

# Asylum Officer


DEPARTMENT OF HOMELAND SECURITY

Citizenship and Immigration Services

Refugee, Asylum and International Operations, Asylum Division, San Francisco Asylum Office

## Apply

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## Summary

This position is located in Refugee, Asylum and International Operations, Asylum Division, San Francisco Asylum Office.

As an **Asylum Officer (Training)**, you will identify, design, coordinate, and deliver training services to meet the training requirements of U.S. Citizenship and Immigration Services (USCIS) local offices.

[Learn more about this agency](#)

## Overview

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Accepting applications

### Open & closing dates

 02/20/2024 to 02/29/2024

### Salary

\$128,717 - \$167,336 per year

### Pay scale & grade

GS 13

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### Location

1 vacancy in the following location:

 **San Francisco, CA**

### Remote job

No

### Telework eligible

Yes—as determined by the agency policy.

### Travel Required

Occasional travel - You may be expected to travel for this position.

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent -

**Work schedule**

Full-time -

**Service**

Competitive

**Promotion potential**

None

**Job family (Series)**

[0930 Hearings And Appeals](#)

**Supervisory status**

No

**Security clearance**

[Secret](#)

**Drug test**

Yes

**Position sensitivity and risk**

[Critical-Sensitive \(CS\)/High Risk](#)

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)

[National security](#)

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**Announcement number**

12305748-ZSF-IMP-24

**Control number**

776500600

## This job is open to

[? Help](#)

**[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**[Internal to an agency](#)**

Current federal employees of this agency.

**Clarification from the agency**

Current USCIS employees with competitive status and CTAP eligibles.

## Videos

USCIS is hiring!



## Duties

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- Provide guidance as the subject matter expert on asylum policy, procedures and law, on the duties and responsibilities of asylum officers including country condition information and analysis, and on USCIS and US government immigration procedures.
- Develop and provide local trainings to the officer and supervisory officer staff on asylum policy, procedures, and law, on the duties and responsibilities of asylum officers.
- Conduct local asylum officer training for certification to adjudicate requests for asylum, NACARA 203, reasonable fear, and credible fear.
- Support the national asylum officer training certification, the Asylum Division Officer Training Program (ADOTP), by reviewing and providing input on course material, reviewing and grading coursework, and administering graded practical exercises.
- Provide ongoing coaching, monitoring, and mentoring to local asylum officers that require additional support including officers who are not meeting asylum officer performance standards.

## Requirements

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### Conditions of Employment

#### Conditions of Employment:

- You must be a U.S. Citizen or U.S. National to apply for this position
- Successfully pass a Background Investigation including financial disclosure
- You must pass a drug screening
- You must submit resume and supporting documentation
- Males born after 12/31/1959 must be registered with the Selective Service
- Political appointees may require OPM approval before on-boarding

This position **IS** in the bargaining unit.

This position **IS NOT** considered "essential" for purposes of reporting to work when the facility might otherwise be closed.

**Residency Requirement:** There is a residency requirement for all applicants not currently employed by U.S. Citizenship and Immigration Services. This residency requirement states that candidates must have, for three of the last five years immediately prior to applying for this position; (1) resided in the United States; OR (2) worked for the United States Government as an employee overseas in a Federal or Military capacity, OR (3) been a dependent of a U.S. Federal or Military employee serving overseas.

**Probationary Period:** You may be required to serve a probationary period of 1 year.

## Qualifications

**The qualifications for this position must be met by 11:59 PM (Eastern Time) on 02/29/2024.**

**Current Federal employees must have served 52 weeks at the lower grade or equivalent grade band in the Federal service. The Time-in-Grade requirement must be met by 11:59 PM (Eastern Time) on 02/29/2024.**

**GS-13:** You qualify at the GS-13 level if you possess one (1) year of specialized experience, which is equivalent to at least the GS-12 level in the federal government, that equipped you with the skills needed to successfully perform the duties of the position. You must have experience performing the following duties:

- Providing subject matter expertise in a wide variety of immigration law, regulations, policies, and procedures to varied audiences, particularly as it relates to immigration benefit adjudications;
- Researching and developing training curriculum and materials;
- Evaluating and recommending changes to training programs and strategies;
- Conducting courses, workshops, and seminars covering subject material that includes areas of Immigration and Nationality law, policies, and procedures.

**Please read the following important information to ensure you submit everything we need to consider your application:**

It is your responsibility to ensure that you submit your responses and appropriate documentation prior to 02/29/2024. Your resume will be used to determine your qualifications for the position advertised in this announcement. Therefore, your resume must highlight your most relevant, significant experience related to the requirements found in the qualification section of this announcement, as well as any applicable education. **USCIS will only review the first 5 pages of your resume to determine your initial eligibility/qualifications for a position. As such, please be sure to include content to support your eligibility/qualifications for this position within the first 5 pages. Please note that your full resume will be made available to the hiring manager if you are referred.** Be clear and specific when describing your work history since Human Resources cannot make assumptions regarding your experience. Your application will be rated and ranked based on your responses to the online questions.

**Please ensure EACH work history includes ALL of the following information:**

- Job Title (include series and grade if Federal Job)
- Duties (be specific in describing your duties)
- Employer's name and address
- Supervisor name and phone number
- Start and end dates including month, day and year (e.g. June 18 2007 to April 05 2008)
- Start and end dates for each grade/pay level if you've held a federal position.
- Full-time or part-time status (include hours worked per week)
- Salary

**Determining length of General or Specialized Experience is dependent on the above information and failure to provide the above information may result in a finding of ineligible.**

**Note:** Overstating your qualifications and/or experience in your application materials or application questionnaire may result in your removal from consideration.

