

**The U.S. Government Publishing Office (GPO)
Office of the Inspector General (OIG)
2xVacancies: AUDITOR, PG-0511-13, Non-supervisory**

GENERAL POSITION INFORMATION:

Salary: \$112,015-154,617 (*based on Baltimore, DC, MD, VA locality*)

Position Type: Competitive Service

Close Date: Remain Open Until Filled

Who May Apply:

- Current Federal employees, in the competitive service, serving at or above grade level GS-13 and have completed their one-year probationary period.
- or Excepted Service from agencies with **OPM interchange agreements**

Duty Location: 732 North Capitol St NW, Washington, D.C.

Required Security Clearance: SECRET

Telework Eligible: Yes, **up to 100%** with supervisor's approval

Relocation Expenses: Yes, up to \$7,500

Travel Required: Occasional

SUMMARY: The OIG helps the GPO effectively carry out its responsibilities by promoting economy, efficiency, and effectiveness in the administration of, and to prevent and detect waste, fraud and abuse in GPO programs and operations. Additional information regarding GPO is available at www.gpo.gov.

MAJOR DUTIES

- Leads audits of GPO programs, operations, and activities demonstrating the ability to perform all three phases (survey, fieldwork, and reporting) of an audit with limited oversight.
- Develops audit surveys and plans which define audit objectives, background information, data collection, sampling plan, and analysis techniques and methods in accordance with GAGAS and the GPO OIG Audit Policies and Procedures Handbook.
- Selects and applies analytical methods appropriate to the situation from a number of alternatives to develop conclusions and recommendations.
- Integrates and consolidates analyses and written summaries of others to develop draft findings and complete draft products within the prescribed timeframes.
- Leads thorough fact-finding, verifies the accuracy of sources, and determines root causes for recommendations.
- Plans and prioritizes assignments so that the most important or urgent tasks are completed first and pre-established deadlines are met.
- Leads meetings with OIG and GPO officials to communicate results of work.
- Must be able to work cooperatively in a team setting.
- Performs other projects and activities as assigned.



APPLICATION PACKAGE: All documents should be in Adobe PDF format.

- **Resume:** Reflect the duties and responsibilities under each position you have held with each employer (no more than 5 pages)
- **Writing Sample:** Provide a sample of your writing as the primary author, or, alternatively a written evaluation may be performed as part of the selection process.
- **SF-50, Notification of Personnel Action:** showing the GS-14 grade level and competitive or excepted service.
- **Performance Evaluation:** Your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable.
- **DD-214:** If you are claiming Veterans Preference, provide a copy of your DD-214 or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.
- **VA Letter and SF 15:** If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your SF-15 and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later.

OTHER KEY REQUIREMENTS:

- U.S. Citizenship
- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Incumbent must annually file a Confidential Financial Disclosure statement.

WHERE TO SUBMIT: A complete application package must be sent to Lori Lau Dillard, llaudillard@gpo.gov.

Please omit/redact sensitive Personally Identifiable Information e.g. social security number.

A note from the [IG Nathan Deahl](#):

My goal is to have the best small OIG in the government! I believe in hiring smart dedicated professionals and then getting out of their way so they can do their job. I'm here to support you! So, I encourage you to apply even if it's to have a conversation. GPO is a great place to work, as noted by Forbes for two consecutive years. Our office is filled with smart, dedicated people but I'm always looking for more. I'm looking forward to hearing from you.