



Federal Bureau of Investigation Staff Operations Specialist (SOS)

Major Duties:

The SOS position is an entry level position which provides direct support to Special Agents and Intelligence Analysts, with responsibility for key components in case progression and case management. SOS personnel perform a variety of operational functions and administrative responsibilities in support of programs. They determine the value, significance and relevance of information developed, and supplement the same by locating and extracting additional information. They assess case developments, apply requirements and assist in making determinations for appropriate next steps in casework. An SOS provides essential technical support by manipulating a wide variety of databases and managing data filing; inputting and extracting data from multiple databases/sources; and preparing reports. They prepare and present oral briefings and written reports on the conclusions and recommendations drawn from data/information. The SOS position is aimed at providing the employee with the necessary knowledge, skills, and abilities to compete in the future for a Special Agent, Intelligence Analyst, or other Professional Staff positions within the FBI.

Minimum Qualifications:

- Must have a bachelor's degree from an accredited college or university or within 1 year of completing your degree. Applicants with masters or J.D. degrees are also eligible to apply .
- Applicants must have a bachelor's degree from an accredited college or university with a **GPA of 3.0 or higher**, as computed based on courses completed during the final two years of the curriculum, overall cumulative GPA, or major GPA.

To apply:

- Send a current resume to SOS_program@ic.fbi.gov
- Before submitting resumes please read and understand the [FBI's employment disqualifiers](https://www.fbi.gov/employment-disqualifiers) (<https://www.fbi.gov/employment-disqualifiers>).
- You must be a US Citizen and be able to obtain a Top Secret Security Clearance.

Career Ladder/Pay scale:

- **GS 7, Step 1:** Applicants must have a bachelor's degree from an accredited college or university with a **GPA of 3.0 or higher**, as computed based on courses completed during the final two years of the curriculum.
- **GS 9, Step 1:** Applicants must have a Master's or equivalent graduate degree (LL.B. or J.D.) OR two (2) full academic years of progressively higher-level graduate education leading to a Master's OR equivalent degree.
- The **Undergraduate** or **Graduate** degree with a **GPA of 3.0** or higher will be substantiated by College Transcripts.

Promotional Potential: GS 12. Check the [OPM website](http://www.opm.gov/oca/12tables/index.asp) (<http://www.opm.gov/oca/12tables/index.asp>) for the latest salary data and locality pay percentages.

Placement: A telephonic interview will be conducted for the SOS position. Again this position is located in each of our 56 field offices and extensively at FBIHQ in Washington, DC. You may not be offered a duty station until you have made it through the entire hiring process, including the background investigation. Every attempt will be made to place you in one of your top preferred locations. If a vacancy does not exist at one of your preferred locations, we will attempt to place you in another office. **THE FBI WILL NOT PAY FOR RELOCATION EXPENSES FOR INITIAL ASSIGNMENTS. THE CANDIDATE WILL BE RESPONSIBLE FOR THEIR RELOCATION EXPENSES.**