**Federal Experience:** If you are using current or prior federal experience as a basis for qualifying for this position, the grade levels and length of employment (mm/dd/year) at each grade level must be listed in your work history. This information will be further validated if selected for this position.

**National Service Experience (i.e., volunteer experience):** Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build criteria competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer service. Please provide the dates and amount of time/hours worked earning this experience.

## Education

**EDUCATIONAL SUBSTITUTION:** There is no educational substitution at this grade level.

## Additional information

[Read more](#)

### Benefits

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated for this position based upon information reflected in your resume. Your resume must support your responses to the job specific assessment questionnaire, level of education claimed, experience, and/or training. To remain in consideration for this position, please ensure your resume covers this requirement and that your resume has been successfully submitted as part of your on-line application package.

Creation of this package includes completing the on-line assessment(s), uploading your resume, and uploading any required supporting documents. (See the "How To Apply" section of this announcement.)

**NOTE:** Your resume and supporting documentation will be verified. If you rated yourself higher than what is supported by your application material, you may be excluded from consideration for this job. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

If you are found best qualified, you may be referred to the hiring manager for consideration and may be called for an interview.

**The assessment for this job will measure the following competencies:**

- Education and Training
- Teaching Others

- Technical Competence

**Agency Career Transition Assistance Program (CTAP) Eligible:** If you have never worked for the federal government, you are not CTAP eligible. View information about [CTAP eligibility](#) on OPM's Career Transition Resources website. To be considered well qualified under CTAP, you must be placed in the Well-Qualified category for this position, as described above. In addition, you must submit the supporting documents listed under the required documents section of this job announcement.

**Note:** Applicants who are referred to the hiring office for selection consideration may be required to complete a writing sample and/or other writing exercise as part of the interview/selection process. If the hiring office decides to request a writing sample and/or other writing exercise as part of its selection process, a designated contractor or Agency representative will contact you to: (1) inform you of this requirement; and (2) provide further instructions.

## Benefits

## Required Documents

## How to Apply

## Fair and Transparent

# Required Documents



**Resume:** You must submit a [resume](#) that clearly demonstrates you have experience that meets the requirements of this position as outlined in the "Qualifications" section. USCIS' Human Resources Office will only review the first 5 pages of your resume to determine your eligibility/qualifications.

To ensure that you include all necessary information within the first 5 pages of your resume, you are highly encouraged to save and submit your resume as a PDF instead of submitting it through Resume Builder or a word-processing program such as Word or Google Docs.

Your responses to the job questionnaire <https://apply.usastaffing.gov/ViewQuestionnaire/12305748>, which are submitted through the on-line application process in USAJOBS, DO NOT need to be attached as an additional document to your application.

**Are you a veteran?** You must provide acceptable documentation of your preference or appointment eligibility. The member 4 copy of your DD214, "Certificate of Release or Discharge from Active Duty," is preferable. If claiming 10 point preference, you will need to submit a [Standard Form \(SF-15\)](#), "Application for 10-point Veterans' Preference." If applying based on eligibility under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces that you will be discharged or released from active duty within 120 days from the date on the certification. This must indicate your dates of service, your rank, and confirm that you will be separated under honorable conditions. View more [veterans' information](#).

**Are you a current or former Federal employee?** Submit a copy of your official SF-50\* (no text version) or other official "Notification of Personnel Action" document that shows the following information:

- your appointment in the competitive service
- tenure
- grade and step

- full performance level

If your SF-50(s)\* does not provide the information needed to make a final determination for qualification, you will be found ineligible for the position. SF-50B print screens from NFC are not official documents and are not acceptable. This includes USCIS employees as well. All current DHS employees can print their own SF-50's\* by accessing the [DHS eOPF](#) website. If you have forgotten your user name or password, eOPF offers a self-service feature to assist you.

If you are a current CIS employee and need access information to eOPF, contact [USCIS.EOPF@uscis.dhs.gov](mailto:USCIS.EOPF@uscis.dhs.gov). For all other agencies please see your servicing Human Resources Office. If your SF-50\* is not yet available in eOPF please provide an email from HR or a letter including the information requested above and HR will tentatively accept that as documentation.

**You may be asked to provide a copy of your recent performance appraisal and or incentive awards.** If you are a Federal employee and have received a current performance rating, it is strongly encouraged that a copy accompanies your application submission.

**Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)?** Submit:

- a copy of your agency notice,
- a copy of your most recent performance rating, and
- a copy of your most recent SF-50\*, Notification of Personnel Action, noting your current position, grade level, and duty location.

**Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee?**

Submit a copy of your applicable SF-50\*, along with a statement that provides the following information regarding your most recent appointment:

- Position title
- Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee)
- Agency
- Beginning and ending dates of appointment

**\* A General Adjustment, Detail, Any Award (Cash, Time Off, Performance, etc.) or Realignment SF-50 may NOT have the information needed.**

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

[? Help](#)

[Read more](#)

## Agency contact information

 HROC Staffing Help Desk

### Phone

[952-697-8380](tel:952-697-8380)

### Email

[HROCStaffingHelpDesk@uscis.dhs.gov](mailto:HROCStaffingHelpDesk@uscis.dhs.gov)

[Learn more about this agency.](#)

## Next steps

[Read more](#)

## Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)


[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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**Job family (Series)**

[0930 Hearings And Appeals](#)

**Supervisory status**

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**Security clearance**

[Secret](#)

**Drug test**

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**Position sensitivity and risk**

[Critical-Sensitive \(CS\)/High Risk](#)

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)

[National security](#)

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