



a New Day for Federal Service

Finding and Applying for Jobs in the Federal Government

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

How to Find and Apply

- Searching for Federal jobs
- Creating your account and profile
- Managing your account
- Reviewing job opportunity announcements
- Submitting applications
- Following-up on application status

Where to Look: USAJOBS.gov

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

[SIGN IN OR CREATE AN ACCOUNT](#)



Keyword:

Keywords, Job Title, Control #, Agency, Skills



Location:

City, State, ZIP Code, or Country

U.S. Citizens

Federal Employees

Search

[Advanced Search >](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

The Health Insurance Marketplace



If you're a Federal employee enrolled in the FEHB Program, you can stay with that coverage. But if you're not a Federal employee and are uninsured, the Health Insurance Marketplace can help!

[read more](#)



[view all spotlights](#)

Advanced Search

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#) [SIGN IN OR CREATE AN ACCOUNT](#)

USAJOBS
"WORKING FOR AMERICA"

[We've enhanced Advanced Search! Learn More](#)
[Use Original Advanced Search Page](#) (available until 02/09/2014)
[Contact Us](#) to let us know what you think of the changes

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: All Expanded All Collapsed

Keywords ?

Search for:

But none of these words:

Salary or Pay Grade ?

Occupational Series or Job Category ?

Location ?

Department and Agency ?

Type of Work or Work Schedule

Posting Options ?

Who May Apply ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#)?

Advanced Search (Cont'd)

▼ Keywords ?

Search for:

But none of these words:

▼ Salary or Pay Grade ?

Search by:

Salary ?

From: To:

Pay Grade (GS) ?

From: To:

Show Only Senior Executive Service Postings ?

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

▼ Occupational Series or Job Category ?

Show Me:

All Occupational Series

Only Occupational Series with Open Jobs

Search for Occupation(s):

Series	Occupation	Category
<input checked="" type="checkbox"/> 0510	Accounting	Accounting Budget And Finance
<input type="checkbox"/> 0500	All Accounting Budget And Finance	Accounting Budget And Finance
<input type="checkbox"/> 0525	Accounting Technician	Accounting Budget And Finance
<input type="checkbox"/> 1510	Actuarial Science	Mathematics And Statistic

You Have Selected: [Remove](#)

Advanced Search (Cont'd)

Location ?

Show Available Jobs In:

[Hide Additional Location Search Options](#)

Location Criteria:

All Locations
 Locations with open jobs only

1.) Show locations for this region:

Africa
All Foreign Countries
Antarctica
Asia
Australia and Pacific Islands
Caribbean and Central America

2.) State/Territory/Region

Connecticut
Delaware
 Florida
Georgia
Guam
Hawaii

3.) Then Locale(s)

Anacostia
Bolling AFB
Chevy Chase
District of Columbia
Fort McNair
Naval Observatory

You Added: [Remove](#)

You may make up to 10 selections

Department and Agency ?

Show Available Jobs In:

[Hide Show Additional Department and Agency Search Options](#)

All Agencies
 Agencies with Open Jobs Only

1.) Choose Department

2.) Then refine your agency choice

Advanced Search (Cont'd)

▼ Type of Work or Work Schedule

Type of Work: ?

- All
- Permanent
- Temporary
- Term
- Detail
- Presidential Management Fellows
- Recent Graduates
- Internships
- Telework
- Seasonal
- Summer
- Multiple Appointment Types
- Intermittent

Work Schedule: ?

- All
- Full-Time
- Part-Time
- Shift Work
- Intermittent
- Job Sharing
- Multiple Schedules

▼ Posting Options ?

Exclude postings for jobs open longer than 30 days? ?

Yes

No

Show Jobs Posted:

▼ Who May Apply ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?

No - I do not fall into one of these categories and only want to see jobs open to the **general public**.

Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

Search Results



Keyword: Location:

Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country

[Advanced Search >](#)

You are currently searching on:

Grade: 11 - 14 [Remove](#)

Occupational Series: Accounting [Remove](#)

1 to 14 of 14 results

Sort By:

Refine Your Results By:

Who May Apply:

U.S. Citizens

Federal Employees [?](#)

- Keyword [?](#)
- Location [?](#)
- Department and Agency [?](#)
- Work Type [?](#)
- Posting Date [?](#)
- Exclude These [?](#)

Systems Accountant

[Save Job](#) | [More Like This](#)

Vacancy Information: This position is located in Deputy Director Strategy and Support, Info & Technology Dir Office, Corporate Systems, Reporting Systems, HQARS in Indianapolis. This position is being announced using the USA Staffing Application Manager system. Please click the How to Apply tab for

Salary:	\$58,246.00 - \$75,720.00 / Per Year	Department:	Department of Defense
Series & Grade:	GS-0510-11/11	Agency:	Defense Finance and Accounting Service
Location(s):	Indianapolis, Indiana	Position Info:	Full Time - Permanent
Open Period:	1/29/2014 to 2/11/2014	Who May Apply:	United States Citizens
Announcement Number:	D-DFAS-1039787-14		

You can also: [?](#)

Analyst in Financial Accounting

[Save Job](#) | [More Like This](#)

The Congressional Research Service (CRS) Government and Finance Division is seeking an Analyst in Financial Accounting to focus on the analysis of U.S. financial institutions. The person selected for this position will support the U.S. Congress by conducting public policy analysis in the areas of ba

Salary:	\$89,924.00 - \$138,136.00 / Per Year	Department:	Legislative Branch
Series & Grade:	GS-0510-13/14	Agency:	Library of Congress
Location(s):	Washington DC, District of Columbia	Position Info:	Open - Permanent
Open Period:	1/30/2014 to 3/17/2014	Who May Apply:	U.S. citizens
Announcement Number:	140033		

Job Opportunity Announcement

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)



[Search Jobs](#)

[Advanced Search](#)

[< Back to Results](#)

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

Bureau Of Prisons / Federal Prison System

Job Title: Systems Accountant

Department: Department Of Justice

Agency: Justice, Bureau of Prisons/Federal Prison System

Job Announcement Number: CO-2013-0216

SALARY RANGE: \$62,467.00 to \$97,333.00 / Per Year

OPEN PERIOD: Wednesday, June 19, 2013 to Thursday, July 11, 2013

SERIES & GRADE: GS-0510-11/12

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 5 vacancies - Central Office, Washington DC Metro Area, DC, US

Submitting Your Application

[Dock](#)

Go to section of this Job:

[Apply Online](#)

[Print Preview](#)

[Save Job](#)

[Share Job](#)

Agency Information:
JUSTICE, BUREAU OF PRISONS
Consolidated Staffing Unit
346 Marine Forces Drive
Grand Prairie, TX
75051
US
Fax: 000-000-0000

Questions about this job:
CSU
Phone: 972-352-4200
Fax: 000-000-0000
Email: GRA-
HRM/ConsolidatedStaffingUnit@bop.gov

Job Announcement Number:
CO-2013-0216

Control Number: 345930300

Remember:

- Follow the “How to Apply” instructions carefully, as they may differ across agencies

Creating Your Account



Create New Account

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government.
It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

* Required information

* Primary Email

* Confirm Primary Email

What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through. 

HTML Text



Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

* Username

Username must be between 8 and 20 alphanumeric characters, must contain at

Creating Your Account

Special Hiring Options

Special Hiring Options

Select from among the special hiring authorities listed below for which you are eligible.
(Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed. For information on each of the special hiring options below, please review the definitions on our [Special Hiring Options](#) page.

