Job Announcement Number:
MHC-ACWA-186341-MLM

Import Specialist

Salary Range: 33,187.00 - 53,438.00 USD per year

Open Period: Tuesday, April 22, 2008 to Friday, May 02, 2008

Series & Grade: GS-1889-05/07

Position Information: Full Time Career/Career Conditional

Promotion Potential: 11

Duty Locations: few vacancies - Queens, NY

Who May Apply: Open to all U.S. Citizens.

Job Summary:

CBP: Securing America’s Borders

Whether on the frontlines or serving behind the scenes supporting our mission, the men and women of CBP are dedicated to keeping America safe. CBP counts on them. Our Nation counts on them. Can we count on you?

CBP Mission Statement: We are the guardians of our nation's borders. We are America's frontline. We safeguard the American homeland at and beyond our borders. We protect the American public against terrorists and the instruments of terror. We steadfastly enforce the laws of the United States while fostering our nation's economic security through lawful international trade and travel. We serve the American public with vigilance, integrity, and professionalism.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. As part of our carefully selected, highly trained team, you'll leverage state-of-the art technology, innovative strategies and world-wide partnerships to protect our communities and defend our frontier.

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 web site at www.cbp.gov.
Organizational Location: This position is located in the Office of Field Operations, New York Field Office, Queens, NY

Relocation Expenses: Relocation expenses will not be paid.

NOTE: One or more positions may be filled using this vacancy announcement.

Key Requirements:
- U.S. Citizenship
- Background Security Investigation
- Residency in the U.S. for last 3 years (see explanation)

Major Duties:
You will enforce the statutory and regulatory requirements of Customs and Border Protection and other federal agencies by determining the admissibility of merchandise and making other import-related decisions and judgments. You also will perform tariff classification and appraisement work to assess customs duties on commercial imports, screen incoming entry document packages for the full range of entries pertaining to an established line of merchandise, and appraise imported articles or products.

Qualifications:
GS-5: You qualify at the GS-5 level if you possess three years of progressively responsible experience, one year of which was equivalent to the GS-4 level or above. The experience must demonstrate that you have the ability to: analyze problems, identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; communicate effectively orally and in writing, and deal effectively with others in person-to-person situations. Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work and is qualifying if it provides evidence of the knowledge, skills, and abilities necessary to perform the duties of this position. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable.

GS-7: You qualify at the GS-7 level if you possess one year of specialized experience that equipped you with the ability to explain procedures or requirements to elicit cooperative response. In addition, you must possess ONE of the following: 1) ability to apply specialized knowledge of laws, regulations, rulings, or instructions pertaining to the importation of merchandise into the United States, or 2) ability to gather, organize, and evaluate facts and evidence. To be creditable, specialized experience must have been equivalent to at least the GS-5 grade level. Examples include screening a limited number of import documents for the presence of required documents (e.g., a properly signed Form A), reviewing prescribed trade statistics on the official Customs entry document for agreement with information contained in commercial invoices; and/or finding, applying, and explaining the significance of key administrative and legal rulings pertaining to particular commodities or import situations.

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.

GS-7: You may substitute the successful completion of one year of fulltime graduate education for the experience required at the GS-7 level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. (A course of study in business, international business, or a related field is qualifying.) Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours.

OR

GS-7: You may also substitute superior academic achievement for the experience required at the GS-7 level. You must have completed the requirements for a bachelor's degree from an accredited college or university with a grade point average of 3.0 or higher on a 4.0 scale, or have a class standing in the upper third of a graduating class or major subdivision, or membership in a national scholastic honor society. Refer to www.cbp.gov for additional information.

Combining Experience and Education: To combine your education and experience, you must convert each to a percentage, and then add the percentages. The combined total of your percentage of education and experience must equal at least 100% in order to qualify. 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 calculate your percentage of graduate education, divide the number of graduate semester hours by 18. 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%.

U.S. Citizenship: Candidates must be United States citizens and present proof of citizenship, if selected.

Residency: If you are not currently a CBP employee, you must meet one or more of the following primary residence criteria for the last three years prior to submitting your application for employment:

a) Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);

b) Worked for the United States government as an employee overseas in a federal or military capacity; or
c) Been a dependent of a U.S. federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete state-side coverage information required to make a suitability/security determination. Examples of state-side coverage information include: the state-side address of the company headquarters where the applicant’s personnel file is located, the state-side address of the Professor in charge of the applicant’s “Study Abroad” program, the church records for the applicant’s overseas church missions, and/or the state-side addresses of anyone who worked or studied with the applicant while overseas. Applicants must provide this information when filing their application for employment.

