



GS-7: \$39,570 – \$51,437; GS-9: \$48,403 – 62,920; GS-11: \$58,562 – 76,131

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

- Collect, analyze and refine budget, financial and performance data to ensure program accountability, to identify performance issues and to track program objectives.
- Identify problems and develop recommendations to resolve complex issues to improve the effectiveness and efficiency of program and administrative operations.
- Serve as an advisor to the Special Agent in Charge on the management of data collection and performance reporting.
- Prepares written reports, oral briefings, correspondence, meeting agenda, studies, evaluations, etc., that contains confidential information for the Special Agent in Charge.
- Foster and maintain effective working relationships with key stakeholders such as: Tribal governments, Congress/legislators, community groups, the media and member of the general public.

**GS-07:** One year experience performing 6 of the following office administrative functions; 1) collecting and tracking budget, financial, or performance data; 2) procuring office supplies/goods/services; 3) using standard office software to create spreadsheets; 4) using standard office software to create correspondence and reports; 5) answering telephones; 6) scheduling travel; 7) assisting with evaluating law enforcement programs and developing recommendations for improvement; 8) interacting with people of all levels of an office in order to reach the objectives of the office.

**OR Education - 1** year of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree or a Bachelor's degree with Superior Academic Achievement in a related field of study  
**OR A** combination of specialized experience and education that totals 100% of the experience requirement.

**GS-09:** One year experience collecting and analyzing financial, budget, or performance data in an office setting; evaluating the administrative operations of a law enforcement office and identifying ways to improve office functionality; preparing written reports and/or presenting oral briefings on administrative functions and programs for a law enforcement office; and collaborating and building effective working relationships with key stakeholders such as the media, community members, Tribal governments and the general public to achieve common goals with law enforcement programs.

**OR Education - 2** years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree or a LL.B or J.D., in a related field of study OR a combination of specialized experience and education that totals 100% of the experience requirement.

**GS-11:** One year experience managing and analyzing financial, budget, performance and operations data for a Tribal law enforcement office; planning and conducting studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in a Tribal law enforcement office; advising and discussing with a supervisor ideas on aspects of data collection and performance management; presenting written reports and oral briefings in support of the strategic plan and/or mission of a Tribal law enforcement office; and collaborating and cooperating with other Federal, State and Tribal law enforcement programs to achieve common goals of the office.

**OR Education - 3** full academic years of progressively higher level graduate education or a Ph.D. or equivalent doctoral degree or a L.L.M. in a related field of study OR a combination of specialized experience and education that totals 100% of the experience requirement.

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**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 DOI Drug-Free Workplace Program.

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