

Job Openings for VISTAs with Non-Competitive Eligibility ONLY with EEOC – deadline August 28, 2010.

Please Note: *This is an invitation to submit a resume only if you have existing Non-Competitive Eligibility (NCE), and is not a guarantee of employment. For more information on Non-Competitive Eligibility Status for VISTAs, please visit http://vistacampus.org/file.php/37/LifeAfterVISTA/Non-Competitive_Eligibility_Frequently_Asked_Questions.pdf*

The U.S. Equal Employment Opportunity Commission (EEOC) announces an open call for résumés from the VISTA community with noncompetitive eligibility (NCE). This is not a guarantee of employment.

EEOC's Chicago District Office is advertising Investigator positions for openings in Chicago. Individuals bilingual in Spanish, Polish, or American Sign Language are encouraged to apply.

As an EEOC Investigator you will investigate cases for the lead civil rights agency responsible for enforcing federal laws prohibiting employment discrimination based on race, color, sex, religion, national origin, age, and disability. The EEOC is composed of a highly motivated and diverse team dedicated to the agency's mission - to eradicate employment discrimination.

You will serve as an Investigator in the EEOC District Office. The work involves handling inquiries and charges/complaints of employment discrimination under the Federal statutes enforced by the EEOC. As an Investigator, you will play a pivotal role in carrying out the mission of the EEOC. The work involves planning and conducting investigations of charges/complaints of employment discrimination. As a trainee, you will work with more experienced investigators and receive classroom and on-the-job training. Typical work assignments include:

- Interviewing members of the public who contact EEOC because they believe they have been discriminated against in the workplace. Providing assistance to them in understanding the laws EEOC enforces and their rights in filing a charge of discrimination. Helping them file a charge and maintaining contact with them during the course of processing their charge.
- Investigating simple cases to determine if employment discrimination has occurred. These would involve cases with limited issues and which fall under well-established legal precedents;
 - Requesting documentary evidence such as applications and payroll documents;
 - Interviewing witnesses and creating a record of their statements;
 - Participating in on-site investigations of employers' facilities, including reviewing their records and interviewing individuals;
 - Participating in settlement negotiations;
 - Responding to routine correspondence and inquiries; and
 - Effectively managing a case load

Competencies:

1. Ability to gather, evaluate and analyze information.
2. Ability to interpret and apply Federal statutes which regulate employment in the public and private sectors.
3. Ability to manage work assignments.
4. Ability to communicate in writing.

Positions will be filled at the GS-7 grade level with promotion opportunities to the GS-12 grade level. The following yearly salaries reflect GS-7, Step 1 levels for 2010: Chicago - \$42,508.

Send your résumé, a short cover letter and college transcript (s) to Debra.Wilson-Sumbry@eeoc.gov with the subject line of "VISTA Volunteer Employment Consideration." Résumés must be received **by midnight on Saturday, August 28, 2010**. You must include the following text, as appropriate, in your cover letter:

I closed my VISTA service on mm/dd/yyyy. Since that date was less than one year ago, I have noncompetitive eligibility.

-OR-

I closed my VISTA service on mm/dd/yyyy. However, I am/was enrolled in a full-time graduate program at [university name] from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

-OR-

I closed my VISTA service on mm/dd/yyyy. However, I am/was a member of the U.S. military from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

-OR-

I am/was a VISTA civil service employee. I entered on duty on mm/dd/yyyy, and separated from the VISTA on mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.