Qualifications by Closing Date: You must meet all qualification requirements by the closing date of the announcement. Please note that qualification claims will be subject to verification.

Background Security Investigation: You will need to successfully complete a background investigation before you can be appointed into this position.

Training: You will be required to attend 7 weeks of paid training at the Federal Law Enforcement Training Center in Glynco, Georgia. This technical training must be successfully completed according to the standards of the agency. Failure to do so will be grounds for mandatory removal from the position. Such failure will result in either reassignment to a different position, demotion, or separation by appropriate procedures.

Drug Testing: If you have not already done so, you must submit to a drug test and receive a negative drug test result before you can be appointed into this position. After appointment, you will be subject to random testing for illegal drug use.

How You Will Be Evaluated:
You will be evaluated based upon the responses you provide on the job specific questionnaire that is required as part of the application process for this position. You will be rated based on your responses and assigned a score ranging from 70 to 100 points.

All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. This verification could occur at any stage of the application process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

Benefits and Other Information

Benefits:
The federal government offers a number of exceptional benefits to its employees. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans, and transit subsidies. For more information about these benefits, please visit http://www.usajobs.opm.gov/ei61.asp.

Other Information:
If you are a current career or career-conditional federal employee or former federal employee who has reinstatement eligibility, you may be required, at a later date, to submit additional documentation that supports your claim and reflects career or career-conditional tenure. If you are unable to provide the required documentation, you will not be given further consideration under this announcement.

Promotion Potential: When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or
may not be considered eligible. Also if you do not provide an email address, you will not be notified of the outcome of your application.

All agency employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

**Equal Employment Opportunity:** The agency is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other nonmerit factor.

Applicants requiring reasonable accommodations for any part of the application and hiring process should contact the Human Resources Office Representative listed on this announcement. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials will result in your application not being processed.

**Privacy Act** - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

**Transcripts:** Education must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable for qualifications requirements unless it has been evaluated. For graduates of foreign universities, the applicant must submit an evaluation for all coursework from an organization recognized as specializing in interpretation of education credentials. For a listing of accredited agencies, please see www.naces.org/members.htm

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**How To Apply:**

You must complete an application package that includes an assessment questionnaire, resume, and any applicable supporting documentation.

You will be required to complete the assessment questionnaire and upload your documentation in the newly created Application Manager. Initially, the Application Manager requires you to create an account. Once your account is created, Application Manager provides a site where you can track the status of jobs you have applied to with Customs and Border Protection; uploaded documentation; view/print copies of notification letters; or print a copy of your questionnaire.

Application Manager has a navigation box that appears on the left side of the screen whenever you are working on an Application Package. The items listed in the navigation box are pages you need to visit, and represent steps you need to complete in order for your Application Package to reach the status of

Complete.

You can “Save” an incomplete application and return to finish the process at a later date provided the announcement has not closed. You must submit your application package (your assessment questionnaire and documentation) before the closing date posted on the vacancy announcement.

Note: If you start a questionnaire please complete it in its entirety before “Submitting.” An incomplete questionnaire will affect your rating or may result in your application being rated ineligible. You may complete the assessment questionnaire more than once, but your rating will be based on the most recent submission.

Instructional guidance listed below:

To start a new Assessment Questionnaire:

- Click the Apply Online button.
- Create an account and complete the Assessment Questionnaire.
- If you already have an account, log in with your User ID and Password to complete the Assessment Questionnaire.

To save an incomplete Assessment Questionnaire:

- Scroll to the top or bottom of the page
- Click the “Save” button. When the page refreshes, click the “Logout” button.

