

# Job from the Buffalo Employment and Training Center Information

77 Goodell St., Buffalo, NY 14203  
716-856-5627 / 716-856-5670– Fax  
[www.workforcebuffalo.org](http://www.workforcebuffalo.org)

The BETC is here to help with your job searching needs. We have free services for all jobseekers.  
**Orientation Times: Monday – Thursday, 10 am or 2 pm.**

August 1, 2018



BYRON W. BROWN  
Mayor of Buffalo



BYRON C. LOCKWOOD  
Commissioner of Police

## LOOKING FOR A JOB?

**APPLY FOR YOUR NEXT JOB, RIGHT IN YOUR OWN BACKYARD  
APPLICATIONS ACCEPTED ON THE SPOT!**

Mayor Byron W. Brown, Police Commissioner Byron C. Lockwood and  
BPD Neighborhood Engagement Team invite you to an

### IN THE COMMUNITY JOB FAIR

Take your next step towards obtaining a fulfilling job

**Thursday, August 2, 2018**

**10:00 am – 1:00 pm / Corner of Genesee St. and Goodyear Ave.**

[ Alternate rain location: Juneteenth HQ, 1517 Genesee Street ]

#### JOB SEEKERS WELCOME!

- Bring your resume, or come learn how to write a resume!
- Legal information/voter rights descriptions for residents returning from incarceration
- Job resources on hand to assist you
- Come dressed professionally

**FOR MORE INFORMATION, CALL 311**

*"Job Fairs give you face-to-face contact with companies that are hiring and they are a great way for you to get to know key people looking to add to their workforce."  
- Mayor Byron W. Brown*



M&T Bank



# Job from the Buffalo Employment and Training Center Information

August 1, 2018



**NFTA-METRO**

# Open House

*Tuesday, August 28, 2018*  
3 - 7 p.m. at Frontier Station

*Do you enjoy driving and working with the public?  
The NFTA might be perfect for you!*

***Qualifications:** Must be 19 years of age with high school diploma or equivalent, a valid NYS Class B permit or license with good driving record, full passenger endorsement and air brake with no restrictions.*

***What we offer:** Paid CDL training program, job stability, a comprehensive benefit package including health, vision, dental, life insurance, paid vacation, sick leave and holidays, retirement plan, attendance bonus, uniform allowance, cell phone discount.*

Applications available online at [jobs.nfta.com](http://jobs.nfta.com)

**The NFTA is an Equal Opportunity Employer**

# Job from the Buffalo Employment and Training Center Information

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## Southtowns general labor job opportunity description:

Performs general manual labor tasks, including, but not limited to:

- Sorting, repairing, and/or disposing of pallets
- Washing trucks and trailers
- Refueling vehicles
- Unloading trailers
- Re-labeling cases or pallets
- Re-stacking cases or pallets
- Assisting with a variety of additional functions and manual labor tasks as needed.

Has knowledge of commonly-used concepts, practices, and procedures within a particular field,

12-hour shifts, generally, starting at 6:45a.m.

Possible weekends.

\$13/hour

To apply: send cover letter and resume to [Marilyn.smith@manpower.com](mailto:Marilyn.smith@manpower.com)

# Job from the Buffalo Employment and Training Center Information

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**NYS Department of Labor Hot Jobs for AUGUST 2018**

**NY1264266 Buffalo: Buffalo & Fort Erie Public Bridge Authority: Maintenance 2 FT**

**NY1264259 Williamsville Held's Janitorial Services: Janitor, PT 10 openings!**

**NY1264323 Niagara Falls: Precious Plate: Production/ Line Operator, FT 5 openings!**

## Onsite Open Interviews!

**New Era Field Orchard Park**

**Thursday August 2<sup>nd</sup> from 10am -12pm**

Location: Interviews will be held at the cleaning trailer behind Lot 6 at the bottom of the hill, adjacent to the Youth Football Lot (behind the stadium) or go to the security gate at 1 Bills Drive for location information and ask for Mark Alvord or Stefanie Udell

# Job from the Buffalo Employment and Training Center Information

August 1, 2018



The following FBI Information Technology Specialist position is posted and available for applicants on [www.FBIJobs.gov](http://www.FBIJobs.gov). This posting closes on August 3, 2018. This position is open to all US Citizens.

