

Becoming an
Auditor or
Program Analyst



AUDIT DIVISION

OFFICE OF THE INSPECTOR GENERAL

U.S. Department of Justice

THE OIG PLAYS AN INTEGRAL ROLE
IN THE DEPARTMENT OF JUSTICE
AND IS RECOGNIZED WITHIN AND
OUTSIDE THE DEPARTMENT FOR
ITS OBJECTIVE OVERSIGHT.



A Message from the Inspector General

Thank you for your interest in joining the Office of the Inspector General (OIG) for the Department of Justice. The OIG seeks to promote integrity, efficiency, and effectiveness in Department operations, and improve the operation of the Department in tangible ways.

The OIG plays an integral role in the Department of Justice and is recognized within and outside the Department for its objective oversight. Our audits, inspections, investigations, and special reviews examine key Department programs and allegations of misconduct by Department employees. Importantly, OIG reviews offer not only an assessment of the program, but also recommendations for improvement.

We are seeking motivated, dedicated, and talented professionals who can help further our mission. If you are ready for a rewarding career, then we encourage you to apply for a position with the OIG.

Who We're Looking For

The Audit Division seeks motivated, committed, and competent individuals who have succeeded academically and/or accumulated relevant work experience. Many of our Auditors and Program Analysts have degrees in criminal justice, political science, public administration, social sciences, business administration, accounting, and finance.

We are looking for Auditors who have earned one or more of the following:

- *A bachelor's degree in accounting with high academic achievement;*
- *A bachelor's degree in a related field and 24 credit hours in accounting, or 18 hours in accounting and 6 hours in business law, together with high academic achievement; or*
- *A Certified Public Accountant accreditation.*

We also are looking for Program Analysts who have earned a bachelor's degree in various fields from an accredited college or university, and high academic achievement. In addition, the Audit Division recruits for Information Technology Specialists and Operations Research Analysts.

Depending on your education and experience, you may qualify for an entry-, mid-, or senior-level position. At the mid-level and above, education and work experience in quantitative analysis, research methodology, statistics, policy analysis, planning and evaluation techniques, and technical report writing are valuable qualifying attributes.

To apply for a position with the OIG, you must be a U.S. citizen. Because you may have access to classified or sensitive information, you must undergo a background investigation and drug testing.

Auditor or Program Analyst

OIG employees promote the effectiveness and efficiency of Department of Justice policies and programs by identifying fraud, waste, and abuse. Our staff conducts sophisticated program reviews, examinations of grant programs, financial or finance-related audits, and assessments of information technology security of Department of Justice components and activities.

The work conducted by the Audit Division is complex, broad-ranging, and results-based. Through their reviews, OIG Auditors and Program Analysts gain a thorough understanding of Department of Justice components such as the FBI, DEA, BOP, USMS, ATF, and USAO. Given the diversity of potential assignments, on any given day you may find yourself working on a complex fraud audit in the BOP, reviewing classified FBI documents, or auditing financial practices in the DEA.





Recent work performed by Auditors and Program Analysts in the Audit Division include:

- *Assessing the FBI's development of the Sentinel Case Management System;*
- *Examining the Terrorist Screening Center;*
- *Reviewing the DEA's controls over confidential source payments;*
- *Reviewing network computer security of Department of Justice agencies; and*
- *Examining the accountability of weapons and laptops in the FBI, ATF, DEA, BOP, and USMS.*

