



FEDERAL BUREAU OF INVESTIGATION  
2014 UNIVERSITY OF MARYLAND BALTIMORE COUNTY  
CORPORATE VISIBILITY DAY

Are you a college student or recent college graduate interested in an entry level GS5/GS7/GS9 position in Washington, DC and various Field Offices throughout the country? The Federal Bureau of Investigation's, collegiate recruitment representatives are in search of diverse, highly motivated, and talented students who are interested in joining the FBI.

### **Qualifications**

If you are a student, a recent college graduate, or veteran are a U.S. citizen, and are interested in working for the nation's premier law enforcement intelligence agency, don't delay, visit [www.fbijobs.gov/premier](http://www.fbijobs.gov/premier) for more information and to submit your resume. *No paper or email resumes will be accepted.*

***The deadline to submit a resume is May 19, 2014.***

### **Agency Description**

The Federal Bureau of Investigation (FBI) is a law enforcement and domestic intelligence agency, made up of more than 32,000 employees, charged with protecting and defending the United States against terrorist and foreign intelligence threats; upholding and enforcing the criminal laws of the United States; and providing leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

When you join the FBI, you join the FBI family. Our employees feel a strong sense of commitment, both to each other and to the mission of the FBI. Working for the FBI is like no other career choice you have ever explored. It is challenging. It is exciting. It is rewarding. And every day you have a chance to serve your country.

## **Career Opportunities**

### **Computer Scientist**

Acts as the technical expert on all investigations, works in a high-speed, dynamic, and sophisticated environment, and utilizes cutting edge technology. (*Major: Computer Science or any degree with 30 semester hours in a combination of mathematics, statistics, and computer science. Fifteen of those hours must include differential and integral calculus.*)

### **I.T. Specialist**

Maximizing the most advanced technologies is a key priority of the FBI. Your accountabilities may encompass overseeing/implementing computer systems and network operations (daily administration, maintenance, ongoing support) • serving as a technical and informational resource to users • installing, configuring, and troubleshooting LAN/WAN components • diagnosing and resolving network issues • ensuring that information security policies are applied • and more. (*Majors: Engineering, Computer Science, Information Science, Information Systems Management, Mathematics, Statistics, Operational Research*)

### **Information Technology Forensic Examiner (ITFE)**

Is a subject matter expert on digital evidence that works as an integral member of the investigative team responsible for digital evidence analysis and crime scene searches. (*Majors: Engineering, Computer Science, Information Science, Information Systems Management, Mathematics, Statistics, Operational Research*)

### **Electrical Engineer**

A person working in the EEP must have an excellent grasp of Electrical or Computer Engineering (ECE) concepts. A strong candidate will demonstrate some of the following skills:

- Circuit board population, repair, test, debug
- Embedded systems hardware or software design
- Semiconductor design or fault analysis
- Programming familiarity for C, C++, C#, ASM (MIPS, ARM, x86), Verilog, Python
- Familiarity with embedded operating systems (Android, iOS, Windows Phone, RTOS, Linux, QNX)
- RF and signal processing and analysis

### **Electronics Technician**

This position performs installation and maintenance on specified portions of critical units or subunits or disparate components of the FBI's communications and intrusions systems. As an ET, you will perform installation, preventative and corrective maintenance on land mobile radio (LMR) systems, data network systems, facilities and electronic security systems within all 56 FBI field offices. In addition, the ET's support the LMR for all Department of Justice law enforcement agencies, DEA, USMS and ATFE. ET's also handle interoperability requirements with state and local law enforcement.

(*Majors: Electrical Engineering, Electronics Engineering, Electronics Technology, or equivalent*)

### **Budget Analyst**

An FBI Budget Analyst's duties vary from one day to the next depending on the budget cycle. This position assumes accountabilities related to the Bureau's finances, budgets, expenditures, and more. You may be involved with developing, analyzing, or executing budgets (impacting resources allocations, future financial estimates, etc.) • preparing data in support of the budgetary cycle • analyzing and comparing budget estimates for variations • and making recommendations to upper management regarding a number of issues including transfers and reallocation of funding. Communication and leadership skills are essential in properly mediating interdivisional conflict over resources. (*All Majors Accepted*)

### **Financial Operations Specialist**

Performing a variety of complex analytical work in the area of financial management, this position reviews disbursement documents such as travel vouchers, covert direct advance vouchers, and draft requests for both commercial and confidential disbursements • extracts and analyzes financial information from a variety of reports generated through the Financial Management System (FMS) and other software programs, and verifies the accuracy of the information • classifies, reconciles, records, and reports accounting data • liaises with customers to resolve discrepancies • provides consultative services on a wide variety of financial matters • formulates results for reporting to the Financial Manager or other Division management. *(Majors: Accounting, Finance, Business)*

### **Administrative Specialist**

Perform a variety of analytical work in fields including facilities and space management, financial administration, human resources management, inventory management, management analysis, and records management. Duties include, but are not limited to: Prepare technical specifications for acquisition and utilization of space • Gather, extract, review, verify, and consolidate financial, narrative, and statistical information necessary for formulating budget requests • Provide HR services such as internal and external hiring, staffing and recruiting; preliminary background processing; employee benefits • Manage, coordinate, and control inventory systems for the office. *(All Majors Accepted)*