Information Technology Specialist (System Admin/Customer Support), GS-7/9 (External), Buffalo Field Office [To see the posting online, go to [fbijobs.gov](http://fbijobs.gov) -> Click on Search Jobs -> Enter 20320 in the Search Postings box]

ID 20320

Location BUFFALO

Who May Apply

Open to ALL U.S. Citizens

Opening Date: July, 20, 2018

Closing Date: August, 3, 2018 11:59 pm (EST)

Questions regarding this opening should be directed to HR Specialist Alexander C. Butera at (304) 625-3155 or [ACButera@fbi.gov](mailto:ACButera@fbi.gov)

## **Job Summary**

Position: Information Technology Specialist (System Admin/Customer Support), GS-7/9

Division: Buffalo

Location: Buffalo, NY

Working Hours: 8:15 A.M. – 5:00 P.M.

Salary:

GS-7 \$47,686.00 - \$61,990.00

GS-9 \$57,014.00 - \$74,120.00

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Full Performance level: GS-12

Number of Positions Available: 1

Duration: Full Time/Permanent

Additional selections may be made from this announcement to fill positions within the same division when the position includes substantially the same duties, responsibilities, and qualifications.

Cont.

### **Key Requirements**

- Must be a U.S. citizen
- Must have (or be able to obtain) a valid driver's license
- Must be able to obtain a Top Secret-SCI clearance
- Selectee will be required to complete form FD-887, Request for Access to Sensitive Compartmented Information (SCI)

- Some travel may be required
- **PHYSICAL DEMANDS:** While some of the work is sedentary, there is frequent requirement for regular and recurring lifting and carrying of heavy weight (over 50 pounds) and occasional lifting and carrying of heavier materials and objects.

Mission Statement:

The mission of the FBI is to protect the American People and uphold the Constitution of the United States.

### **Major Duties:**

- Assists senior IT Specialist in overseeing the online information systems and microcomputer operations within the Field Office.
- Provides technical support to all levels of personnel concerning the implementation and daily operations of the computer systems and individual microcomputer functions in the office.
- Serves as point of contact of user complaints concerning computer malfunctions.
- After consultation with senior IT Specialists, may repair or replace various system components when a problem is determined to be hardware related.
- Maintains and updates inventory of computer equipment and identifies their configuration and location within the office.
- Provides a portion of the user training to support utilization of software and hardware including basic operation of the terminal.
- Installs operating systems disks by following prescribed procedures and prompts; Loads approved systems programs and tests programs for proper operation.

NOTE: On large scale projects, IT Specialist usually participates as a primary team member along with other computer workers and user representatives. At the GS-7 level, he/she is typically assigned a portion of the overall project or a critical aspect of the project. At the GS-9

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level he/she is typically assigned a major portion of the overall project or a critical aspect of the project.

### **Qualifications and Evaluations**

Please make sure your specialized experience/requirement(s) can be identified in your resume. Applicants must meet the qualification requirements by the closing date of this announcement. Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement and will be compared to your responses to the online assessment questionnaire. High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from Most Competitive status.

Your application will then be placed in one of three categories: Most Competitive, Competitive, or Least Competitive. Names of candidates in the Most Competitive category will be sent to the hiring official for employment consideration. Veterans' preference will be applied.

All applicants will be rated on the following Competencies:

- Customer Service
- Technology Awareness
- Communication
- Problem Solving/Judgment
- Collaboration
- Flexibility/Adaptability
- Initiative
- Interpersonal Ability
- Organizing and Planning
- System Maintenance

### **Specialized Experience (SE):**

GS-7: Applicant must possess at least one (1) year of specialized experience equivalent to the GS5 grade level. SE is defined as follows:

- Provided routine support regarding administrative and/or technical matters related to IT programs and/or services.
- Performed routine system diagnostics and analyzed and potential problems or issues.
- Provided some limited training to users regarding basic utilization of computer equipment.

GS-9: Applicant must possess at least one (1) year of specialized experience equivalent to the GS7 grade level. SE is defined as follows:

- Provided technical support and assistance to other office employees in using software developed locally or provided to an office as part of the automation program.

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- Participated in testing and debugging various aspects of online systems and programs, providing feedback concerning possible modifications or improvements.

### **Education**

Education completed in foreign colleges or universities may be used to meet the above requirements provided you can show foreign education is comparable to that received in an accredited educational institution in the United States.

All degrees must be from an accredited college or university. Education may be substituted for specialized experience as follows:

GS-7: Applicant must have a bachelor's degree with superior academic achievement or one (1) full year of graduate level education. Superior academic achievement is the completion of all the requirements of a bachelor's degree from an accredited college or university, which is based on (1) class standing, (2) grade-point average of 3.0 or higher as recorded on an official transcript, or as based on courses completed during the final two years of the curriculum, or (3) honor society membership.

