

Correctional Officer

DEPARTMENT OF THE INTERIOR

Interior, Bureau of Indian Affairs

Open & closing dates

🕒 08/06/2018 to 01/28/2019

Pay scale & grade

GL 4 - 6

Appointment type

Permanent

Service

Competitive

Salary

\$35,814 to \$54,586 per year

Work schedule

Full-Time

Locations

Many vacancies in the following locations:

Belcourt, ND

Fort Totten, ND

Fort Yates, ND

Winnepago, NE

Lower Brule, SD

Wagner, SD

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Individuals with disabilities](#)



[Land & base management](#)

Certain current or former term or temporary federal employees of a land or base management agency.



[Military spouses](#)



[Native Americans](#)

Native Americans or Alaskan Natives with a tribal affiliation.



[The public](#)

U.S. citizens, nationals or those who owe allegiance to the U.S.



[Veterans](#)

Clarification from the agency

United States Citizens; Current or former career or career-conditional Federal employees in the competitive service; Indian preference eligibles; Veterans who are preference eligibles or who have been separated from the armed forces with an honorable discharge; Government employees eligible through an Interchange agreement; Candidates eligible under Non-Competitive special hiring authority; Current or former time-limited employees eligible under the Land Management Workforce Flexibility Act

Announcement number

CC-18-PQ10272749

Control number

506686100

Duties

Summary

This is an open-continuous announcement and will be used to fill vacant positions within the BIA, Office of Justice Services (OJS), District 1 Corrections. OJS is searching for individuals to serve as Correctional Officers to provide detention services for the following areas:

- Belcourt, North Dakota
- Fort Totten, North Dakota
- Fort Yates, North Dakota
- Lower Brule, South Dakota
- Wagner, South Dakota
- Winnebago, Nebraska

Responsibilities

- Intake/booking and release of inmates into and out of detention facilities, in accordance with policies and procedures.
- Maintain inmate files with booking, medical, programs and services, court orders, and releases in a documented format.
- Supervise and document the daily movement of inmates.

- Search inmates, cells, vehicles, and buildings.
- Transport and/or escort inmates to and from various detention facilities, as well as program and community services.
- Collect, analyze, and disseminate inmate information and generate daily, monthly, quarterly, and annual status reports on respective data logs.
- Protect life, institution data, personal and real property, and facilities from harm and/or unauthorized entities.
- Counsel inmates regarding adjustments to institution life, resolution of personal and behavioral problems, and acceptance of professional assistance in the rehabilitative process.

Travel Required

Occasional travel - Travel may be required up to 6 to 10 nights per month.

Supervisory status

No

Promotion Potential

7

Job family (Series)

[0007 Correctional Officer](https://www.usajobs.gov/Search/?j=0007)

(<https://www.usajobs.gov/Search/?j=0007>)

Requirements

Conditions Of Employment

- U.S. Citizenship Required
- Indian Preference applies
- You will be required to have federal payments made by Direct Deposit.
- You may be required to successfully complete a probationary/trial period.
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- This position is subject to both pre-employment and random drug testing as a condition of employment. Applicants will not be appointed to the position if a verified positive drug test is received.
- If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
- Incumbent is required to operate a government motor vehicle, must possess a valid driver's license, and have a safe driving record within the 3 year period immediately preceding submittal of GSA Form 3607.
- This position has been approved for Primary Law Enforcement retirement coverage.
- Indian Affairs has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

Qualifications

GL-04:

To qualify at the GL-04 grade level you must meet ONE of the following criteria:

- A. General Work Experience: One year of general work experience.
- OR
- B. Education: 2 full academic years (60 semester hours or 90 quarter hours) of education beyond the high school level at an accredited college or university.
- OR
- C. A combination of experience and education that totals 100% of the requirement

GL-05:

To qualify at the GL-05 grade level you must meet ONE of the following criteria:

- A. General Work Experience: Three years of general work experience.

OR

B. Education: Successful completion of a full 4 year course of study (120 semester hours or 180 quarter hours) in any field leading to a bachelor's degree, at an accredited college or university.

OR

C. A combination of experience and education that totals 100% of the requirement.

GL-06:

To qualify at the GL-06 grade level you must meet ONE of the following criteria:

A. Experience: One year of specialized experience at the next lower level assisting with the supervision and care of criminal offenders at a correctional and/or detention facility. Experience at this level may include assisting with or performing tasks such as control room, booking, intake, inmate transport, maintaining documentation on inmates, controlled movements and supervision of inmates, in accordance with policies and procedures.

OR

B. Education: Successful completion of nine (9) semester hours or fourteen (14) quarter hours of graduate study from an accredited school with major study in Criminal Justice, Criminology, Social Science, or other field of study related to the position.

