



GL-3: \$30,523 - \$38,157; GL-4: \$34,265 - \$42,834; GL-5: \$39,400 - \$48,986; GL-6: \$41,545 - \$52,230; GL-7: \$44,844 - \$56,711

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**The major duties of the position include, but are not limited to the following:**

- Transport and/or escort inmates to and from various detainment 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.
- 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.

**GL-03:** Six months of general work experience.

**OR** Education - One year of successfully completed study at an accredited school above the high school level.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-04:** One year of general work experience.

**OR** Education - Two years of successfully completed study at an accredited school above the high school level.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-05:** Three years of general work experience.

**OR** Education - Successful completion of a full 4 year course of study (120 semester hours or 180 quarter hours) in any field to a bachelor's degree, in an accredited school above the high school level.

**OR** A combination of experience and education that totals 100% of the requirement above.

**GL-6:** One year of experience assisting with the supervision and care of criminal offenders in the operations of a correctional and/or detention facility. This experience must have included working post shifts in at least two of the following areas: control room, booking, intake, and/or inmate transport.

**OR** Education - Successful completion of Nine (9) semester hours or fourteen (14) quarter hours of graduate study, from an accredited school, in Criminal Justice, Criminology, Social Science, or another field of study related to the position such as law.

**OR** A combination of experience and education that totals 100% of the requirement

**GL-7:** One year experience providing supervision and care to criminal offenders and guidance to lower level correctional officers in the operations of a correctional and/or detention facility that includes enforcing rules and regulations governing facility security, inmate accountability and inmate conduct; responsible for the transport and monitoring of inmates while moving from one location to another and ensuring that entry and exit documents are in order; and utilizing electronic information systems in the collection of inmate information and the production of reports.

**OR** Education - One full academic year (18 semester hours or 27 quarter hours) of graduate education with major study in criminal justice, social science, or other fields related to the position.

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

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**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 the 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 loss of eligibility to receive a waiver of the maximum entry age requirement.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**



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**Medical Requirements:** The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the physical requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. Applicants and employees must possess emotional and mental stability. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

**Suitability, Clearance & Requirements:** 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. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**