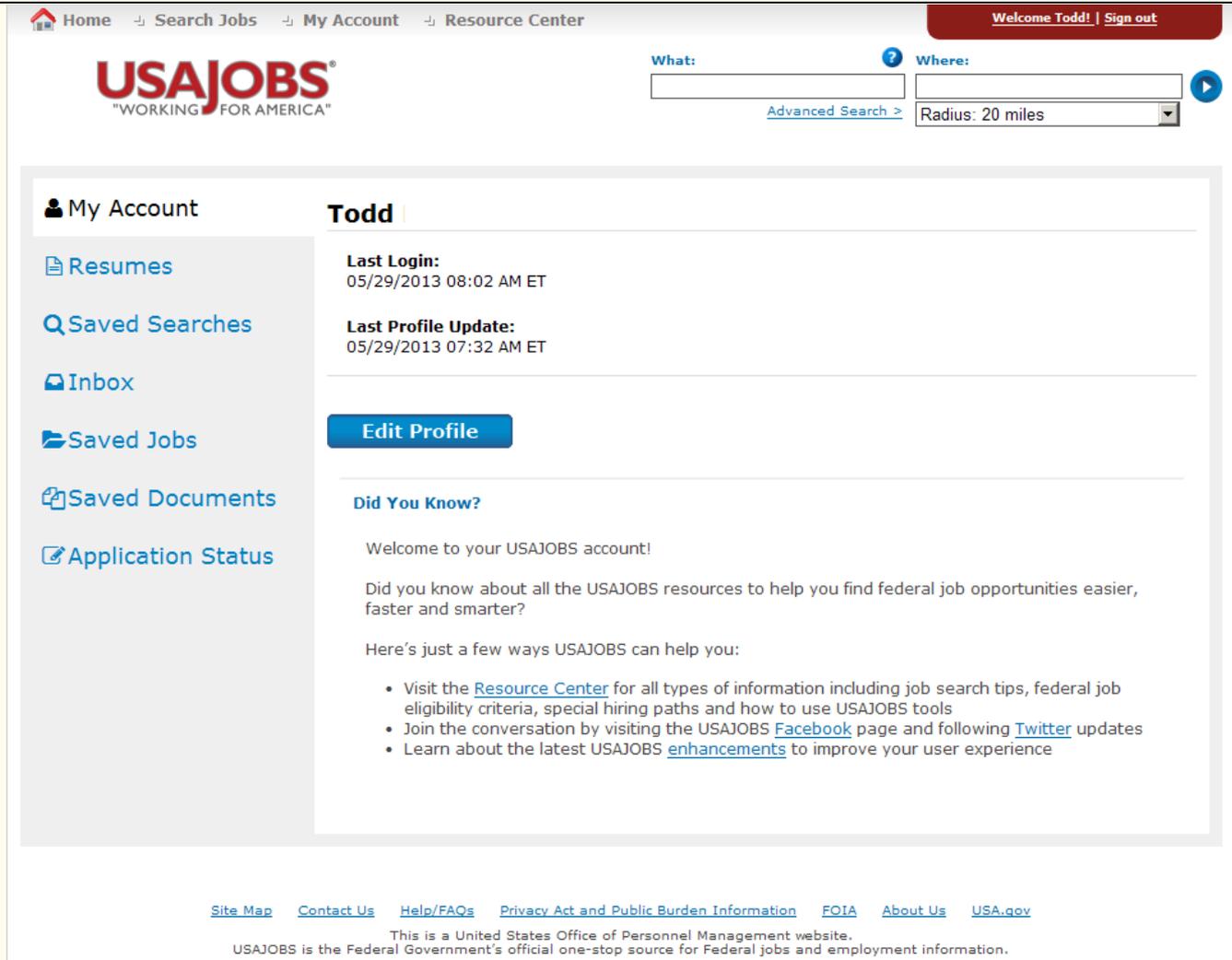
- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

 Previous

Save

Next 

Managing Your Account



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red banner on the right says "Welcome Todd! | Sign out". Below the navigation is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo are search filters: "What:" and "Where:" input fields, an "Advanced Search >" link, and a "Radius: 20 miles" dropdown menu.

The main content area is titled "My Account" and "Todd". On the left is a sidebar menu with links: Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area displays the user's account information:

- Last Login:** 05/29/2013 08:02 AM ET
- Last Profile Update:** 05/29/2013 07:32 AM ET

Below this information is a blue "Edit Profile" button. Further down is a section titled "Did You Know?" with the following text:

Welcome to your USAJOBS account!