GS-9: Applicant must have a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. How to Apply

The following instructions outline our application process:

Step 1: Click the "Start" button to begin an application. You will be prompted to either Sign In to continue the application or to register with FBIJOBS if you don't already have an account.

Step 2: Follow the Step by Step process to submit an application. You will be guided through each step in the process. You are required to complete all sections of the application to successfully submit your application.

### **Required Documents**

To apply to this position, interested applicants must provide a complete application package by the closing date which includes:

1. Your resume, specifically noting relevant work experience and associated start and end dates
2. A complete assessment questionnaire
3. Other supporting documents:
  - College transcripts, if qualifying based on education or if there is a positive education requirement
  - Notification of Personnel Action, SF-50
  - Most recent Performance Appraisal; not applicable to current FBI employees
  - Veterans: DD 214; Disabled Veterans: DD 214, SF-15, and VA letter dated 1991 or later

### **How to Attach Documents**

To attach documentation as part of your application, please follow the instructions below. Step

1: Follow the steps of the application process until you reach the Attachments step.

Step 2: Click "Add Attachment".



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Step 3: Select the appropriate Attachment Type (or "Other" if one is not available).

Step 4: Populate the "Attachment Purpose" field. Click "Continue".

Step 5: Choose the device on which the attachment is located.

Step 6: Upload the desired attachment.

Step 7: To add additional attachments at this point in the application process click the "+" on the Attachments step.

To attach documentation to your Global Profile please follow the instructions below:

Step 1: Login to your FBI Jobs account, and click "My Submissions".

Step 2: Click the "Add Attachment" located under the "Cover Letters and Attachments" section.

Step 3: Follow steps 3 - 6 above.

You must complete this application process and submit any required documents by 11:59 p.m. (EST) on the closing date of this announcement. If applying online is a hardship, please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

### **What to Expect Next**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of your status throughout the process.

### **Additional Information**

- The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principle investigative arm of the DOJ. All FBI positions are in the excepted service.
- Applicants must be U.S. citizens and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal employment; as determined by a background investigation.
- Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you from consideration. Additional information will not be requested if your application is incomplete. Your application will be evaluated solely on the basis of information you have submitted.
- Management may select any grade for which this position has been announced.
- Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.
- If you are hired, you will be required to serve a two-year probationary period. Probationary employees are precluded from being considered for all job opportunities until 12-months of their 24-month probationary period has concluded. Probationary Employees may be considered for competitive vacancies that are advertised within their respective division or field office after serving 90 days within the FBI.

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- Memorandum of Understanding: Work performed outside assigned duties (that would not normally be documented on an SF-50, i. e., back-up duties), has to be documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished no credit will be given for time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding):
  - a. Percent of time worked in the particular position (cannot conflict with main duties)
  - b. The month/year work began
  - c. Frequency worked (i.e., daily, monthly, etc.)
  - d. Specific duties performed

Attach the Memorandum of Understanding to your application in the “Cover Letters and Attachments” section of My Career Tools on the Careers Home page. Please upload the attachment as type “Other.”

### **Veterans' Preference**

If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume and application. Your veterans' preference entitlement will be verified by the employing agency.

#### **Nepotism**

Nepotism is the act of favoring relatives in the hiring process, and is prohibited by law. Public officials are prohibited from hiring or promoting relatives or relatives of officials in their chain of command, as well as actively or indirectly endorse a relative's appointment or promotion.

During the hiring process, all selected candidates and FBI hiring managers will be required to certify they are not related to anyone involved in the hiring process.

#### **Reasonable Accommodation Request**

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE\\_ACCOMMODATIONS@ic.fbi.gov](mailto:REASONABLE_ACCOMMODATIONS@ic.fbi.gov), telephone at 202-324-2158, or FAX at 202-324-3976. Your request will receive an individualized assessment.

This e-mail address is only for reasonable accommodation requests. Please do not submit your application and/or any questions unrelated to reasonable accommodations. Should any applications be received, they will not be forwarded for consideration during the hiring process.

Equal Employment Opportunity

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The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise prohibited by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

### **Benefits**

The FBI offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System.

This link provides an overview of the benefits currently offered to Federal employees:

[http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)

\*\*\*\*\*Suggestions from COS Mentkowski:

Please refer to the Federal Resume Template and Federal Resume Guide to build your resume. Be sure to include your experiences related to the specific Competencies listed in the job description, utilizing the Competencies as keywords in your resume.