

Job Description

Job Title: Investigator
Job ID: 25677
Location: M STREET SW DMV HEADQUARTERS
Full/Part Time: Full-Time
Regular/Temporary: Regular

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General Job Information

"Pay Plan, Series & Grade: CS-1810-11

Salary Range: \$52,024 - \$67,081

Opening Date: August 4, 2014

Closing Date: August 18, 2014

Duration of Appointment: Career Service Appointment Permanent

Number of Vacancies: Two (2)

Promotion Potential: None

Tour of Duty: Monday - Friday, 8:15 a.m. - 4:45 p.m.

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Area of Consideration: Open to the General Public

Agency: KV-Department of Motor Vehicles

Duties

Brief Description of Duties: This position is located in the Office of Service Integrity for the Department of Motor Vehicles, Administrative Services Administration. The incumbent works on a broad range of investigations, which may range from fraudulent document detection, to questionable behaviors/transactions on part of employees and/or customers of the DMV. The incumbent may support other agency related investigations and perform other duties as assigned.

Qualifications

Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

Ranking Factors

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Thorough knowledge of a wide range of concepts, principals, practices and laws pertinent of investigations and inquiry activities.

Ranking Factor #2: Skills in conducting investigations, interviewing, fact finding, and data analysis.

Ranking Factor #3: Excellent written, oral and technological (computer) communication skills to report facts accurately in a concise, logical and objective manner.

Ranking Factor #4: Skill in interpret laws or regulations and develop guidelines in areas where methods and principles are questioned or challenged.

Conditions of Employment

Working Conditions: The work is performed primarily in an office setting. Work is primarily sedentary, and normal physical dexterity is sufficient to perform the various functions of the position.

Other Significant Factors: Bilingual candidates with effective oral communication skills are encouraged to apply.

Physical Effort: The work requires sitting, standing, walking, bending, and the carrying of light items such as books, case files and papers. There are periodic requirements to travel around the DC Metropolitan Area in order to accomplish interviews of personnel.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Residency Preference

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Information to Applicants

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

How to Apply

Where to Apply (Judiciary Square): Applications must be submitted online. You can obtain assistance by visiting the D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 4th Street, NW, Washington, D.C. 20001 or by visiting one of our partner agencies. Career Opportunities Site Locations All questions and inquiries should be directed to HR Answers at (202) 442-9700.

Contact Information: All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore, the submission of an online job application is required in order to be considered.

An email notification of receipt serves as confirmation that your application submission was received.

How to Apply:

1. Applications for this vacancy announcement must be submitted online at www.dchr.dc.gov for consideration.
2. It is recommended for applicants to use the following web browsers when completing an application: Internet Explorer 8 (or a later version) and Firefox 4.2 (or a later version).
3. Applicants are encouraged to save application information frequently, minimally every 20 minutes, to avoid loss of data.
4. Please visit www.dchr.dc.gov to locate partner agencies and community based organizations that provide computer and internet access.

Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Closing Statement

Job Offers: Official Job Offers are made by the Office of Human Resources Only.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.

Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Closing Statement: Applicants have until 11:59PM of the closing date to submit an application for consideration.

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