



**Job Title:** CBP TECHNICIAN

**Department:** Department Of Homeland Security

**Agency:** Customs and Border Protection

**Job Announcement Number:** MHCDE-580099-RF

**SALARY RANGE:** \$31,315.00 to \$50,431.00 / Per Year  
**OPEN PERIOD:** Monday, January 09, 2012 to Friday, January 13, 2012  
**SERIES & GRADE:** GS-1802-05/07  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 07  
**DUTY LOCATIONS:** Few vacancy(s) - Bangor, ME  
**WHO MAY BE CONSIDERED:** United States Citizens

**JOB SUMMARY:**

***Customs & Border Protection (CBP): Securing America's Borders***

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact. Join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov/>.

Follow U.S. Customs and Border Protection on twitter @CustomsBorder

This position will allow you to use your expertise in office administration by performing work supportive of and incidental to CBP Officers and Specialists. Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security functions by performing technical duties requiring application of specialized knowledge of procedures, techniques, regulations and information.

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations:

[http://cbppaps.cbp.dhs.gov/ofo/2011/protecting\\_america/pro\\_america.wmv](http://cbppaps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv) **Who May Apply:**

- Open to all U.S. Citizens
- For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm).

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Field Operations, Bangor, ME. Relocation expenses **will not** be paid.

*Note:* One or more selections may be made using this job opportunity announcement.

### KEY REQUIREMENTS

- You must be a U.S. Citizen
- You may be required to successfully complete a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing

### DUTIES:

In this position, you will strengthen the Department's ability to perform homeland security functions by becoming a valuable member of a team of commercial, inspection, entry, mail, liquidation, and FP&F (Fines, Penalties and Forfeiture) employees. Typical duty assignments include:

- Preparing complex broker/importer cases for decision by specialists; and reviewing declarations and cargo manifests for completeness and compliance with applicable regulations
- Examining cargo and merchandise; applying appropriate tariff number, value, and rate of duty and tax to merchandise; comparing passenger baggage to declarations
- Coordinating and processing of data (permits, entries, declarations) into various automated systems
- Assisting and providing support to CBP Officers and Agricultural Specialists on inspection, intelligence, analysis and examination of passengers, baggage conveyances and cargo
- Operating scanning equipment to review contents of packages; screening incoming parcels for completeness of declarations, admissibility, entry status, and contraband

## **QUALIFICATIONS REQUIRED:**

**GS-5:** You qualify at the GS-5 level if you possess one (1) year of specialized experience, to include operational and administrative duties such as maintaining files and records, entering information into automated systems and performing query functions to obtain information, preparing cases, reports, correspondence, and answering routine requests for information.

**GS-6:** You qualify at the GS-6 level if you possess one (1) year of specialized experience, to include performing standard and non-standard assignments in support of technical specialists involved in the processing of cargo, merchandise, passengers and/or baggage, and applying knowledge of rules, operations, and business practices related to commercial functions, inspection support functions, entry functions, liquidation functions, and/or fines, penalties, and forfeitures functions.

**GS-7:** You qualify at the GS-7 level if you possess one (1) year of specialized experience, to include applying a practical knowledge of the guidelines and precedents relating to the cargo, merchandise, passenger, and/or baggage program areas and working independently in accordance with those guidelines, many of which had gaps in specificity; and supporting specialists by identifying issues or problems and seeking solutions consistent with applicable regulations.

### **Education Substitution**

GS-5: You may substitute the successful completion of a Bachelor's degree or a full 4-year course of study in any field leading to a Bachelor's degree for the experience required at the GS-5 grade level. This education must have been obtained in an accredited college or university. One year of full-time undergraduate study is defined as 30 semester or 45 quarter hours.

**Note: There is no education substitution for the GS-6 and GS-7 grade levels.**

**Combining Experience and Education:** To combine your education and specialized experience, you must convert each to a percentage, and then add the percentages. The combined total must equal at least 100% in order to qualify. **Only education in excess of the first 60 semester hours or 90 quarter hours (i.e., beyond the second year) is creditable.** If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience. Add your percentages of education and experience. The two percentages must total at least 100%.

You must:

- Meet all qualification requirements, including education and any selective placement factors, subject to verification at any stage of the application process; and
- Submit your resume, your online questionnaire, and any supporting documents by 11:59 p.m. Eastern Standard Time on the closing date of this announcement.

