

Job Opportunities for Criminal Justice & Police Studies Graduates

Department of Homeland Security

<http://www.dhs.gov/dhspublic/index.jsp>

Mission: Department of Homeland Security (DHS) will have three primary missions: Prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage from potential attacks and natural disasters.

Example 1:

Job Title: Criminal Investigator

Salary: \$34,005 per year - \$63,005 per year

Responsibilities & Duties: Special agents are charged with two missions: protection and investigations. During the course of their careers, special agents carry out assignments in both of these areas and may be assigned to multiple duty stations throughout the U.S. and abroad.

Location: Nationwide

Example 2:

Job Title: Contract Specialist

Salary: \$62,886-\$97,213

Responsibilities & Duties: Solicits, evaluates, negotiates, administers, awards, analyzes, advises on, and/or terminates contracts for the procurement of supplies and services to the Federal government. Performs work related to the contract pre-award, i.e., the work necessary to secure a contract to acquire goods and services. Performs contracting work using formal advertising procedures. Uses a variety of contract types to procure items and/or services. Utilizes contract methods and types with nonstandard terms and conditions. Performs contracting work through use of negotiation techniques. Procures items and services through the negotiation process. Analyzes sources for the products or services to be procured. Performs work related to the contract post-award process, i.e., the work accomplished after contract award. Performs contract administration work such as monitoring of contract performance and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities. Monitors outstanding contracts to ensure satisfactory progress, to assure compliance with terms and conditions of the contract, and to identify problems that threaten contractor performance. Negotiates contract modifications and the

terms and costs of contract changes. Performs work related to the termination of contracts for either convenience of the government or default of the contractor. Negotiates the termination settlement with the contractor including equitable adjustments, change proposals, costs, profit, and other related matters. The incumbent of this position is dedicated to support and enhance the Agency's program implementation of the National Disaster Medical System (NDMS) and its components. Following a Presidential-declared disaster, the incumbent is required to work schedules (evenings, nights, and weekends) and work hours could be extended at critical times. This position may require travel on short notice to disaster areas with only minimal comforts.

Location: Washington, DC

U.S. Border Patrol

http://www.cbp.gov/xp/cgov/border_security/border_patrol/

Mission: The priority mission of the Border Patrol is preventing terrorists and terrorists' weapons, including weapons of mass destruction, from entering the United States. Border Patrol Agents patrol nearly 7,000 miles of international land border with Canada and Mexico and nearly 2,000 miles of coastal border. Undaunted by scorching desert heat or freezing northern winters, they work tirelessly as vigilant protectors of our Nation's borders.

Example:

Job Title: PARALEGAL SPECIALIST

Salary: 37,390.00 - 58,811.00 USD per year

Responsibilities & Duties: You will be responsible for legal support work arising from seizures, penalties, and liquidated damages assessed under laws and regulations enforced by the Bureau of Customs and Border Protection.

Major duties include: reviewing and finalizing claims for liquidated damages and penalty cases; preparing a synopsis of the case including alternatives and recommended solutions; receiving visitors and phone calls; and holding conferences with various members of the importing public to provide information on the status of cases or required procedures.

Location: Swanton, VT

U.S. Secret Service

<http://www.ustreas.gov/usss/index.shtml>

Mission: The United States Secret Service is mandated by statute and executive order to carry out two significant missions: protection and criminal investigations. The Secret Service protects the President and Vice President, their families, heads of state, and other designated individuals; investigates threats against these persons; protects the White House, Vice President's Residence, Foreign Missions, and other buildings within Washington, D.C.; and plans and implements security designs for designated National Special

Security Events. The Secret Service also investigates violations of laws relating to counterfeiting of obligations and securities of the United States; financial crimes that include, but are not limited to, access device fraud, financial institution fraud, identity theft, computer fraud; and computer-based attacks on our nation's financial, banking, and telecommunications infrastructure.

