

USAJOBS Fact Sheet



What is USAJOBS?

USAJOBS.gov is a **free web-based job board** enabling federal job seekers access to thousands of job opportunities across hundreds of federal agencies and organizations.

As the Federal Government's official source for federal job listings, job applications, and employment opportunity information, USAJOBS.gov provides a variety of opportunities. To date, USAJOBS has attracted over 17 million job seekers.

Who can use USAJOBS?

USAJOBS.gov is **available to everyone!** Setting up a USAJOBS account simply requires an email to sign up. Registered users can build a resume or upload a resume in a compatible format for submission across all federal agencies.

To search for potential job matches, seekers can look for positions through a variety of methods including agency, job type, location or salary range.

How do I get started?

1. [Visit www.USAJOBS.gov](http://www.USAJOBS.gov)
2. Click on "Create an Account" in the upper right-hand corner
3. Provide your email (*required*), create a username and agree to the USAJOBS terms and conditions
4. Post a resume
5. **Search, apply and find your next federal job...starting today!**

How can it help me?

Improve your federal job search today by taking advantage of USAJOBS resources.


- **Mobile app:** find jobs while you're on-the go through our mobile apps (Apple and Android) named one of the 10 best federal mobile apps by Government Computer News
- **Resume and document repository:** store up to five resumes and ten candidate documents to keep your documents in one place and ready for submission
- **Advanced search:** search through thousands of jobs by using filters such as keywords, location, job category and agency to find the right opportunities for you
- **Customized job alerts and regular email notifications:** run job searches automatically based on your saved job searches and get emails on results either daily, weekly or monthly
- **Application status:** view the progress of your application based on real-time data provided by Agencies
- **Really Simple Syndication (RSS) feeds:** sign up for updates and receive new content based on your searches
- **Resource Center:** review tutorials, Frequently Asked Questions and job search tips to learn the best ways to use USAJOBS
- **Social media:** join the conversation across the USAJOBS community by participating on our Facebook page and following us on

Want to learn more?

Join the conversation

[Facebook:](#) 

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[YouTube:](#) 

DUTIES:[Back to top](#)

- Provides technical guidance and assistance to grantees.
- Provides advice and consultation to grantees in the development of grantee plans based on new regulation or policies.
- Interprets and explains Federal regulations, program policies and guidelines which pertain to grantee agencies and appropriate regional office staff.
- Reviews and analyze grantee plans and/or grant award requests to ensure compliance with regulations.
- Analyzes and provides programmatic input towards the review of grant award requests and expenditure estimates.
- Monitors and maintains knowledge of grantee's planning, administration, assessment and delivery of service activities in order to ensure optimum utilization of funds.

QUALIFICATIONS REQUIRED:[Back to top](#)**Basic Requirement:**

To meet the basic requirement, you must meet one of the following three descriptions

1. Degree: behavioral or social science; or related disciplines appropriate to the position. **OR**
2. Combination of education and experience -- that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. **OR**
3. Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Minimum Qualifications:

To meet the minimum qualification for this position you must have: At least one year of specialized experience equivalent to the GS-11 grade level in the Federal Service performing the following duties: 1) analyzing and advising on child support program operations and implementations 2) monitoring the compliance of child support enforcement programs with regulations and performance standards 3) providing technical guidance and performing reviews of grantee State plans; 4) conducting presentations and developing reports on program recommendations and findings.

If you are claiming education as any part of your qualifications for this position, you must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned. Failure to do so may result in an ineligible rating.

This position requires specific coursework and/or a degree to meet the basic education requirement. You must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned. Your transcript(s) must clearly demonstrate the course(s) listed in the qualification requirement section. If the transcript(s) does not clearly demonstrate this you must submit a copy of the course description and/or other documentation demonstrating that the courses are equivalent. Degree requirements must be met within 30 days of the closing date of this job announcement and your transcript(s) submitted must reflect this.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program. For further information, click on [foreign education](#)

Conditions of Employment:

1. **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.

2. **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to