**Residency:** If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement:

1. Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a federal or military capacity; or
3. Been a dependent of a United States federal or military employee serving overseas.

Exceptions may be granted if you provide complete state-side coverage information regarding participation in "Study Abroad" programs, overseas church missions, or state-side addresses of anyone who worked or studied with you overseas. You must provide information and related documentation at the time of application.

**Shift Work/Overtime:** You will be required to work in shifts and occasional overtime.

### **HOW YOU WILL BE EVALUATED:**

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive an "EL" (eligible) rating and will be placed in one of the following categories:

1. **Best Qualified:** Applicants possessing a background that demonstrates a superior level of all evaluation criteria.
2. **Well-Qualified:** Applicants possessing a background that demonstrates a satisfactory level of the evaluation criteria.
3. **Qualified:** Applicants possessing the basic qualifications, with general knowledge, skills, and abilities.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview.

**Knowledge, Skills, Abilities and Other Characteristics (KSAOs):**

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Ability to work independently, or as part of a team
- Skill in using automation tools such as Microsoft Word, Excel, CBP-related automated programs, etc.
- Ability to review incoming documents to determine completeness and compliance with applicable regulations and directives

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**Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) Eligibles:** If you have never worked for the Federal government, you are not CTAP/ICTAP eligible. Information about ICTAP or CTAP eligibility can be found

at: [http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/index.asp](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/index.asp). To be considered well qualified under CTAP/ICTAP, you must be placed in the *Well Qualified* category for this position, as described above. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

**Veterans:** Veterans with 5 point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. Veterans who have a compensable service-connected disability of at least 10% are listed in the best qualified category, except when the position being filled is scientific or professional at the GS-09 grade level or higher. This position is not considered scientific/professional. For information on veterans' preference, please see: <http://www.fedshirevets.gov/index.aspx>

**BENEFITS:**

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "Benefits".

## **OTHER INFORMATION:**

**Background Investigation:** To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet those standards, selected applicants may be required to undergo, and must successfully pass, a background investigation for placement into this position. This may include a polygraph examination, a review of financial issues, and disclosure regarding criminal offenses and illegal use or possession of drugs.

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

**Probationary Period:** All employees new to the federal government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may also be required to serve or complete a probationary period.

CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. To learn more about E-Verify, please follow this link: <http://www.uscis.gov/files/nativedocuments/e-ver-employee-rights.pdf>.

This position is covered under the bargaining unit.

## **HOW TO APPLY:**

To begin your online application, click the "**Apply Online**" button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

You are not required to submit official documentation as part of your application package; an unofficial version will be accepted during the application process. However, if selected, you must provide the required official documentation prior to appointment. If any part of your application is not received, it will be evaluated solely on the information available.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using

OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf), and use the official fax cover sheet: <http://staffing.opm.gov/pdf/usascoversheet.pdf>. Please include job opportunity announcement ID 580099 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into Application Manager, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used.

### **REQUIRED DOCUMENTS:**

- **Resume:** A resume describing your job-related qualifications is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.
- **Completed online self-assessment questionnaire**
- **Transcripts** are required if basing any part of your qualifications on education. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.
- **Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) eligibility:** You must submit a separation notice; SF-50B; a current (or a last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Veterans Preference:** To apply veteran's preference you must submit the following proof of eligibility:
  - Five Point Preference: DD 214 (Member Copy 4)
  - Ten Point Preference: DD214 (Member Copy 4) and supporting documentation as listed on the Standard Form 15 (application for 10-Point Veteran's Preference). Click this link for a copy of the SF-15: [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf). Veteran's with a service-connected disability must also submit a VA Disability Award letter dated 1991 or later.
  - If you are currently serving on active duty: A statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or

expeditionary medals earned, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military.

For more information about veteran's preference, please click this link: <http://www.opm.gov/employ/veterans/html/vetguide.asp>. Please upload veterans documents under miscellaneous documents.

**It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume, veterans documentation, assessment questions and answers, and SF-50B's) is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date.

**AGENCY CONTACT INFO:**

*MHC OFO GENERAL MAILBOX*

*Phone: (952)857-2932*

*Email: MHCOFOGENERALMAILBOX@DHS.GOV*

*Agency Information:*

*CBP Minneapolis Hiring Center*

*5600 American Blvd*

*Suite 700*

*Bloomington, MN*

*55437-1450*

*USA*