



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 21421 - Executive Assistant - GS-14

Salary Range: \$114,590 – \$148,967

Vacancy Open Period: 06/08/18 - 06/23/18

Position Type: Cadre

Who May Apply: Permanent Int/Ext and Detailee Candidates

Division: IC IG/MA

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



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- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities (MDRs)

- The Office of the Inspector General of the Intelligence Community is seeking a senior level executive professional who is a highly motivated, self-starter and who has demonstrated experience working with senior executives at the department or component levels. If you are seeking a position that will allow you to use your administrative experience while offering challenging growth opportunities then look no further. The IC IG is the place for you!
- The incumbent will serve as an Executive Assistant responsible for, but not limited to, the following:
- Perform a comprehensive range of direct executive office support for the Intelligence Community Inspector General (ICIG) who is a Presidential Appointee (Senate Confirmed) Senior Executive, as well as the Deputy Intelligence Community Inspector General (D/ICIG).
- Plan and manage the IC IG and Deputy IC IG calendars and evaluate emails and correspondence to determine and prioritize action items and coordinate responses within established deadlines.
- Evaluate information from staff meetings and weekly reports to determine those that require action; plan, develop, and maintain a system to generate reminders for completion deadlines.
- Execute and monitor internal and external taskings, ensure collaboration and coordination on responses, ensure quality and completeness of responses, prepare for meetings, briefings, and special events, schedule meetings, prepare read ahead materials, and maintain records of proceedings as required.
- Plan, anticipate, and research complex topics for the manager; plan and prepare detailed background materials, summarize complex and lengthy documents, and highlight key issues.
- Plan, research, and write complex, politically-sensitive, confidential, and sensitive documents and reports, brief the executive on the content, and obtain their approval.
- Plan, evaluate, monitor, and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office.
- Review all correspondence/assessments/packages for content, accuracy, and completeness by ensuring information, background, and references are complete and editing for appropriate format, grammar and spelling.
- Serve as primary liaison and facilitate effective communications between the designated senior executive and other senior executives, management, and staff, both internal and external to ODNI.
- Plan and manage workflow of issues by continuously adapting schedules based on accurate assessments of criticality, sensitivity, and confidentiality.



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- Effectively plan and resolve complex administrative problems by scheduling and when necessary rescheduling planned meetings, identifying appropriate contacts, administering databases and files, and finding new information sources.
- Plan and effectively coordinate senior-level visits and high-level events and meetings, ensuring arrangements of security clearances, VIP parking, and building access, and researching and preparing background information on attendees, and planning and developing meeting agendas.
- Plan and arrange sensitive and complex domestic and foreign travel documents and plan, prepare, and coordinate schedules, itineraries, passport/visa requests, lodging, and travel accounting; plan and support the transportation of material and people.

Mandatory and Educational Requirements

- Extensive knowledge of the ODNI, IC, Congress, and the overall national security apparatus, as well as ODNI and IC standards for correspondence, administrative regulations, policies, entitlements, allowances, and unique authorities.
- Extensive knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (travel/accounting/etc.), e-mail, calendars, and database storage/retrieval.
- Extensive knowledge and skill in English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.
- Extensive knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; extensive knowledge of filing and records management systems and practices.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop working relationships and networks with internal and external managers and staff.
- Demonstrated analytical and critical thinking skills, including demonstrated ability to interpret complex information from multiple sources.
- Demonstrated ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Dan J.), mitchsl@dni.ic.gov (Stephanie M.), and mccleee@dni.ic.gov (Anthony M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Dan J.), mitchsl@dni.ic.gov (Stephanie M.), and mccleee@dni.ic.gov (Anthony M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF **All Applicants:**



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APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 301-243-0731.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-0731; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations. **REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**