



Contract Specialist (Public Notice Flyer)

Contract Specialist, GS-1102 – 9/11/12/13

- **Multiple vacancies in Washington, D.C.**
- **Work Schedule: Full-time**
- **Appointment Type: Permanent**
- **Salary Range:**
 - **GS-9: \$56,233.00 to \$73,105.00 / per year**
 - **GS-11: \$68,036.00 to \$88,450.00 / per year**
 - **GS-12: \$81,548.00 to \$106,012.00 / per year**
 - **GS-13: \$96,970.00 to \$126,062.00/ per year**
- **Opening and Closing Period: Friday, November 30, 2018 to Friday, May 31, 2019**
- **Who May Apply: All United States citizens, nationals, or those who owe allegiance to the United States; and Interagency Career Transition Assistance Program (ICTAP) eligible (only applicable if you have worked in the Federal government).**

Summary

Do you have a passion for public service? The United States Secret Service (USSS) is looking for you! The USSS is a premier law enforcement organization with two (2) critical national security missions: protect our nation's leaders and to conduct criminal investigations. Our team members continue a tradition of excellence – whether investigating financial crimes or protecting national and visiting foreign leaders. In the USSS we serve the country with duty, loyalty, justice, integrity, and courage.

The Office of the Chief Financial Officer (CFO), Procurement Division, is responsible for assisting the agency in procuring quality goods and services timely. The primary goal is to provide the best procurement services to customers within the scope of the laws and regulations; promote partnership between staff and customers; provide solutions to client and customer needs; and to ensure that assets and resources are wisely managed.

The USSS offers its employees a wide range of benefits including:

- Federal health insurance
- Life insurance coverage
- Leave for personal, recreational, and health needs
- Thrift Savings Plan (similar to a 401(k) Plan)
- Flexible work schedules
- Telework
- Transit and child care subsidies
- Tuition reimbursement and student loan repayment
- Training and development
- Relocation may be paid

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 agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity Policy <https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>

Duties

- Researches applicable regulations and incorporates the required Federal Acquisition Regulation (FAR) to insure that general provisions are in conformance with statutory requirements and other governmental regulations and policies.
- Manages complex requirements that require extensive negotiations involving cost or pricing data and/or unusual contract terms needed to support the contracting issues and determines recommended course of action.
- Identifies large-scale sub-systems, components, equipment, and services to be acquired by contract; develops procurement objectives for the program in terms of competition and price range; constructs the contractual design; and prepares and maintains current acquisition plans, project timeline/milestone plans.
- Plans, coordinates, and leads the negotiations, which are conducted with contractors to develop the contract prices and terms.

Qualifications

You must demonstrate at least one (1) year of the defined specialized experience and meet the Office of Personnel Management (OPM) Individual Occupational Requirements (IOR).

Specialized experience is defined as:

- GS-9: performing duties such as reviewing requisitions, drafting contracts specifications, preparing recommendations for awards and evaluating bids or proposals for compliance **or** two (2) full academic years of progressively higher level graduate education or master's or equivalent graduate degree; or an LL.B or J.D. **or** a combination of education and experience.
- GS-11: performing duties such as interpreting and applying contracting policies, compiling acquisition information, reviewing requisitions for adequacy of the statement of work; soliciting pricing proposal or quotations, awarding purchase orders and/or contracts; and preparing necessary documentation to support award decisions and resolving any contractor performance issues **or** three (3) full academic years of progressively higher level graduate education; or Ph.D or equivalent doctoral degree or a combination of education and experience.
- GS-12: performing duties such as interpreting and applying contracting policies, compiling acquisition information, reviewing requisitions for adequacy of the statement of work; soliciting pricing proposal or quotations, awarding purchase orders and/or contracts; and preparing necessary documentation to support award decisions and resolving any contractor performance issues.

- GS-13: performing duties such as developing preparing, and presenting terms and conditions in proposals related to the award of contracts: negotiating and awarding contracts, analyzing proposed price or costs; and formulating procurement strategies for the acquisition of supplies or services.

AND

OPMs Individual Occupational Requirements (IOR) is defined as:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/>

Accrediting institutions recognized by the United States <https://www.ed.gov/>

Certifications Required: : at the GS-9 and GS-11 grade levels a FAC-C Level 1 Certification must be obtained within 12 months of hire. At the GS-12 grade level a FAC-C Level II Certification is required. At the GS-13 grade level a FAC-C Level III Certification is required.

Security Clearance

Conditions of Employment: Tier 3 Secret

HOW TO APPLY

Instructions for Submitting Resumes and Applicable Documents

All resumes, un-official college transcripts, and certifications should be submitted to ContractResumes@usss.dhs.gov and include work experience in month/year format (MM/YYYY), reflecting starting date and ending date, and include the number of hours worked per week.

Special Priority Selection rights under ICTAP: Submit a copy of your agency notice, copy of your most recent performance appraisal (with at least a satisfactory rating), and your most current SF-50 noting position, grade level, and duty location.