### **Management and Program Analyst**

Contributing to our efficiency and our culture of achievement is certainly an important role. You may collect, review, and analyze information in order to make recommendations to management • conduct research to identify and evaluate areas of improvement that have a direct impact on FBI operations • utilize surveys, interviews, and quantitative data to prepare statistical analysis reports • and participate in briefings related to study findings and recommendations. *(All Majors Accepted)*

### **Operational Support Technician**

This position provides administrative and clerical support to various staff members of the field office. Typical duties include, but are not limited to: assembling, correlating and determining the classification of information received • uploading, downloading, serializing and indexing documents • opening and closing cases • covering leads • creating, maintaining and disposing of records and files • maintaining personnel folders • handling telephonic complaints and inquiries. *(All Majors Accepted)*

### **Auditor**

Perform a variety of audit assignments to include complete audits of less complex Bureau programs or functions or segments of more complex audits. Duties include, but are not limited to: Examine accounts and functions which make up the Financial Management System (FMS); undercover funding; evidence control; inventory function; payroll functions • Review operating practices of a program or function to determine compliance with applicable statutes, laws, regulations, and policies • Validate year-end account balances • Prepare audit reports and financial statements which present findings, cite applicable regulations, identify causative situations, and recommend corrective action. *(Majors: Accounting, Finance, Business)*

### **Personnel Security Specialists**

Our professionals in this role perform security assessment investigations from inception to completion. They also provide recommendations for security decisions. Accountabilities may include initiating/performing FBI checks to obtain information relative to subjects in cases • conducting periodic reinvestigations • reviewing/analyzing FBI investigative files to determine an individual's security risk • and conducting personnel security interviews, security briefings, and related activities. *(All Majors Accepted)*

### **Staff Operations Specialists**

This position interacts directly with Special Agents and Intelligence Analysts, assisting with cases of all types and levels. Typical duties include, but are not limited to: providing direct support to investigations and related activities by analyzing and researching intelligence data • running initial database checks • assessing linkages between cases • drafting briefings, memos, and regular case updates. *(All Majors Accepted)*

### **Telecommunications Specialist**

In coordination with Technical Agents, and Electronic Technicians, the Telecommunications Specialist is responsible for the testing, integration, installation, and modification of covert and overt telecommunications systems. Ensures that telecommunications data collected from covert and overt monitoring is moved from the source, via wire, cellular, radio, microwave, fiber optic, etc., is captured and transferred into FBIHQ computer systems for analysis, dissemination, and evidence. *(All Majors Accepted)*

### **Budget Analysts**

An FBI Budget Analyst's duties vary from one day to the next depending on the budget cycle. This position assumes accountabilities related to the Bureau's finances, budgets, expenditures, and more. You may be involved with developing, analyzing, or executing budgets (impacting resources allocations, future financial estimates, etc.) • preparing data in support of the budgetary cycle • analyzing and comparing budget estimates for variations • and making recommendations to upper management regarding a number of issues including transfers and reallocation of funding. Communication and leadership skills are essential in properly mediating interdivisional conflict over resources. *(All Majors Accepted)*

### **Physical Scientist (Forensic Examiners)**

This role within the FBI contributes to virtually every type of case and investigation. Your scientific skills and detailed approach will be highlighted as you examine evidence submitted in connection with criminal or civil cases involving federal jurisdictions. Accountabilities include selecting appropriate methods and procedures for performing analyses • preparing specimens for DNA examination • and maintaining comprehensive laboratory notes to identify/document evidentiary material, testing performed, methods used, and results obtained. *(Majors: Biology, Chemistry, Physics)*

**The deadline to submit a resume is May 19, 2014.**

**[www.fbijobs.gov/premier](http://www.fbijobs.gov/premier)**

## **Disqualifications**

- Conviction of a felony
- Use of illegal drugs in violation of the FBI drug policy:
  - Have you used marijuana at all within the last three years?
  - Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
  - Have you ever sold, distributed, manufactured, or transported any illegal drug?
  - Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within three years (36 months) preceding the date of preliminary application for employment?
- Default on a student loan (insured by the U.S. government)
- Failure of an FBI-administered urinalysis drug test
- Failure to register for the Selective Service System (for males only)

**Applicants should visit the FBI career website ([www.fbijobs.gov](http://www.fbijobs.gov)) and review details of the background investigation process and strict employment requirements prior to submitting a cover letter and resume for consideration.**

## **Non-Discrimination Statement**

The Federal Bureau of Investigation is an Equal Opportunity Employer and all qualified applicants will receive consideration for these positions. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of, color, race, religion, national origin, political affiliation, marital status, physical or mental disability, age, sex, sexual orientation, membership or non-membership in an employee organization, personal favoritism, or other non-merit factors.

## **Veteran Preference Statement**

The FBI is subject to the statutory requirement to follow the veteran preference provisions of Title 5 U.S.C