Example

Job Title: UNIFORMED DIVISION OFFICER

Salary: \$43,691 per year - \$78,677 per year

Responsibilities & Duties: Uniformed Division officers provide protection for the United States President, Vice President, President-elect, Vice President-elect, their immediate families, former Presidents, their spouses and minor children until age 16, visiting foreign heads of states/governments, their accompanying spouses, major Presidential and Vice Presidential candidates, their spouses, and others designated by law. In addition, Uniformed Division officers provide protection for The White House Complex, The Vice President's Residence, The Main Treasury Building and Annex, and foreign diplomatic missions and embassies in the Washington, D.C. area. Uniformed Division officers also travel in support of the Presidential, Vice Presidential, and foreign heads of state/government missions. Uniformed Division officers are also responsible for the enforcement of mandated protective responsibilities as described under Title 3, United States Code, Section 202.

Location: Washington, D.C. Metropolitan Area

Bureau of Alcohol, Tobacco, Firearms & Explosives

<http://www.atf.treas.gov/>

Mission: The profession of Special Agent is exciting and rewarding. Special agents must be tough -- both physically and mentally. They must also be able to handle rigorous training, personal risks, irregular hours and extensive travel. Special agents enforce federal firearms, arson, explosives, alcohol and tobacco laws and work with the state and local authorities to identify and apprehend our nation's most violent criminals.

Inspectors are the backbone of ATF's regulatory mission. They examine firearms dealers' records; explosives businesses and alcohol beverage producers; verify inventories; and work to ensure product integrity. Inspectors travel frequently to conduct on-site visits. Working with special agents, inspectors investigate illegal firearms trafficking and alcohol and tobacco diversion violations.

Salary Range: \$40,000-120,000

Example:

Job Title: INTELLIGENCE RESEARCH SPECIALIST

Salary: \$41,772.00 TO \$65,704.00

Responsibilities & Duties: Prepares intelligence analyses to develop analytical reports and to present briefings on activities of criminal targets. Provides intelligence information by extracting, compiling, and analyzing factual information in response to requests from special agents and other organizations. Participates in the review of intelligence issues as it relates to trends, changes in procedures and the development of improved procedures for the collection, storage, and retrieval of intelligence information. Develops and maintains computerized intelligence databases to general statistical and relational reports for programs and projects. Performs liaison and coordination functions with counterparts in other intelligence organizations.

Location: Tampa, FL

F.B.I.

<http://www.fbi.gov/>

Mission: The mission of the FBI is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners. The organization with these responsibilities has not always been called the FBI.

Example 1

Job Title: Writer-Editor

Salary: 35,452.00 - 97,213.00 USD per year

Responsibilities & Duties: Perform regulated editing for the Director's Daily briefings to the President of the United States. Edits articles submitted by subject matter experts for use in the Director's daily Report. Prepares article revisions, and grammatical constructions, as well as other criteria governing form and substance. Initiates and maintains liaison with authors and other interested parties to clarify text, obtain supported documentation, verify information, or exchange additional data or ideas. After editing articles, determines the appropriate individual to review submitted items. Gathers, develops, and checks the accuracy of information by research and by interviews with subject-matter specialists, program officials, and policymakers.

Location: Washington DC Metro Area, DC

Example 2:

Job Title: SPECIAL AGENT

Salary: 49,347.00 - 67,220.00 USD per year

Responsibilities & Duties: As a newly appointed Special Agent, you will be assigned to one of the FBI's field offices based on the current staffing and/or critical specialty needs. New Agents are permitted to make known their preference for assignment and consideration is given to your desires; however, assignment will be based upon the staffing needs of the FBI. An Agent can generally expect to remain in his/her first office of assignment for a minimum of three years. A veteran Special Agent who will help you apply the lessons learned at the FBI Academy will guide your first months.

Location: many vacancies throughout the nation, US

Bureau of Immigration and Customs Enforcement

<http://www.ice.gov/graphics/>

Mission: The largest investigative arm of the United States Department of Homeland Security (DHS) is responsible for identifying and shutting down vulnerabilities in the nation's border, economic, transportation and infrastructure security.

ICE, which employs more than 20,000 people, is tasked with the enforcement of immigration and customs laws within the United States, the protection of specified federal buildings, and air and marine enforcement. ICE is headed by an assistant secretary who reports to the undersecretary of homeland security for border and transportation security.