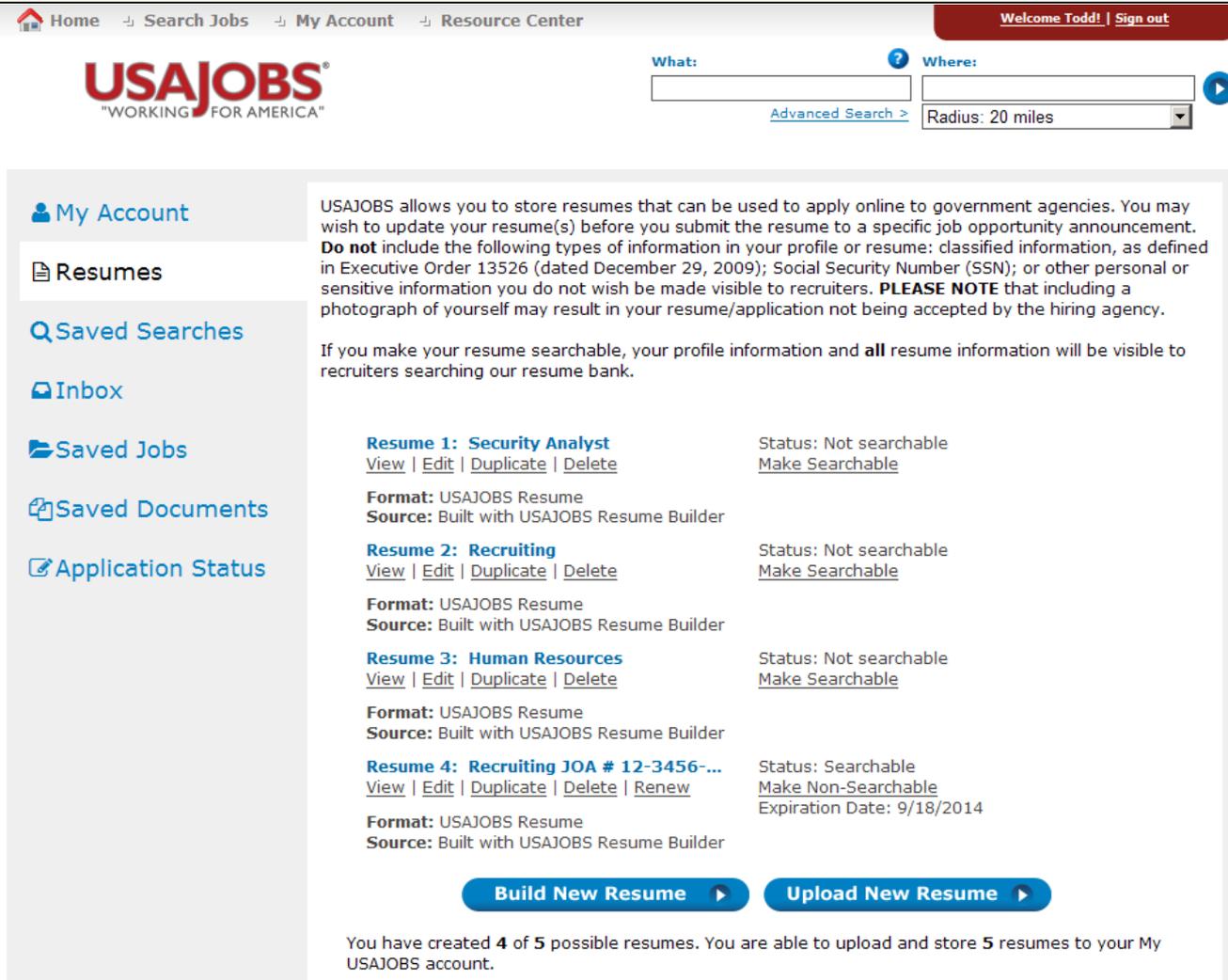
Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?

Here's just a few ways USAJOBS can help you:

- Visit the [Resource Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
- Learn about the latest USAJOBS [enhancements](#) to improve your user experience

At the bottom of the page, there is a footer with links: Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. Below these links is a disclaimer: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

Managing Your Account



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A user is logged in as 'Todd', with a 'Sign out' option. The USAJOBS logo is prominently displayed, along with search filters for 'What:' and 'Where:' (set to 'Radius: 20 miles').

