAL:** GS-13

**VACANCY ANNOUNCEMENT NUMBER:** 07-SDNY-28D

**OPENING DATE:** 06/25/07

**CLOSING DATE:** 07/06/07

**DUTY LOCATION(S):** United States Attorney's Office, Southern District of New York, New York, NY

**NUMBER OF VACANCIES:** One

**CONTACT:** Human Resources Unit

Phone #: (212) 637-2650

**Send your application package to:** Human Resources, U.S. Attorney's Office, 86 Chambers Street, 3<sup>rd</sup> Floor, New York, New York 10007 or submit your package electronically:

[usanys.jobs@usdoj.gov](mailto:usanys.jobs@usdoj.gov)

Applications must be received by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered. Applications submitted by mail must be received no later than the closing date. Electronic applications will be accepted through 5:30 pm Eastern Standard Time on the closing date.

**WHO MAY APPLY:** All U.S. Citizens

**DUTIES:** The Auditor provides expert auditing and accounting services in investigations involving highly complex financial transactions and characteristically involve difficult and complex financial issues in large and potentially precedent-setting fraud litigations. Cases involve extensive problem definition planning and coordination with Assistant U.S. Attorneys; analyzing and auditing a large variety of account systems reflecting varied operations, and function areas, reconstructing partial or inadequate records of financial institutions, federal contractors, individuals and organizations associated with defense procurement and health care providers; and determining evidence of fraud or other misconduct upon government programs.

**GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**QUALIFICATION REQUIREMENTS** - Applicants must have one year of specialized experience equivalent to at least the next lower grade level in the Federal sector performing work that involved analyzing and auditing a variety of complex accounting systems and reconstructing partial or inadequate records to determine fraud or other misconduct. Applicants must meet all

requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

**Basic Requirements:**

- A. You must have, from an accredited college or university, an undergraduate degree in accounting or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.") **OR**
- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
- Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
  - A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
  - Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (1) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (2) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (3) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

**Candidates possessing a CPA will be referred ahead of other qualified candidates.**

**EVALUATION METHOD** -Applicants who meet the basic eligibility requirements will be further evaluated and rated under Category Rating and Selection Procedures against the Knowledge, Skills, and Abilities (KSAs) listed below. Applicants should prepare a concise narrative addressing each of the KSAs listed below.

Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into three categories as described below:

1. **Highly-Qualified Category.** Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities.
2. **Well-Qualified Category.** Meets the qualifications described under the Qualified Category and demonstrates experience based on responses to the knowledge, skills and abilities described below.
3. **Qualified Category.** Meets the minimum qualifications for the position.

**Knowledge, Skills, Abilities**

1. Knowledge of investigative principles, techniques, and procedures.
2. Knowledge of various software systems in order to examine and manipulate electronic information, and conduct data mining.
3. Ability to develop, foster and maintain professional work relationships with outside contacts both within and outside the federal sector, including, law enforcement agents, outside expert accounting firms, fiscal intermediaries, and program integrity people.
4. Ability to analyze facts and devise solutions.
5. Ability to communicate in writing.
6. Ability to communicate orally.

Applicants are encouraged to submit a concise, narrative statement addressing how their background meets each of the KSAs listed above. Failure to do so may result in a lower score in the evaluation process.

### **3. HOW TO APPLY -**

Submit the following documents:

Optional Application for Federal Employment (OF-612), OR, a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Applications can be submitted electronically [usanys.jobs@usdoj.gov](mailto:usanys.jobs@usdoj.gov) or through regular mail to: U.S. Attorney’s Office, SDNY, 86 Chambers Street, 3<sup>rd</sup> Floor, New York, NY 10007, Attn: Human Resources Unit.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

**4. ICTAP AND/OR CTAP CANDIDATES** - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more on the rating criteria for this position; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location.

**5. VETERANS’ PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veteran’s preference. Veterans claiming 10-point preference must also submit and Application for 10-Point Veterans Preference(SF-15), an official statement from the department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran’s present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

**6. AGENCY REQUIREMENTS AND INFORMATION** - If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Relocation expenses will not be authorized. Applications submitted at government expense will not be considered.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a one-year probationary period is required.

**7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT** - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.