

**ADMINISTRATIVE OFFICER, GS-0341-12**  
**U.S. DEPARTMENT OF JUSTICE**  
**CRIMINAL DIVISION**  
**OFFICE OF INTERNATIONAL AFFAIRS**  
**WASHINGTON, DC**  
**15-OIA-JIN-056**  
**CLOSING DATE: AUGUST 27, 2015**

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**About the Office:** The Office of International Affairs (OIA) is part of the Criminal Division of the Department of Justice. OIA is responsible for securing the return of fugitives from abroad, and for requesting from foreign countries evidence and other assistance needed in U.S. criminal investigations and prosecutions. In this regard, OIA assists state and local as well as federal prosecutors and law enforcement agents. OIA is also responsible for assisting foreign countries with respect to the extradition of fugitives and the production of evidence located in the United States. OIA is responsible, along with the Department of State, for the negotiation of bilateral extradition and legal assistance treaties and multilateral law enforcement conventions. Once these international instruments enter into force, OIA works with its foreign counterparts to ensure effective treaty implementation. OIA briefs the Attorney General and other senior Department of Justice officials on international issues and provides advice on sensitive law enforcement matters that could impact the foreign relations and strategic interests of the United States.

This position is that of Administrative Officer, GS-0341-12 and provides first-line supervision of administrative services within the Office and in support of the Assistant Director for Administration and Management.

**Responsibilities and Opportunities Offered:**

As an **Administrative Officer**, you will:

- Coordinate with Human Resources staff regarding assigned personnel related matters to include staffing, time and attendance, leave administration, promotion, performance and staff recognition
- Support budget formulation and execution activities involving various funding sources
- Assist in reviews of the Office's program financing and procurement systems
- Independently prepare written responses to FOIA requests, ExecSec, and press releases
- Evaluate existing administrative processes in OIA and their integration, when applicable, with those of the Division
- Work with more senior personnel in developing working aids to assist with implementing defined administrative processes
- Draft organizational and program level documents and communications to be evaluated and considered by the supervisor, ensuring proper content, spelling, grammar, punctuation, and format within and across the documents and communications
- Direct the day-to-day operations of the staff and plan and carry out the training and development of employees

**Qualifications:**

**To qualify at the GS-12 level**, applicants must possess one year of specialized experience at, or equivalent to, the GS-11 Federal grade level. Examples of specialized experience include: evaluating existing administrative processes and developing recommendations for effecting improvements; and experience in any two (2) of the following areas: 1) assisting in budget formulation and execution activities, 2) coordinating with human resources staff regarding the execution of staffing, time and attendance, and leave policies, 3) administering purchases of office supplies and other items needed for office maintenance, 4) overseeing the office's correspondence functions.

**Time-in-Grade:** Federal employees must meet time-in-grade requirements for consideration.

You must meet all qualification requirements by the closing date of this announcement.

**Travel:** Not Required.

**Position and Salary Information:** Current salary and years of experience at time of hire will determine the appropriate salary level. The possible ranges for the GS positions are: GS-12: \$76,378– \$99,296. See OPM's Web page at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>

**Locations:** The position(s) will be located in Washington, DC.

**Relocation Expenses:** Relocation expenses may be authorized.

**Submission Process:** The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying [Create an Account](#). You will be able to upload your resume and supporting documents and complete your profile prior to applying.
2. Once you have an account, apply to the USAjobs vacancy: <https://www.usajobs.gov/GetJob/ViewDetails/413100600>.

**Internet Sites:** This and other Criminal Division vacancy announcements can be found on the Internet at <http://www.justice.gov/criminal/employment/vacancies.html>

For more information about the Criminal Division, please visit <http://www.justice.gov/criminal/>