The main content area is titled 'My Account' and includes a sidebar with navigation options: Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The 'Resumes' section is active, displaying a list of four resumes with their respective details and actions.

Resume Title	Status	Actions
Resume 1: Security Analyst View Edit Duplicate Delete Format: USAJOBS Resume Source: Built with USAJOBS Resume Builder	Not searchable	Make Searchable
Resume 2: Recruiting View Edit Duplicate Delete Format: USAJOBS Resume Source: Built with USAJOBS Resume Builder	Not searchable	Make Searchable
Resume 3: Human Resources View Edit Duplicate Delete Format: USAJOBS Resume Source: Built with USAJOBS Resume Builder	Not searchable	Make Searchable
Resume 4: Recruiting JOA # 12-3456-... View Edit Duplicate Delete Renew Format: USAJOBS Resume Source: Built with USAJOBS Resume Builder	Searchable Make Non-Searchable Expiration Date: 9/18/2014	

At the bottom of the resume list, there are two buttons: 'Build New Resume' and 'Upload New Resume'. Below this, a summary states: 'You have created 4 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.'

Creating Your Resume

Home Search Jobs My Account Resource Center

Welcome Todd! Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

Resume Builder

* Resume Name

1. **Experience** 2. Education 3. Other 4. References 5. Preview and Finish [Preview your resume](#)
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Work Experience ?

