

Employment Opportunity

United States Mint

Announcement Sample



Position Title, Series, and Grade:

POLICE OFFICER, TR-083-06/07 (MULTIPLE POSITIONS)

Opening Date:

sample

Closing Date:

sample

Promotion Potential:

TR-07

Position Sensitivity:

NON-CRITICAL SENSITIVE
Pre-employment Physical and Drug Test Required

Organization:

OFFICE OF PROTECTION/ MINT POLICE

Duty Location:

**Washington, D.C.; West Point, NY;
Philadelphia, PA., Denver, CO;
Ft. Knox, KY; San Francisco, CA**

Area of Consideration:

ALL SOURCES (See Notes 1, 2 and 3 under "How to Apply")
You must submit a separate application for each location (annotated accordingly) for which you wish to receive consideration.

Relocation Expenses:

WILL NOT BE PAID.

SUMMARY OF DUTIES

The mission of the U.S. Mint is to manufacture the highest quality circulating, numismatic, and bullion coins at the lowest possible cost and to deliver them in a timely manner. These positions are located in the Office Of Protection, Strategic Business Unit, U.S. Mint Police. The Office Of Protection maintains a highly professional police force with tools and resources to respond to changing threats in our environment while making protection a self-sustaining line of business. Established in 1792, the United States Mint Police are one of the oldest police agencies in the nation. Responsible for establishing the standard "As secure as Fort Knox", U.S. Mint police officers continue to meet that standard everyday and are responsible for protecting high value assets approaching \$2 billion annually along with over 2,200 employees. The U.S. Mint police officer is a sworn officer, responsible for: enforcing Federal and local laws relating to the protection of human life, including the preservation of the rights of individuals; making arrests; collecting and preserving evidence; and, protecting U.S. Mint assets, employees and property. Selectees must attend and pass a 12-week basic training course conducted by the Federal Law Enforcement Training Center in Glynco, GA with rigorous physical training being required. Failure to pass the training program will result in immediate dismissal. Selectees must qualify with the 12-gauge shotgun, MP-5 submachine gun, 9mm semi-automatic and other less-than lethal weapons. Applicants must have a valid driver's license prior to entering on duty.

MINIMUM QUALIFICATION REQUIREMENTS

For TR-06 level, applicants must possess one year of specialized experience equivalent to the GS-4 in the Federal service. For the TR-07 level applicants must possess one year of specialized experience equivalent to the TR-6/GS-5 in the Federal service. Specialized experience is experience that provided knowledge of a body of basic laws and regulations, law enforcement operations, practices, and techniques and involved responsibility for maintaining order and protecting life and property. Creditable experience may have been gained in work on a police force; through services as a military police officer; in work providing visitor protection and law enforcement in parks, forests, or other natural resource or recreational environments; in performing criminal investigative duties; or in other work that provided the required knowledge and skills.

SELECTIVE FACTOR: Experience exercising arrest authority, including obtaining, securing and preserving evidence, in accordance with current procedures, or formal training in current arrest and evidence procedures OR Successful completion of a full 4-year course of study leading to a bachelor's degree in Police Science or comparable degree program related to the work of the position.

PHYSICAL DEMANDS: The work requires regular and recurring physical exertion such as long period of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities when responding to alarms, pursuing suspects, climbing stairs or walking foot patrols in and around the Mint facility.

MEDICAL REQUIREMENTS: The duties of this position require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply: good near/distant vision, ability to distinguish basic colors, and the ability to hear the conversational voice. Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Selectee will be required to submit to a urinalysis test to screen for illegal drug use prior to appointment.

WORK ENVIRONMENT: Mint police work normally is performed in settings in which there is regular and recurring exposure to moderate discomfort and unpleasantness, such as high levels of noise in industrial setting, high temperatures in confined spaces, or adverse weather conditions. The work involves moderate risks requiring the incumbent to exercise safety precaution when working around hazardous materials such as toxic gases, explosives, and others that pose a moderate risk or exposure. Police officers may be required to use protective clothing or gear such as masks and to wear bulletproof vests.

EVALUATION CRITERIA Applicants will be evaluated on relevant work experience, education and training described in their application. Applicants who meet minimum qualification requirements will be further evaluated against the following rating factors:

1. Ability to gather, analyze facts and draw conclusions. Describe a situation in which you analyzed facts and drew a conclusion.
2. Skill in interpersonal relations. Describe a difficult situation that involved you and other people. How did you handle the situation?
3. Ability to work as a member of a team. Describe your role and contribution to a team effort.

Note: Regardless of the application method, all applicants are required to submit a supplemental narrative statement which provides detailed, specific information about work experience, education and training that relates to each of the rating factors shown above.