Example

Job Title: **APPEALS ADJUDICATION OFFICER**

Salary: 62,886.00 - 114,882.00 USD per year

Responsibilities & Duties: You will write individual, detailed decisions on appeals submitted to the Administrative Appeals Office (AAO) by parties that have applied or petitioned for benefits under federal immigration and nationality laws and been denied by a field office. You will conduct a thorough review and analysis of the record of proceeding (ROP) to insure full and adequate documentation of all pertinent facts. You will conduct a detailed analysis of pertinent facts in the context of applicable law, regulations and appropriate precedent. You will use a variety of quantitative and qualitative analytical techniques, including searching Internet databases and research pertinent statutes, regulations, federal court decisions, and other sources. You will write the final administrative adjudication decisions that involve complicated and disputed facts and complex legal issues. Your decision is the final administrative adjudication within U. S. Citizenship and Immigration Services (CIS), Department of Homeland Security (DHS) and the Executive Branch. You will recommend cases for formal publication. You will provide your supervisor with insights about trends and policy issues that warrant attention and analysis. You will provide training to appeals adjudication officers on topics of interest, as required.

Location: Washington, D.C.

U.S. Marshals Service

<http://www.usdoj.gov/marshals/>

Mission: The Marshals Service is the nation's oldest and most versatile federal law enforcement agency. Since 1789, federal marshals have served the nation through a variety of vital law enforcement activities. Ninety-four U.S. marshals, appointed by the president or the U.S. attorney general, direct the activities of 94 district offices and personnel stationed at more than 350 locations throughout the 50 states, Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands. A U.S. marshal heads each district, and the District of Columbia Superior Court. The Marshals Service's headquarters are located in the Washington, D.C. area.

The Marshals Service occupies a uniquely central position in the federal justice system. It is involved in virtually every federal law enforcement initiative. Approximately 4,800 deputy marshals and career employees perform the following nationwide, day-to-day missions: court security, transporting and processing prisoners, conducting body searches of prisoners and persons under arrest, producing prisoners in court and maintaining custody of prisoners throughout court proceedings, protecting sequestered juries, providing protection for court facilities and personnel, executing civil and criminal processes, and enforcing court orders and Attorney General orders involving civil disturbances, acts of terrorism, etc.

Example

Job Title: ADMINISTRATIVE SUPPORT ASSISTANT

Salary: 30,833.00 - 44,542.00 USD per year

Responsibilities & Duties: Performs a variety of administrative and clerical support duties involving civil and criminal case processing. Initiates all necessary documentation to complete the enforcement of the actions. Serves as the focal point of prisoner movement services. Receives criminal writs, court orders, detainees, Judgment and Commitment orders, and requests for prisoner movement. Coordinates with the Bureau of Prisons, Probation Offices, Parole Commissions, and U.S. Marshals Service offices nationwide to designate and transport prisoners in local, state, and federal institutions. Arranges for the production of prisoners (using the automated daily prisoner production calendar) in Federal Courts at a specific date and time and coordinates out-of-district movements with the Justice Prisoner and Alien Transportation System. Complies and prepares monthly statistical reports for criminal case records. Maintains the prisoner automated data program and maintains data for jails, medical bills, and hospital guards. Utilizes office automation equipment and various software packages to accomplish work. Performs other duties as assigned.

Location: East St. Louis, IL

Attorney or Judge (requires additional law degree)

Job Title: Immigration Judge

Salary: \$109,720 - \$149,200

Responsibilities & Duties: The Immigration Judge presides in formal, quasi-judicial hearings. Proceedings before Immigration Judges include but are not limited to deportation, exclusion, removal, rescission, and bond. The Immigration Judge makes decisions, which are final unless formally appealed, in connection with these proceedings, exercises certain discretionary powers as provided by law, and is required to exercise independent judgment in reaching final decisions. Immigration Judges may be required to conduct hearings in penal institutions and other remote locations. Immigration Judges may be required to travel frequently, usually by air, including on weekends.

Location: Falls Church, Virginia

College professor (requires advanced degree)

Job Description: Teaching and research

Salary Range: \$55-85,000

Example: ECU Department of Criminal Justice and Police Studies

Job Title: Assistant professor

Salary: \$58,000

Responsibilities & Duties: Teaching, research and service

Location: Richmond, KY

State and local law enforcement officers

Mission: Law enforcement and public service

Job Title: Police Officer

Salary: \$30,731 to \$39,951 per year

Responsibilities & Duties: Tour of Duty: Rotating tour of duty based on the needs of the Service. Will also rotate between North Little Rock and Little Rock campuses.