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

* Employer Name

Employer Address 1

Employer Address 2

* Country

Postal Code

* City/Town

* State/Territory/Province

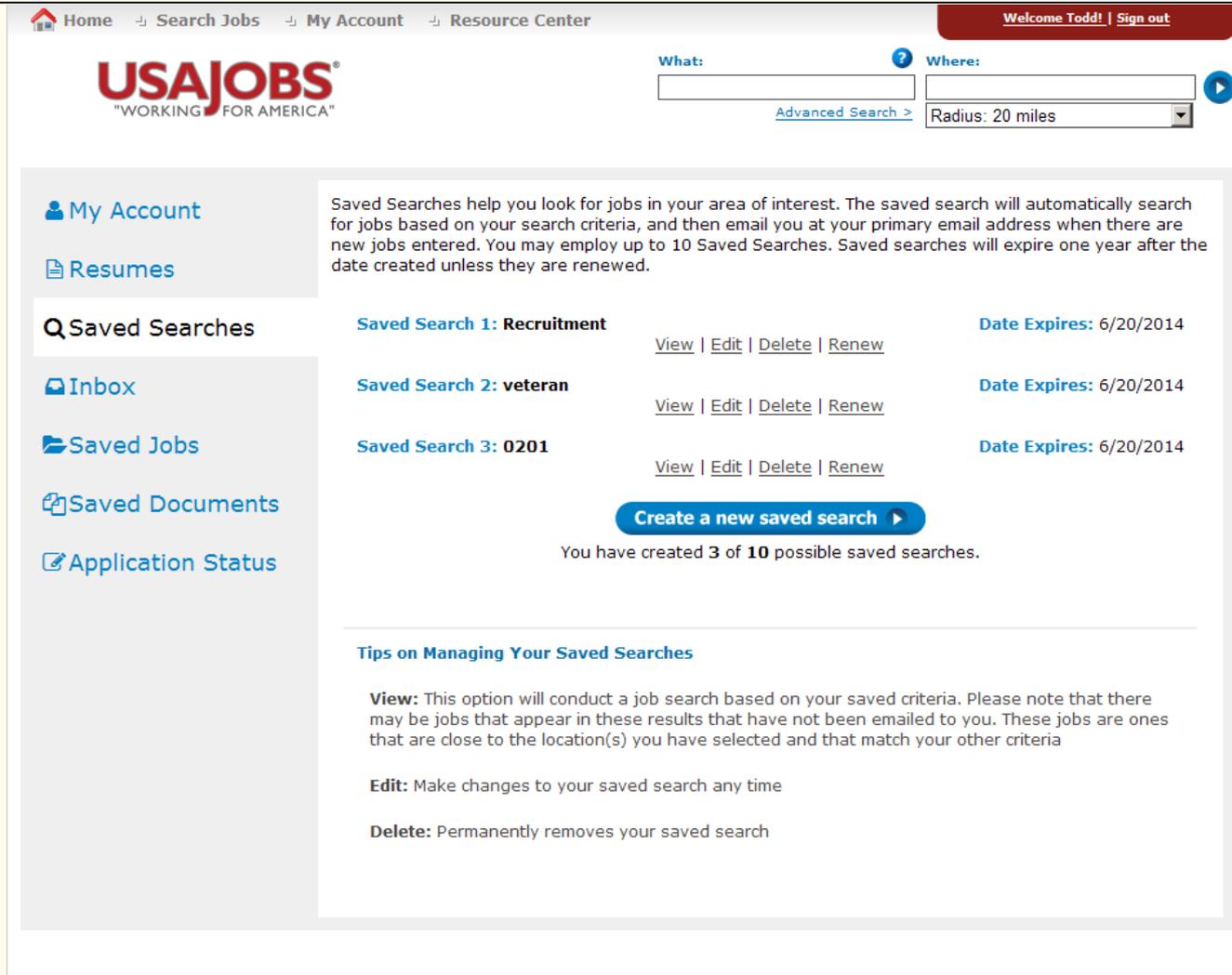
* Formal Job Title

* Start Date

* End Date

Salary

Managing Your Account



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A user is logged in as 'Todd', with a 'Sign out' option. The main header features the USAJOBS logo and search filters for 'What:' and 'Where:' with a 'Radius: 20 miles' dropdown. A left sidebar contains navigation links for My Account, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area is titled 'Saved Searches' and lists three saved searches: 'Recruitment', 'veteran', and '0201'. Each search has options to View, Edit, Delete, or Renew, and a 'Date Expires' of 6/20/2014. A button to 'Create a new saved search' is present, along with a note that 3 of 10 possible saved searches have been created. Below this is a section titled 'Tips on Managing Your Saved Searches' with definitions for View, Edit, and Delete actions.

Home Search Jobs My Account Resource Center

Welcome Todd! Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Where: Radius: 20 miles

Advanced Search >

My Account

Resumes

Q Saved Searches

My Account

Inbox

Saved Jobs

Saved Documents

Application Status

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Saved Search 1: Recruitment	View Edit Delete Renew	Date Expires: 6/20/2014
Saved Search 2: veteran	View Edit Delete Renew	Date Expires: 6/20/2014
Saved Search 3: 0201	View Edit Delete Renew	Date Expires: 6/20/2014

Create a new saved search

You have created 3 of 10 possible saved searches.

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria

Edit: Make changes to your saved search any time

Delete: Permanently removes your saved search

Managing Your Account

Home Search Jobs My Account Resource Center
Welcome Todd! Sign out



What: Where:

Radius: 20 miles

- [My Account](#)
- [Resumes](#)
- [Saved Searches](#)
- [Inbox](#)
- [Saved Jobs](#)**
- [Saved Documents](#)
- [Application Status](#)

Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your [Application Status page](#). Click on column heading to sort by that column.

You have saved 2 of 25 possible jobs.

Search:

Showing 1 to 2 of 2 entries Show 10 entries

Date Saved	Job Title	Organization	Closing Date	
06/20/2013	HUMAN RESOURCES SPECIALIST	Department of State - Agency Wide Washington DC, District of Columbia	06/24/2013	View
	Delete			Share job with a friend
06/20/2013	Supervisory Human Resources Specialist	U.S. Agency for International Development Washington DC, District of Columbia	06/24/2013	View
	Delete			Share job with a friend

