

## **U.S. Department of Commerce Non-Competitive Job Alert**

### **Direct Hiring Authority**

**JOB ALERT:** Department of Commerce is seeking to fill multiple Criminal Investigator positions.

The U.S. Department of Commerce, Bureau of Industry and Security, Office of Export Enforcement is seeking to fill multiple Criminal Investigator, 1811-11/12/13/14 positions in many of the following metropolitan regions: Atlanta, Georgia; Boston, Massachusetts; Chicago, Illinois; Dallas, Texas; Houston, Texas; Los Angeles, California; Miami, Florida; New York, New York; Phoenix, Arizona; Portland, Oregon; San Jose, California; and Washington, D.C.

Full Permanent Change of Station expenses are not authorized. However, in limited circumstances, a relocation incentive may be authorized for GS-1811-14 positions.

### **Organization**

The Bureau of Industry and Security (BIS) advances U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system, and by promoting continued U.S. leadership in strategic technologies. BIS accomplishes its mission by maintaining and strengthening adaptable, efficient, effective export controls and treaty compliance systems, along with active leadership and involvement in international export control regimes. BIS's Office of Export Enforcement (OEE) is an elite law enforcement organization recognized for its expertise, professionalism, integrity, and accomplishments. OEE accomplishes its mission through preventative and investigative enforcement activities and then pursuing appropriate criminal and administrative sanctions against export violators.

### **Position Description**

OEE Special Agents are sworn Federal law enforcement officers with authority to make arrests, execute search warrants, serve subpoenas, and detain and seize goods about to be illegally exported. OEE initiates investigations based on information and intelligence obtained from a variety of sources. OEE conducts investigations to gather testimony and evidence of alleged or suspected violations of dual-use export control laws. OEE works closely with the Department of Justice to impose criminal sanctions for violations, including incarceration and fines, and with the Office of Chief Counsel for Industry and Security (OCC-IS) to impose civil fines and denials of export privileges. OEE routinely works with other Federal law enforcement agencies, including the FBI and the Department of Homeland Security, when conducting investigations or preventative actions. OEE conducts its enforcement operations worldwide.

To be successful, OEE needs Special Agents who possess a broad range of education, experiences, and skills. Our Special Agents come from a wide variety of career backgrounds beyond law enforcement or the military, including foreign affairs, intelligence analysis, science, business, and technology. For example, you may utilize foreign language skills to elicit information from a witness to an illegal export, technical skills to place covert recording and

transmitting devices on an undercover Special Agent, accounting skills to decipher financial records to trace the illicit flow of money to prohibited entities overseas, or communication and collaboration skills to participate in joint agency investigations.

### **General Duties and Responsibilities:**

The selected candidate will be responsible for the following duties:

- Receives, develops, and evaluates leads, original requests, complaints and allegations from informants, industry, the U.S. Government and other sources.
- Plans for each phase of the investigation.
- Develops an investigative plan designed to obtain essential facts and proof and performs accurate and impartial fact-finding to execute that plan.
- Conducts interviews, interrogations, and examination/procurement of pertinent records both in the U.S. and abroad.
- Conducts investigative activities including surveillance, writing and serving of subpoenas, taking sworn statements, preparing and serving search and arrest warrants, developing and utilizing informants and conducting detentions/seizures of shipments/items.
- Coordinates findings with other law enforcement agencies, other regulatory agencies, OCC-IS, other DOC program areas, and the United States Attorney's Office, as appropriate, in preparation and prosecution of administrative proceedings and/or criminal prosecutions arising from investigations conducted.
- Summarizes and reports all investigative activities efficiently in a clear, logical and impartial manner.

### **Qualifications for the Position:**

- Adhere to the highest standards of conduct, especially in maintaining honesty and integrity.
- Undergo a rigorous background investigation and credit checks in order to obtain and maintain a Top Secret Clearance.
- Pass a medical exam, which includes but is not limited to, meeting visual and hearing standards.
- Pass a drug test prior to appointment and be subjected to random drug testing periodically thereafter.
- Successfully complete approximately 12 weeks of employment as a Special Agent trainee while housed at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA.

- Maintain a high level of fitness necessary to complete FLETC training and throughout their career.
- Possess and maintain a valid state driver's license.
- Upon graduation from FLETC and throughout their career, be available for worldwide assignment on either a temporary or long-term basis.
- Work 50 hours a week, which may include irregular hours, and be on call 24/7, including holidays and weekends.
- Carry a firearm and be willing to use deadly force, if necessary.
- Be willing and able to participate in arrests, execution of search warrants and other potentially dangerous assignments.
- Be under the age of 37 at the time of appointment (limited exceptions are made for applicants with Veteran's Preference).

#### **Desired Qualifications:**

- Strong investigative background.
- Evidence of the ability to work independently.
- Foreign language.
- Financial investigative background.
- Advanced degree.

#### **To Apply**

Email your resume, Cover Letter, professional references, non-competitive eligibility (NCE) documents to: [criminalinvestigators@bis.doc.gov](mailto:criminalinvestigators@bis.doc.gov) . **Open until filled. Personally Identifiable Information (PII) must be redacted or removed prior to sending any documents as a part of this application. Examples of PII are: social security numbers (even if truncated to the last 4), date of birth and specific medical information. DD 214s and VA disability letters often have PII on them, please review your documents carefully before sending.**

*Please refer to the position descriptions on the [BIS Website \(doc.gov\)](http://bis.doc.gov) prior to submitting your resume/documents for consideration to ensure you meet the qualifications for the position to which you are applying.*

***Many of the positions being advertised are not entry level and require a Master's Degree or relevant experience in the specified field in order to qualify for employment.***

***If you only hold a Bachelor's degree, you will likely need 3 to 5 years or relevant work or volunteer experience in order to qualify for a GS-11 position.***

***Master's Degree holders or Bachelor's degree holders with 3 or more experience may be qualified for higher grade position based upon relevant volunteer or work experience.***

Note: The Subject line should clearly indicate the position for which you wish to be considered. Please ensure the content of your resume adequately addresses the qualification requirements of the position as listed in the solicitation announcement.

Selection will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, handicapping condition, marital status, sexual orientation, or political affiliation.