Pathways Student Intern – San Antonio Field Office
(Public Notice Flyer)

Opening and Closing Period: June 17, 2019 – June 21, 2019

Student Intern Trainee, GS-399–2/3/4/5/7/9

- Multiple vacancies in the San Antonio, TX area
- Work Schedule: Full-Time or Part-Time
- Appointment Type: Internship
- Salary Ranges:
  - GS-2: $24,859.00 to $31,283.00 per year
  - GS-3: $27,123.00 to $35,261.00 per year
  - GS-4: $30,449.00 to $39,579.00 per year
  - GS-5: $34,067.00 to $44,283.00 per year
  - GS-7: $42,198.00 to $54,859.00 per year
  - GS-9: $51,617.00 to $67,099.00 per year

Summary
Do you have a passion for public service? The United States Secret Service 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 Secret Service we serve the country with duty, loyalty, justice, integrity, and courage.

Who May Apply
Current students who are U.S. citizens in the local commuting area who are enrolled or accepted for enrollment in an accredited college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate on a full or half-time basis. Current students must have a cumulative GPA of 2.5 or higher (undergraduate) or 3.0 or higher (graduate) on a 4.0 scale to apply.
Duties
As a Student Intern, your typical work assignments at the GS-2/3/4 grade levels may include assisting in preparing administrative reports and correspondence; using various computer software to produce a wide range of materials to include investigative reports, case reports and statements; inputting data into and/or conducting searches of criminal databases; and during protective visits, making contact with other law enforcement agencies concerning the visit. Typical duties at the GS-5/7/9 grade levels may include assisting with financial/budget administration; reviewing incoming communication and disseminating to the supervisor or other staff members as appropriate; establishing, reviewing and updating standard office procedures; reviewing and analyzing administrative policies, clarifying guidelines and making recommendations to the supervisor for changes; maintaining office calendars and appointment/meeting schedules; assisting with responding to external audits; and utilizing a variety of office automation programs, applications, tools and systems to generate reports, graphics, charts, and Power Point presentations.

Qualifications
Your qualifications will be calculated using your résumé and unofficial transcripts or a list of courses/course hours submitted with your application. Students must maintain student eligibility and enrollment throughout the duration of the internship.

Your initial appointment grade level will be linked with your education level as described below.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEVEL OF EDUCATION</th>
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<tbody>
<tr>
<td>GS-2</td>
<td>Completion of high school or GED diploma.</td>
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<tr>
<td>GS-3</td>
<td>Completion of 1 full academic year of post-high school study.</td>
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<tr>
<td>GS-4</td>
<td>Completion of 2 full academic years of post-high school study or an associate's degree.</td>
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<tr>
<td>GS-5</td>
<td>Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.</td>
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<tr>
<td>GS-7</td>
<td>Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.</td>
</tr>
<tr>
<td>GS-9</td>
<td>Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.</td>
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</tbody>
</table>

All applicants must be actively enrolled at an accredited institution. Applicants that have graduated or will graduate prior to the completion of the internship program requirements are not eligible to participate without proof of future enrollment in an accredited qualifying educational institution.

Conditions of Employment
If selected for this position, you will be required to:
- Obtain and maintain a Security Clearance: Top Secret
- Be at least 16 years of age or older
- Maintain a 2.5 GPA (undergraduate) or 3.0 GPA (graduate) on a 4.0 scale
- Submit to a drug test prior to your appointment and random drug testing while employed
- Certify you have registered with the Selective Service System if you are a male applicant born after December 31, 1959, or certify you are exempt from having to do so under Selective Service law
• Sign a Pathways Participant Agreement

Program Completion and Conversion Eligibility:
Program participants may be converted, without a break in service, to a term, career or career conditional appointment upon completion of program requirements. To be eligible for conversion, Student Trainee Interns must:

• Successfully complete academic course of study
• Complete a minimum of 640 hours of work experience under the Internship Program
• Meet OPM qualification standards for the position the Intern will be converted
• Maintain acceptable performance under the agency’s approved performance management system
• Receive a favorable recommendation for conversion from supervisor

It is important to remember that eligibility for conversion does not guarantee that the Agency will decide to opt for conversion.

Benefits
The Secret Service offers its employees a wide range of benefits including:
• Low-Cost Federal health and life insurance
• Paid Holidays
• Paid leave for personal, recreational, and health needs
• Thrift Savings Plan (similar to a 401(k) Plan)
• Flexible work schedules
• Transit Subsidies
• Tuition Reimbursement
• Training and Development

HOW TO APPLY
Instructions for Submitting Resumes and Applicable Documents

Complete application documents must be submitted to SATIntern

• Resume - In order to receive credit for experience contained in your resume, your employment history should show work experience in month/year format (MM/YYYY), reflecting starting date and ending date, and include the number of hours worked per week.
• Current Transcript or Proof of Enrollment - You must submit a copy of your current college/university transcript (unofficial is acceptable) it must show school name, student's name, and credits earned. Education must be obtained from an accredited institution recognized by the U.S. Department of Education. Education completed in foreign colleges or universities may be used to meet Federal qualification requirements if you can show that your foreign education is comparable to education received in accredited educational institutions in the United States. For example, specific courses accepted for college-level credit by an accredited U.S. college or university, or foreign education evaluated by an organization recognized for accreditation by the Department of Education as education equivalent to that gained in an accredited U.S. college or university. It is your responsibility
to provide such evidence with your application. See Recognition of Foreign Qualifications for more information. Those with Foreign education, visit https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html.

- **Are you a Veteran?** Submit a DD-214 (Member Copy 4) and/or documentation of service connected disability. If a DD-214 (Member Copy 4) is not available, other documentation listing the beginning and ending dates of active service and the type of discharge must be submitted to verify eligibility. Those applying for 10-point preference must fill out the SF-15 (click here for the form) and provide the required documentation listed on the back of the form. For more veterans' information visit, https://www.fedshirevets.gov/job-seekers/veterans-preference/#content.

- **Are you a current or former Federal Employee?** Submit a copy of your SF-50, Notification of Personnel Action, showing your tenure code, position occupied and highest grade and step. An award SF-50 does not contain the required information. Also submit your performance appraisals and/or incentive awards.

If you fail to submit your transcript(s) or proof of enrollment prior to the closing date of the announcement you will be deemed "INELIGIBLE" for the internship.

Documents mailed or faxed directly to the U.S. Secret Service, or any U.S. Secret Service office will not be accepted.

**How You Will Be Evaluated:**

We will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. Applicants who meet the minimum qualifications are considered in the following order: (1) preference eligible having a compensable service-connected disability of 10% or more; followed by (2) other 10-point preference eligible; (3) 5-point preference eligible; and (4) non-preference eligible (i.e., non-veterans). For information on veterans' preference, please visit, https://www.fedshirevets.gov/job-seekers/veterans-preference/#content.

**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.**

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps/VISTA volunteers, and persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.