Showing 1 to 2 of 2 entries

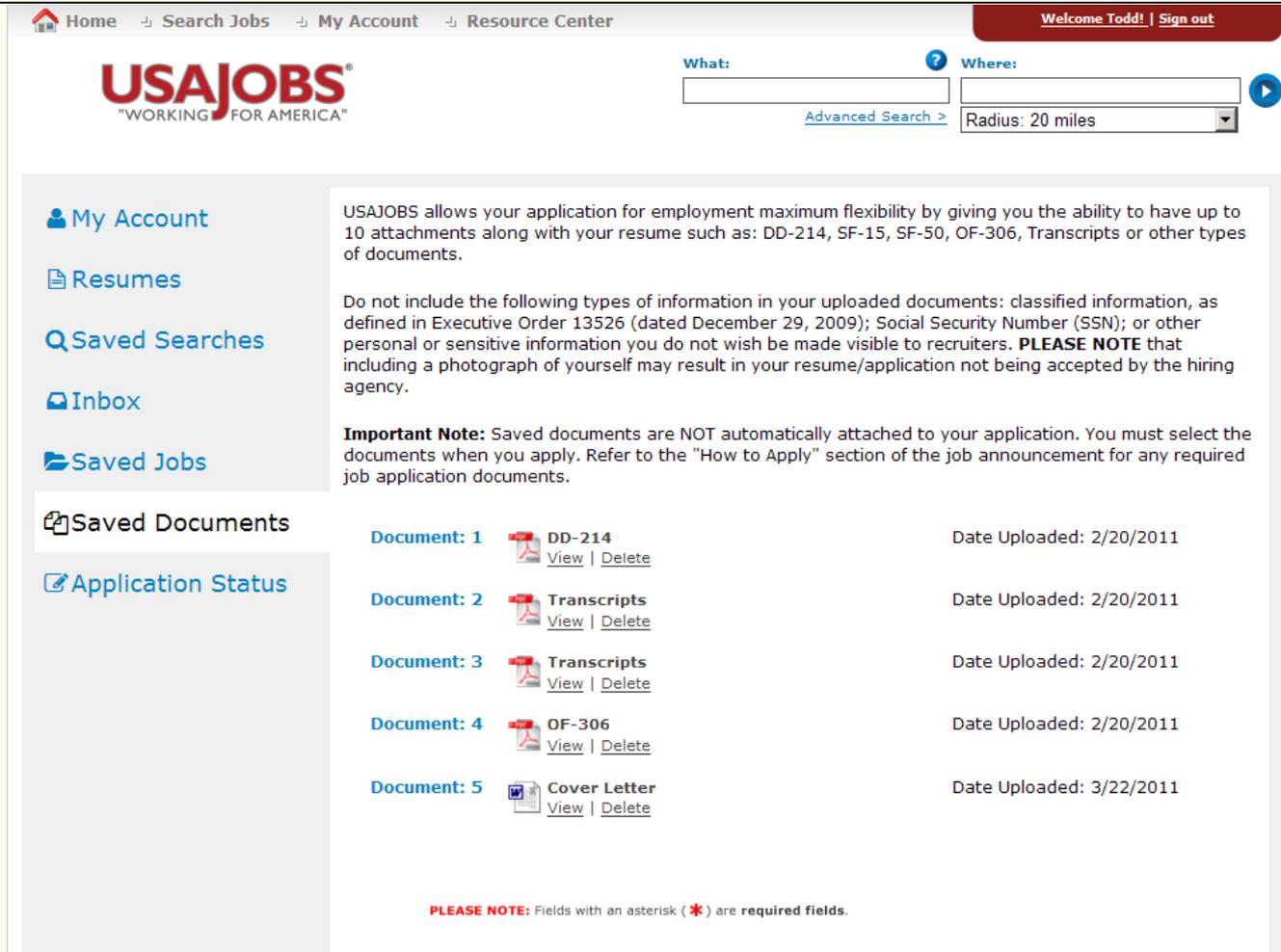
Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the item that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

When jobs I have saved are scheduled to close in three days.

