



Victim Services Division Federal Bureau of Investigation



Employment Opportunities

The FBI's Victim Services Division hires professional staff positions across the U.S. to include the Victim Specialists and the Forensic Child Interview Specialists. Currently, these positions are located in the following locations:

*These offices are located in Indian Country areas; therefore, one must have three (3) years of direct service with Native American Victims of Crime.

Victim Specialists (GS 11/12/13 – salary ranges from \$61,218 - \$131,936)

As a vital partner in the FBI's response to crime, Victim Specialists work directly with FBI Special Agents and serve as the critical link to ensure that victims of crimes investigated by the FBI are provided their rights and are connected to the necessary critical support, services, and resources.

The fast-paced environment of a Victim Specialist provides numerous opportunities for self-starting, dedicated, and focused individuals to utilize their social service experience. Located in field offices across the country, Victim Specialists make a significant impact in the lives of individuals victimized by various types of Federal crime including, but not limited to: violent crime, crime against children, domestic and international terrorism, civil rights violations, human trafficking crime, cyber-crime, and white collar crime.

Minimum Qualifications:

- Bachelor's degree or higher from a U.S. accredited college/university in a social or behavioral science discipline to include, but not limited to: Criminal Justice, Social Work, Human Services, or Psychology.
- Possess specialized experience in victim assistance to include all of the following:
 - Provided direct assistance to victims of crime within a law enforcement, prosecution, psychology, social work, and/or victim service environment for a minimum of three years (full-time experience).
 - Worked within a law enforcement or victim service agency to assess, triage, and provide crisis intervention and assistance to victims at the time they suffered direct or threatened physical, emotional, psychological, or pecuniary (financial) harm as a result of a violent crime.
 - Performed direct client services and/or program development functions.

Desired Qualifications:

- Foreign language proficiency - preferred, but not mandatory (*Spanish speaking applicants are desired for California, San Juan, and Texas offices*)
- Prior experience with law enforcement and/or the intelligence community
- Some FBI offices require a minimum of three years of full-time experience providing direct services to Indian County victims of crime.

In addition to the requirements listed above, candidates are selected based on their experience, skills, and competencies in the following areas:

- Experience in and ability to assess, triage, and provide direct, in-person crisis intervention services to victims of violent crime;
- Experience in responding to crime scenes to provide direct, in-person assistance to victims of violent crime when requested by law enforcement;
- Experience in and ability to identify, develop, and maintain appropriate emergency and follow-up resources within the community, state, and/or federal arena in which to provide and/or refer victims of violent crime;
- Experience in and ability to liaison with and maintain relationships with local, state, and federal agencies, human service systems, and non-profit organizations to ensure the smooth transition of and/or adequate resources to victims of violent crime;
- Experience in and ability to communicate effectively both orally and in writing, sufficient to make presentations and prepare clear, comprehensive, and concise documents and reports;
- Ability to establish and maintain effective working relationships with persons of different cultures, ethnicities, and socio-economic status and variety of personnel in varying positions both internal and external to the FBI, treating all individuals with patience, sensitivity, respect, and dignity; and
- Ability to handle stress and make sound decisions.

Working Hours: 8:15 a.m. – 5:00 p.m. (M-F); with after-hour/on-call responsibility. Victim Specialists respond to crimes after hours/weekends to provide assistance to victims as necessary on a 24/7 basis.

Travel: Travel will be required for program/victim assistance, special deployment, and/or conferences/trainings/presentations.

To ensure that FBI Victim Specialists maintain their effectiveness and safety even after repeated exposure to traumatic events, they may be required to participate in an operational and psychological screening, assessment, and evaluation on an annual basis, and must pass this screening to remain in the FBI Victim Specialist position.

Note: Your resume should thoroughly document your work experience; to include: name of the agency, timeframe, hours worked per week, and details of how you (directly or in-person) assessed the needs of and provided crises intervention services and/or appropriate resources and referrals to victims of crime. Please note volunteer services and Internships can also be calculated in your work experience.

DISCLAIMER – Please read carefully:

All FBI positions require an extensive background investigation and a polygraph examination. This means we will contact former and current employers, applicant references, social acquaintances, and neighbors. We will also review your educational, criminal and credit backgrounds. Our standards are high, so before applying,

make sure to review the employment disqualifiers that may prevent you from obtaining the required top secret clearance.

Disqualifiers include:

- Non-U.S. citizenship
- Conviction of a felony
- Use of illegal drugs in violation of the FBI Employment Drug Policy - see below
- Failure of an FBI-administered urinalysis drug test
- Failure to register with the Selective Service System (for males only)
- Default of a student loan insured by the U.S. government
- Knowingly or willingly engaged in acts or activities designed to overthrow the U.S. government by force
- Failure to pay court ordered child support
- Failure to file federal, state, or local income tax returns

Employment Drug Policy: A candidate will be found unsuitable for employment and automatically disqualified if he/she deliberately misrepresents his or her drug history in connection with his or her application for employment. Additionally, candidates are automatically disqualified under the following criteria:

Marijuana Usage –

- Candidates cannot have used marijuana within the three (3) years preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate's home state). The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms.
- A candidate's use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.

Illegal Drugs -

- Candidates cannot have used any illegal drug, other than marijuana, within the ten (10) years preceding the date of the application for employment.
- Additionally, candidates cannot have sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization.

Prescription Drugs/Legally Obtainable Substances -

- Candidates cannot have used anabolic steroids without a prescription from a licensed practicing physician within the past ten (10) years preceding the date of the application for employment.
- Finally, candidates cannot have sold, distributed, manufactured, or transported any prescription drug without legal authorization.

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume. Your veterans' preference entitlement will be verified by the employing agency. Required veterans' preference documentation should be forwarded, along with your resume and location(s) of interest, to the email address listed above.

For 5-point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command, if you are currently on active duty; or other official documentation (e.g., documentation of receipt of campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions.

For 10-point veterans' preference, please submit a Standard Form (SF)-15, Application for 10-Point Veteran Preference, and other required documentation identified on the SF-15 to support your preference claim.

If you meet the above requirements and would like to be considered for a position with the Victim Services Division, send your resume along with your position(s)/Location of interest to: VictimServicesJobs@fbi.gov
Note: if interested in more than one location, please list the offices in order of preference.

To learn more about the FBI, please visit: www.fbi.gov and/or for other FBI employment opportunities, go to: www.fbijobs.gov

Thank You for your interest in the Victim Services Division.