HOW TO APPLY

To apply for this position, you must submit one of the following:

SF-171 (Application for Federal Employment), **or** OF-612 (Optional Application for Federal Employment), **or** A resumé

Copies of SF-171 and/or OF-612 may be obtained from the U.S. Office of Personnel Management or any Federal personnel office. Regardless of the method you choose, your application must contain the following:

Information About the Job

- The Announcement Number, as well as the title, series, and grade of the job you are applying for

Identifying information about you

- Your full name and mailing address
- Your Social Security Number
- Your day and evening telephone number
- Country of citizenship
- Type of Veterans Preference claimed (*if any*)
- Highest Federal civilian grade held (*also give job series and dates held*)
- Federal employment status. *If you are a current or former Federal employee, attach a copy of your latest SF-50 (Notification of Personnel Action) which shows your last position title, series, and grade.*

Information about your Work Experience – for each Job you have held which is related to the job you are Applying for (including unpaid as well as paid work Experience), please provide:

- Job Title (*include series and grade if Federal job*)
- Starting and ending dates of employment
- Salary and number of hours worked per week
- Employer's name and address
- Your supervisor's name and phone number (*indicate if we may contact your current supervisor*)
- Summary of your duties and responsibilities

(please do **not** attach position descriptions)

Information about your Education

- Name and location (city, state and ZIP code, if known) of high school attended, and date of diploma or GED
- Name and location (city and state) of each college or university attended, college majors, type and year of degree (if no degree, show credits earned in semester or quarter hours (*please do not attach copies of transcripts unless requested*))

Information about Other Qualifications – provide details about other qualifications which are related to the job you are applying for such as:

- Training courses completed (*give title and year*)
- Special Skills (*e.g., languages, computer software, tools, typing speed, etc.*)
- Certificates and licenses held (*current only*)
- Honors, awards, special accomplishments, publications, memberships in professional/honor societies, etc. (*give dates but do not send documents unless requested*)

If you do not submit all requested information, we may be unable to properly evaluate your qualifications and you may be eliminated from further competition. **All applicants are strongly encouraged to submit a supplemental narrative statement addressing the rating factors.**

(Applicants are also asked to submit SF-181 to identify their race and/or national origin. Form is available on the internet at www.opm.gov or from any Federal personnel office.)

SUBMIT APPLICATIONS TO:

Office of Human Resources
United States Mint
801 9th Street, NW
6th Floor
Washington DC 20220

Deadline For Applications: Applications must be submitted on or before the closing date of the announcement. Mailed applications must be postmarked by the closing date and must be received within five business days of the closing date. Federal regulations prohibit consideration of applications received in US Government franked envelopes.

Equal Employment Opportunity: All qualified applicants will receive consideration without regard to race, age religion, color, national origin, sex, physical disability, political affiliation, or any other non-merit factor.

Reasonable Accommodation: The United States Mint provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE 1: Competitive examining authority has been delegated to the U.S. Mint by the Office of Personnel Management. When applicants are being considered from all sources, non-status applicants who meet the minimum qualification requirements will be referred to the Delegated Examining Unit (DEU) for rating, ranking and certification. Status candidates and veterans who wish to be considered under both Merit Promotion and Competitive procedures **MUST** submit two (2) complete applications. When only one application is received from a status candidate, it will be considered under Merit Promotion only. When only one application is received from a veteran, it will be forwarded to the DEU unless the applicant requests consideration under some other authority (e.g., Veterans Readjustment Appointment)

NOTE 2: Unless this announcement is restricted to Department of Treasury employees only, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service may apply, regardless of employment status.

NOTE 3: Career Transition Assistance Program (CTAP) or Government-wide Interagency Career Transition Assistance Program Information: Candidates for Mint positions with eligibility under either the Department of the Treasury's Career Transition Assistance Program (CTAP) or Government-wide Interagency Career Transition Assistance Program must submit a copy of their specific RIF separation notice or Certificate of Expected Separation, along with official documentation reflecting the promotion potential of their most recent Federal position. To receive special selection priority consideration, such candidates must satisfy all specialized experience and/or education requirements as well as any selective placement factors for the position, and be determined "Well-Qualified" (i.e., receive a converted score of 85 or better under the Mint Merit Promotion Plan) when rated against the quality ranking factors for the position. Consideration of candidates for bargaining unit positions shall be in the precedence established by appropriate personnel regulations and applicable labor-management agreements.

PRIVACY ACT INFORMATION: We need the information requested in this announcement to evaluate your qualifications. Information is requested under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. Other laws require us to ask about citizenship, military service, etc. We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight (other people may have the same name). As allowed by law or Presidential directive, we may use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing. We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions. We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency- appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.