OR

C. A combination of experience and education that totals 100% of the requirement.

All qualification requirements must be met by the closing date of this announcement.

Merit Promotion candidates must also meet time-in-grade requirements by the announcement closing date.

IF YOU ARE QUALIFYING BASED ON WHOLE OR PART ON EDUCATION YOU MUST SUBMIT COLLEGE TRANSCRIPTS.

MAXIMUM ENTRY AGE LIMIT: The maximum entry-age for this position shall not exceed age 37, unless you have sufficient prior Federal civilian law enforcement [or firefighter, if applicable] experience or you are a preference eligible veteran. If you are a preference eligible veteran, you may be eligible for this position after your 37th birthday. You must supply a copy of your Defense Department Form 214 (DD-214) along with Standard Form 15 (if applicable) and any associated documentation in accordance with the instructions in this vacancy announcement. Failure to provide this documentation with your application will result in the loss of eligibility to receive a waiver of the maximum entry age requirement.

NOTE: If you have previous law enforcement (LE) Federal experience, you must enter the number of MONTHS when you respond to the questionnaire. For example: If you have 5 years of Federal LE, you must enter 60 months, 4 years would be 48 months, etc. Otherwise, the system may screen you out.

MEDICAL REQUIREMENTS: The duties of this position require moderate to arduous physical exertion involving walking and standing, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself, or others is disqualifying.

RESIDENCY REQUIREMENT: Upon selection, employees holding primary law enforcement positions must reside within 50 miles of their duty station unless a waiver is approved by the OJS Director or Assistant Director. A failure to comply may result in removal from a primary law enforcement position

Education

If you are qualifying based on your education, you MUST provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education which shows the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the

courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>
<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Additional information

The full performance level of this position is GL-07. Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. A career ladder promotion is at the discretion of management, and in no way guaranteed.

All new hires earn the beginning salary of their pay grade (Step 1). See 2018 pay charts [here](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/law-enforcement-officer/)
[\(https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/law-enforcement-officer/\)](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/law-enforcement-officer/).
 If no specific chart is listed for the desired geographic location, see the "rest of U.S." chart.

Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit: http://www.opm.gov/rif/employee_guides/career_transition.asp
http://www.opm.gov/rif/employee_guides/career_transition.asp

Former Federal Employees are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government, and are required to submit a copy of the applicable Notification of Personnel Action (SF-50) regarding the VSIP. Most individuals who accept reemployment with the Federal government within 5 years of receiving the VSIP amount, must repay the gross amount of the separation pay prior to reemployment.

LAND MANAGEMENT WORKFORCE FLEXIBILITY ACT: If applying under the Land Management Workforce Flexibility Act, you must provide documentation to support your eligibility (SF-50) and performance (references and/or performance appraisal). Under the Land Management Workforce Flexibility Act (LMWFA) two groups of individuals are eligible to apply under this announcement: current and/or former employees serving or who have served under time-limited competitive appointments at land management agencies. Land Management Agencies include: Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, U.S. Fish and Wildlife Service, National Park Service, and U.S. Forest Service. Current appointees: 1) must have been hired under competitive examining procedures to a time limited appointment with a land management agency; 2) must have served under one or more time limited appointment(s) by a land management agency for a period totaling more than 24 months without a break in service of 2 or more years; AND 3) must have performed at an acceptable level during each period of service. Former appointees: 1) must have been hired under competitive examining procedures to a time limited appointment with a land management agency; 2) must have served under one or more time limited appointment(s) by a land management agency for a period totaling more than 24 months without a break in service of 2 or more years; 3) must have separated for reasons other than misconduct or performance; AND 4) must have performed at an acceptable level through the service period.

If you are unable to apply online, require reasonable accommodation in the application process if you are an applicant with a disability, or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).
https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information

How You Will Be Evaluated

Applicants may select up to three duty locations for which they wish to receive consideration.

Referral lists may be requested to fill vacant position for any locations and entry-grade throughout the life of the announcement. Applicants will be referred periodically throughout the announcement period at any time a vacancy becomes available and selections may be made at any point during the announcement open period. Applications received after the cutoff date, may be considered for future referral lists.

Your resume will be evaluated after the receipt of a request to determine whether you meet the minimum qualification requirements for this position described above. Qualified candidates will then be further evaluated to assess the quality, depth, and complexity of your accomplishments, experience, and education in relation to the competencies or knowledge, skills, and abilities required for the position as demonstrated by your responses to the assessment questions. Competencies measured include:

- Detention
- Oral Communication
- Public Safety and Security

- Written Communication

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If your responses to the assessment questions cannot be supported by your resume, your score may be adjusted to more accurately reflect your experience. Qualified applicants will be evaluated, rated and referred to the selecting official under category rating procedures or merit promotion procedures (depending on eligibility based on documents submitted, and placed in one of the following categories:

BEST QUALIFIED: Applicants possess all of the job related competencies identified above.