To return to a saved/incomplete Assessment Questionnaire:

- Click this link to return to Application Manager:


- Log into your account and locate the vacancy on the “My Application Packages” page.
- Click on the six digit Vacancy ID number of the application that you want to complete. The page will refresh and display your Application Package Status.
- Select the “Complete Application Package” button, which will take you to the assessment questionnaire. As you complete each page of the questionnaire click the “Next” button.
- Once you have completed the assessment questionnaire the “Upload Documents” page will display. Follow the procedures outlined on the upload documents page. You will receive an “Upload Successful” acknowledgement each time you attach a document file. Once you have uploaded all of your documentation and the file is displayed in the table, select the “Next” button.
- Click the “Submit My Answers” button to complete the application package. You will receive a confirmation that your submission was successful. You have the option to view or print a copy of your assessment questionnaire and responses by clicking the View/Print My Answers link.

To fax a Resume or Supporting Documents:

If you previously uploaded documents to this vacancy, please do not fax the same documents. If you need to fax a part of your documentation:

- Click on the link below to obtain the special application cover page:

  http://staffing.opm.gov/pdf/usascov.pdf
- Make sure that you include the 8-character vacancy identification number LN186341. Provide your SSN, name, and address in the blocks provided or we will not be able to associate your document(s) with the rest of your application. **Print your SSN and name neatly using the exact name as the one used when you filled out the assessment questionnaire.** The fax number is 1-478-757-3144.

**Required Documents:**

In addition to completing an online questionnaire and submitting an online resume, the following supporting documents must be received by the closing date of this announcement.

If you are claiming veterans' preference, you must include in your application package a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4). If you are still on active duty, you must submit a statement of service from your unit which states the date you entered on active duty, the date you are separating, and the campaign medals you have received. Veterans with a service connected disability must also submit a VA letter.

For more specifics on all veterans employment issues such as veterans' preference or special appointing authorities, please consult the Vet Guide at:


When submitting Veterans documents please upload them under miscellaneous documents.

Transcripts if basing your qualifications on education. This education must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

Proof of Eligibility if applying for consideration under a priority selection program (e.g., CTAP/ICTAP) or a special appointing authority. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. To be well-qualified and exercise selection priority for this vacancy, displaced federal employees must be rated at 85 or above on the rating criteria for this position. For those instances where the best qualified lists include applicants with scores less than 85, the well-qualified score becomes the lowest score on the best qualified list. CTAP and ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) or equivalent that documents separation; 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 or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Proof of Eligibility if applying for consideration under the Office of Personnel Management Interchange Agreement. Individuals requesting consideration under the Office of Personnel Management Interchange Agreement must submit proof of eligibility such as a Notice of Personnel Action, a separation notice, or other appropriate documentation.

**Your application and all supporting documentation must be received by 12:00 midnight (Eastern Time) on the closing date.** Note that you will be allowed to apply more than once but the last application is the only one that will be used.

**Applications and supporting documentation will not be accepted by mail or email.** If you are unable to apply online, please contact the Human Resources Office representative listed on this announcement at least one day prior to the closing date for further instructions.

It is the applicant's responsibility to verify that information entered, uploaded, or faxed (i.e., resume, veteran's documentation, assessment questions and answers, and SF 50's) is received and is accurate. If a document is not in a legible format, an applicant will not be able to view it and must again upload or fax the documentation by the closing date of the announcement. An applicant can verify that the information has been received by following the instructions below.
1. Click this link to Return to Application Manager: https://applicationmanager.org/Login.aspx?ReturnUrl=%2fhome.aspx

2. Log into your account and locate the vacancy on the “My Application Packages” page.

3. Click on the six digit Vacancy ID number you want to view. The page will refresh and display your Application Package Status.

4. Click on the details list and click on View by the document you want to see. If prompted choose OPEN. You may have to choose a program with which to view the document, choose Adobe 6.0.

**Contact Information:**

Staffing Team A  
Phone: (612)467-7032  
Fax: (478)757-3144  
Email: MHC-Staffing.TeamA@dhs.gov

Or write:  
Minneapolis Hiring Center  
Bishop Henry Whipple Federal Building  
ATTN-OFOSS  
FT SNELLING, MN 55111  
Fax: (478)757-3144

**What To Expect Next:**

Once the online questionnaire is received, you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made, you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Send Mail to:  
Minneapolis Hiring Center  
Bishop Henry Whipple Federal Building
ATTN-OFOSS  
FT SNELLING, MN 55111  
Fax: (478)757-3144

For questions about this job:  
Staffing Team A  
Phone: (612)467-7032  
Fax: (478)757-3144  
Email: MHC-Staffing.TeamA@dhs.gov

USAJOBS Control Number: 1198277