Managing Your Account



Home Search Jobs My Account Resource Center

Welcome Todd! | Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Where: [Advanced Search >](#) Radius: 20 miles

- My Account
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document: 1	 DD-214 View Delete	Date Uploaded: 2/20/2011
Document: 2	 Transcripts View Delete	Date Uploaded: 2/20/2011
Document: 3	 Transcripts View Delete	Date Uploaded: 2/20/2011
Document: 4	 OF-306 View Delete	Date Uploaded: 2/20/2011
Document: 5	 Cover Letter View Delete	Date Uploaded: 3/22/2011

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Managing Your Account

Home Search Jobs My Account Resource Center

Welcome Todd! | Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Where: [Advanced Search >](#) Radius: 20 miles

- My Account
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document: 1	DD-214 View Delete	Date Uploaded: 2/20/2011
Document: 2	Transcripts View Delete	Date Uploaded: 2/20/2011
Document: 3	Transcripts View Delete	Date Uploaded: 2/20/2011
Document: 4	OF-306 View Delete	Date Uploaded: 2/20/2011
Document: 5	Cover Letter View Delete	Date Uploaded: 3/22/2011

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Managing Your Account

Home Search Jobs My Account Resource Center Welcome Todd! | Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Where: Radius: 20 miles [Advanced Search >](#)

- My Account
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

IMPORTANT! If you did not apply to the job announcement with your USAJOBS resume through the apply online button, we cannot track your application. It is not possible to track applications in your USAJOBS account when they have been submitted through an agency's application website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Each record will be deleted 12 months after the Last Application Date.

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

- When jobs I have applied to have closed.
- When the status of an application I've submitted changes.

To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.

[View Hidden Applications](#)

Search:

Showing 1 to 10 of 17 entries [Next](#) Show 10 entries

	Details	Organization	Job State	Close Date	Last Apply	Last Update	Status
Hide	Management and Program Analyst Job Number: DLADispSvcs-13-885252-MP Pay Plan: GS-0343-09/09 Location: US-North Carolina-Fort Bragg	Department of Defense, Defense Logistics Agency	Closed	05/09/2013	05/08/2013	05/08/2013	Application Status Not Available
Hide	Support Services Specialist Job Number: 13-08070004-1226G-UW Pay Plan: GS-0342-6/7 Location: US-Mississippi-Meadville	Department Of Agriculture, Forest Service	Cancelled	05/01/2013	04/25/2013	04/25/2013	Application Status Not Available
Hide	HR Specialist (Information Systems)	Department Of The	Closed	02/27/2013	02/25/2013	02/25/2013	Application

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

What to Expect Next

1. Notification your application has been received by agency
2. Agency will review eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency will rank candidates based on qualifications
5. Agency may conduct interviews
6. Agency will select the best candidate for the job
7. Applicants will be notified of selection or non-selection by agency

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

A Note About Security Clearances

- Most individuals selected for Federal positions will be required to undergo a basic background investigation
- Jobs that require access to sensitive information require a security clearance which is more extensive than a background investigation

USAJOBS Resource Center

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

USAJOBS
"WORKING FOR AMERICA"

RESOURCE CENTER

Navigation

[Home](#)

Security And Privacy

[Privacy Policy](#)

[Terms and Conditions of Use](#)

Main Page

USAJOBS Resource Center

Seek Advice on the following topics

- [About Federal Jobs](#)
- [Are you eligible?](#)
- [Employment Types](#)
- [Forms](#)
- [Glossary](#)
- [Pay and Benefits](#)

- [Federal Occupations](#)
- [SpotlightsAll](#)
- [Federal Careers Flyer](#)
- [USAJOBS Fact Sheet](#)
- [More about USAJOBS](#)
- [Protecting Yourself Online](#)
- [Tips - **New items added*](#)
- [Tutorials](#)
- [What's New at USAJOBS](#)

USAJOBS FAQ

Chances are your questions are answered in our list of Frequently Asked Questions.

Top Questions

- Simply click [Top Ten FAQ](#) to find our list of most frequently asked questions, or search for answers by a particular topic below.

Categories (Select one of the options below).

- [Account Access](#)
- [Getting Started](#)
- [General Information](#)

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

Tips for Applying

- Focus Your Search - find jobs that best match your interests for which you are likely to be qualified
- Plan ahead – take time to carefully prepare your application
- Follow-up on the status of your application

Questions