WELL QUALIFIED: Applicants possess a majority of the job related competencies.

QUALIFIED: Applicants meet the basic eligibility and minimum qualification requirements but do not meet the definition of Best Qualified or Well Qualified.

Qualified Indian preference candidates competing outside of merit promotion procedures will be referred to the hiring manager in order of veterans' preference.

You may preview the assessment questions here in the <https://apply.usastaffing.gov/ViewQuestionnaire/10272749>
(<https://apply.usastaffing.gov/ViewQuestionnaire/10272749>)

. Additional selections may be made from this announcement if identical vacancies occur within 90 days from the closing date.

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

Yes

Required Documents

The following documents are required for this position:

1. Resume which details work experience including dates worked (mm/yy-mm/yy), position title, Grade (if federal service), and hours worked per week.
2. On-line Assessment Questionnaire
3. Transcripts (if using education to qualify) - Unofficial transcripts are acceptable; however, an official transcript may be requested at a later time.
4. [BIA Form 4432](https://www.bia.gov/sites/bia.gov/files/assets/public/raca/online_forms/pdf/IndianPref_1076-0160_Exp3-31-21.pdf)
(https://www.bia.gov/sites/bia.gov/files/assets/public/raca/online_forms/pdf/IndianPref_1076-0160_Exp3-31-21.pdf)
(if claiming Indian preference)
5. Most recent SF-50 if applying under merit promotion. Be sure your SF-50 displays your tenure in box 24, your position in box 34, and that the SF-50 is not an award.
6. Supporting documentation if requesting consideration under a Special Appointing Authority or an Interchange Agreement.
7. Performance Appraisal if applying under the Land Management Flexibility Act.
8. Veteran's documentation -
 - For 5-point veterans' preference, please provide your DD-214, Copy 4 that MUST show an Honorable Discharge (Certificate of Release or Discharge from Active Duty), official statement of service from your command if you are currently on active duty, or other official documentation (e.g., copy of military orders, campaign documents as or expeditionary award citation, etc.) proving your military service was performed under honorable conditions.
 - For 10-point veterans' preference, you must submit a Standard Form (SF) 15, Application for 10-Point Veteran Preference and the supporting documentation required by that form.
 - If you are a disabled veteran you must submit a Veterans Affairs (VA) letter on VA letterhead that states your overall combined rating and a DD214 (copy 4) reflecting an honorable discharge.
 - If you are applying as a VEOA candidate, you must submit a copy of your DD-214 or your letter from the VA reflecting an honorable discharge and that you either completed three years of active duty service or are a preference eligible. For more information see: <https://www.fedshirevets.gov/job/shav/index.aspx#veoa>.

ALL DOCUMENTS MUST BE RECEIVED BY 11:59PM Eastern Time ON THE CLOSING DATE OF THIS ANNOUNCEMENT. If your application package is incomplete in any way, you will not be considered for this position, and requests for extensions will not be granted. Please double check your application package before you submit it.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED FROM OR ACCEPTED BY THIS OFFICE.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.usajobs.gov/Help/working-in-government/benefits/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

- Follow the prompts to select your resumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.

- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://secure.login.gov/>) (<https://secure.login.gov/>); all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

PLEASE NOTE - NO APPLICATION MATERIAL WILL BE ACCEPTED VIA E-MAIL.

Agency contact information

 Human Resources

Phone

[\(703\) 390-6380](tel:(703)390-6380)

Email

BIA_HR_RESTON@BIA.GOV

Address

AS-IA Human Resources
12220 Sunrise Valley Dr., Room 4047
Reston, VA 20191
US

[Learn more about this agency](#)

Indian Affairs provides services to 567 federally recognized tribes with a population of about 1.9 million American Indian and Alaska Natives. Indian Affairs offers an extensive range of programs such as social services, law enforcement and detention services, administration of tribal courts, natural resources management, economic development, implementation of land and water claim settlements, housing improvement, disaster relief, and the replacement and maintenance of schools, roads, and bridges.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Reorganization Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian Preference eligibles not currently employed in Federal service may be appointed under the Excepted Service Appointment Authority Schedule A, 213.3112(a)(7). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligibles. For more information about Indian preference or to obtain BIA Form 4432 application instructions, please visit: <https://www.bia.gov/jobs>

Visit our careers page

Learn more about what it's like to work at Interior, Bureau of Indian Affairs, what the agency does, and about the types of careers this agency offers.

<http://www.bia.gov/>
(<http://www.bia.gov/>)

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity

announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).