



U.S. Secret Service

# Administrative, Professional and Technical

## Dedicated. Mission Driven. Committed to Excellence.

If these words describe you, we invite you to take a closer look at the job opportunities being offered at the United States Secret Service. We are looking for talented, diverse individuals from all segments of the American society to serve within the ranks of our administrative, professional and technical (APT) occupations. Our agency's APT employees play a critical role in ensuring the overall success of our protective and investigative missions.



## Career Path

**Administrative positions** involve the application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management and the application of analytical research, writing and judgment.

**Professional positions** involve work requiring knowledge in a field of science or learning that is characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in a specialized field. Individuals must be able to exercise discretion in applying a scholarly body of knowledge to various subject matters.

**Technical positions** are associated with the direct support of law enforcement, professional or administrative personnel. Assignments are generally non-routine in nature and involve extensive practical knowledge, which is either gained through on-the-job experience, specialized training or by a college education. Additionally, the Secret Service has the authority to employ and compensate consultants and experts in accordance with 5 U.S.C. 3109.

## Positions Include...

- Investigative Analyst (Criminal Research)
- Financial Management Specialist
- Fingerprint Specialist
- Human Resources Specialist
- Management and Program Analyst
- Personnel Security Specialist
- Public Affairs Specialist
- Training Development Specialist
- Writer/Editor
- Accountant
- Attorney-Advisor
- Civil Engineer
- Chemist
- Contract Specialist
- Document Analyst
- Materials Engineer
- Operations Research Analyst
- Research Psychologist
- Social Worker
- Cyber Intelligence Analyst
- Information Technology Specialist
- Photographer (Forensics)
- Security Specialist (Access Control)

*For further information about career opportunities with the U.S. Secret Service, please call the U.S. Secret Service Employment Line at 1-888-813-USSS (8777) or TTY: 202-406-5370*

**[www.secretservice.gov](http://www.secretservice.gov)**

The U.S. Secret Service is an Equal Opportunity Employer.



## Benefits

In addition to federal employee benefits, administrative, professional and technical position benefits also include:

- Competitive starting salary
- Low-cost life insurance
- Individual or family membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment (prior federal civilian or military service is credited, as authorized)
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid holidays
- Comprehensive retirement benefits (retirement credit is granted for prior federal military or government service, as authorized)
- Eligibility for participation in Flexible Spending Account Program (a tax-favored program offered to employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars)
- May be eligible to participate in the following programs: Child Care Subsidy Benefit; Telework; Student Loan Repayment; Tuition Assistance
- Paid Parental Leave



## Basic Eligibility

To be considered for administrative, professional and technical positions you must:

- Be a U.S. Citizen
- Pass a drug test (urinalysis)
- Certify you have registered with the Selective Service System if you are a male applicant born after December 31, 1959, or certify you are exempt from having to do so under Selective Service law
- Qualify for a Top Secret clearance and undergo a complete background investigation. Some positions require successful completion of a polygraph and/or medical examination.