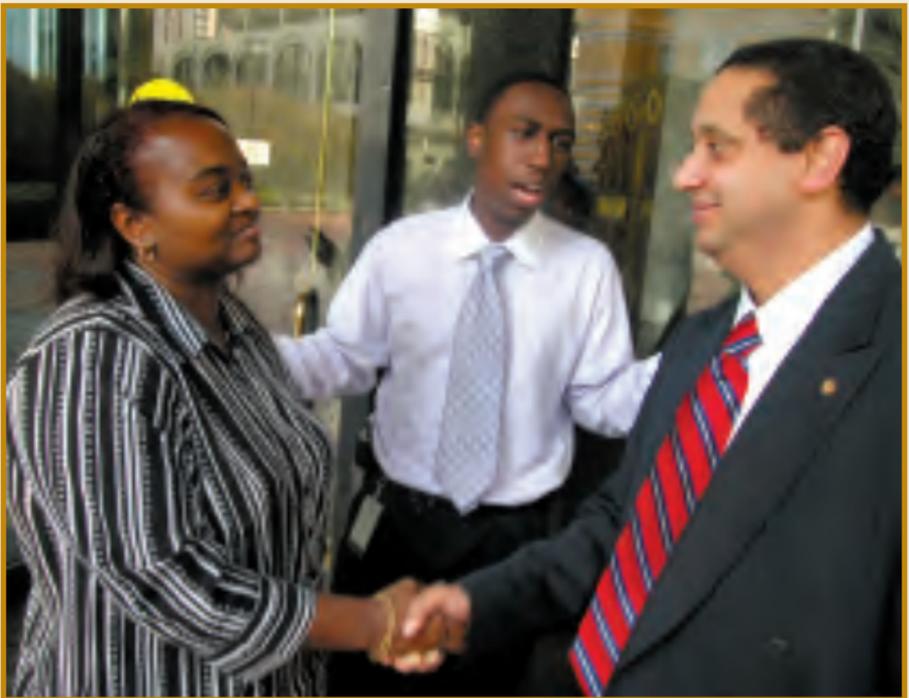
The Audit Division has field offices in seven cities throughout the country (see map below).



The Audit Division

The Audit Division's mission is to promote efficiency and effectiveness while identifying waste, fraud, and abuse by conducting sophisticated program and financial audits of Department of Justice operations. In addition to performing independent evaluations and financial reviews of programs, activities, and functions in the Department of Justice, the Division also audits state and local governments as well as other organizations receiving Department of Justice funding.

Since 2001, the Division has issued more than 100 internal audit reports on Department of Justice programs and activities. Those reports have made more than 2,200 recommendations for management improvements, have questioned program and activity costs amounting to more than \$130 million, and have identified more than \$35 million in funds that could be put to better use.





Office of the Inspector General

In 1989, the OIG was created in the Department of Justice to promote economy, efficiency, and effectiveness in the Department's programs and practices. The OIG is an independent unit in the Department of Justice, a characteristic that is crucial to our ability to objectively pursue criminal and administrative misconduct, fraud, waste, and abuse, and to promote efficiency and effectiveness throughout the Department of Justice.

As one of the premier federal inspector general offices, the Department of Justice OIG conducts audits, evaluations, reviews, and investigations of some of the federal government's highest profile and most important agencies, including the Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), Federal Bureau of Prisons (BOP), U.S. Marshals Service (USMS), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and U.S. Attorneys' Offices (USAO). Each year, our office identifies millions of dollars in wasted funds; makes recommendations to save millions of dollars more; issues audit, inspection, and special reports that contain important findings; and conducts hundreds of investigations that lead to arrests, administrative actions, and criminal prosecutions.

The **Federal Advantage**

As an OIG Auditor or Program Analyst, you are eligible for a generous benefits package that can include:

- A competitive compensation plan;
- An array of health, life, and long-term care insurance programs to choose from for yourself and your family;
- Flexible spending accounts and employer contributions to retirement savings plans;
- Career development programs;
- Generous leave allowances and paid holidays; and
- Travel reimbursement and public transportation incentives.



For More **Information**

**U.S. Department of Justice
Office of the Inspector General
Office of Human Resources
1425 New York Ave., NW
Suite 7000
Washington, DC, 20005
Phone: (202) 616-4501
Fax: (202) 305-9755
E-mail: oig.personnel@usdoj.gov
On the Web: <http://www.usdoj.gov/oig>**

The federal government is an Equal Opportunity Employer. The Department of Justice prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.