The incumbent enforces federal and appropriate state criminal codes and Veterans Administration regulations originating in federal statutes in the physical protection of patients, members, visitors and employees; the protection of property of the United States government and personal property on medical center grounds; the protection of the civil rights of all individuals

while on federally owned property; and in the preservation of the peaceful environment requisite to the operation of medical treatment programs. Incumbent applies attained proficiency in crowd control, bomb threat and search organization procedures and police skills and knowledge in gathering and preserving evidence, questioning witnesses and principals and preparing reports of preliminary investigation. Incumbent employs basic police security skills in the operation of electronic security devices and in the vigorous patrol of medical center buildings and grounds. Incumbent observes, stops and questions suspicious persons authoritatively and tactfully to determine the nature of their business and to provide appropriate direction or control. Incumbent issues traffic citations and federal violation notices for petty federal offenses and those state statutes adopted under 18 U.S.C. 13.

Location: Little Rock, AR

Transportation Security Administration

Mission: The Transportation Security Administration (TSA) was created in response to the terrorist attacks of September 11, 2001 as part of the Aviation and Transportation Security Act signed into law by President George W. Bush on November 19, 2001. TSA was originally in the Department of Transportation but was moved to the Department of Homeland Security in March 2003.

TSA's mission is to protect the nation's transportation systems by ensuring the freedom of movement for people and commerce. In February 2002, TSA assumed responsibility for security at the nation's airports and by the end of the year had deployed a federal work force to meet challenging Congressional deadlines for screening all passengers and baggage.

Job Title: Transportation Security Screener

Salary: \$23,600-35,400 annually

Responsibilities & Duties: You will perform a variety of duties related to providing security and protection of air travelers, airports and aircraft. You will be responsible for identifying dangerous objects in baggage, cargo and/or on passengers; and preventing those objects from being transported onto aircraft. You are required to perform various tasks such as: wand searches, pat down searches, operation of x-ray machines, lifting of baggage (up to 70 pounds), and screening and ticket review using electronic and imaging equipment. As a Transportation Security Screener, you may perform passenger screening, baggage screening or both. You are expected to perform these duties in a courteous and professional manner.

Location: Arlington, VA

Park Ranger

Mission: Park Rangers supervise, manage and perform work in the conservation and use of resources in national parks and other federally

managed areas. Park Rangers carry out various tasks associated with forest or structural fire control; protection of property; gathering and dissemination of natural, historical, or scientific information; development of interpretive material for the natural, historical, or cultural features of an era; demonstration of folk art and crafts; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue; and management of historical, cultural, and natural resources, such as wildlife, forests, lakeshores, seashores, historic buildings, battlefields, archaeological properties, and recreation areas. They also operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, providing information to visitors, and leading guided tours. Differences in the exact nature of duties depend on the grade of position, the site's size and specific needs.

Job Title: Park Ranger - Law Enforcement

Salary: 16.29 - 18.54 USD Hourly

Responsibilities & Duties: Persons selected perform road, traffic, boundary and/or hunting patrol; investigate motor vehicle accidents, and issue citations such as traffic and parking tickets or warnings to violators, and assist in preliminary investigation of felonies, etc. Selected persons also respond to emergency calls and take actions necessary to preserve the peace, resolve problems, protect visitors and resources, and apprehend violators. They may also conduct or participate in various search-and-rescue operations, which may involve such activities as climbing and hiking, and render emergency first aid or other appropriate assistance as necessary, and assist in wild land and structural fire emergencies.

Location: Mesa Verde National Park

School Resource Officers

<http://www.nasro.org/home.asp>

Mission:

- A. For the advancement of education and charity and any other related or corresponding purposes by the use and distribution of its funds for such purposes.
- B. To provide a means to disseminate, share, advise and coordinate information on the value of qualified law enforcement officers to teach elementary, middle, junior high and high school students on the principles of good citizenship and community responsibilities.
- C. To work to reduce school violence by enforcing violations of the law occurring on school property, by informing students of the dangers of substance abuse, by introducing programs that will promote and enhance acceptable social behavior, and by serving as positive role models.

Note: Most job examples were found at: <http://jobsearch.usajobs.opm.gov/>