



Department: Department Of The Interior

Agency: Office of the Secretary of the Interior

Job Announcement Number:
OST-CM-07-MM134445

Overview

Fiduciary Trust Officer GS-1101-13/14

Salary Range: 75,414.00 - 115,848.00 USD per year

Open Period: Tuesday, March 13, 2007 to Tuesday, April 03, 2007

Series & Grade: GS-1101-13/14

Position Information: Full Time Career/Career Conditional

Promotion Potential: 14

Duty Locations: 1 vacancy - Bismarck, ND

Who May Be Considered:

U.S. Citizens and Status Candidates

Job Summary:

Love your country? We, at the Department of Interior (DOI), do too! The DOI is devoted to protecting and preserving the resources of this great nation, including National Parks and Landmarks, natural resources, and the well-being of communities, including those of Native American, Alaska Natives and affiliated Islanders. We are seeking individuals who share a passion for our country's most valuable resources.

The Office of the Special Trustee for American Indians (OST) is searching for a diplomatic and receptive Fiduciary Trust Officer to serve as the liaison between the Department of the Interior and Indian beneficiaries.

If you possess the tact, discretion, and motivation to mediate, this position is for you!

This is an exciting, high-level position that requires a comprehensive knowledge of personal fiduciary trust principles including litigation

and familiarity with surface and sub-surface trust assets; skill in maintaining effective relationships, gaining cooperation, and communicating technical ideas and concerns to non-technical audiences; and an ability to lead and manage a work group in meeting expectations with efficiency.

This position requires a comprehensive knowledge of personal fiduciary trust principles including litigation and familiarity with surface and sub-surface trust assets; along with skill in maintaining effective relationships, gaining cooperation and communicating technical ideas and concerns to non-technical audiences and an ability to lead and manage a work group in meeting expectations with efficiency.

If selected for this position, you will be working for the U.S. Department of the Interior, Office of the Special Trustee for American Indians, Deputy Special Trustee--Field Operations, Regional Fiduciary Trust Administrator – Region 3, Fiduciary Trust Office - Standing Rock **located in Fort Yates, North Dakota.**

This is a career, career-conditional appointment open to all U.S. citizens. Relocation expenses WILL be paid, and Indian preference does NOT apply to the filling of this position.

Key Requirements:

- US Citizenship

Major Duties:

The major duties of the Fiduciary Trust Officer include (but are not limited to):

1. Heavy workload in terms of Indian trust fund receipts, significant activity involving surface and sub surface trust assets (grazing, pasture, coal, oil and gas, sand and gravel, water rights, etc.), extensive involvement with title, appraisal, lease, probate, etc., and is responsible for maintaining custody and safekeeping of Indian trust assets for current, as well as future, beneficial owners.
2. Provide assistance to protect and preserve Indian trust assets from loss, damage, unlawful alienation, waste, and improper depletion.
3. In conjunction and through collaboration with other senior resource

managers who have been delegated authority to manage or administer Indian trust assets (generally Bureau of Indian Affairs Agency Superintendents and Deputy Agency Superintendents for Trust Services, but also MMS, OHA, and BLM administrators) plays a key role.

4. OST's primary representative and resident expert, responsible for ensuring that the management of Indian trust assets promotes the interests of beneficial owners, and, consistent with the Secretary's fiduciary trust responsibility, supports the beneficial owners' intended use of the assets.
5. Oversees the continual review and assessment of Indian fiduciary trust asset management programs, and ensures the appropriate use of information systems and records systems are in accordance with terms of leases or other agreements.
6. Participates with resource managers to ensure that Indian fiduciary trust assets are protected and prudently managed.
7. Works to improve trust asset management by working directly with BIA counterparts to identify solutions to systemic problems.
8. Ensures timely communication of solutions to troublesome or difficult Indian trust asset issues.
9. Utilizes an excellent working knowledge of surface and sub-surface trust assets (e.g. grazing, pasture, farm and business leases, coal, oil and gas, sand and gravel, uranium, water rights).
10. The understanding of this diverse range of trust assets is fundamental to the Fiduciary Trust Officer's role in order for him/her to ensure that the Department's fiduciary obligations are met while also affirming that the utilization of the assets supports the beneficial owner's intended usage.
11. Works directly with the BIA Agency Superintendent/Deputy Agency Superintendent for Trust Services to resolve a variety of Indian trust related issues, ensuring that the best interests and desires of the beneficiary are carefully considered.
12. Reviews high-risk transactions, providing technical assistance and lending his/her expertise in ensuring that the Department's fiduciary obligations are met.
13. Participates in the performance of independent risk assessments at each Agency location to identify high risk trust transactions.
14. Provides continuous review and assessment of asset management plans to ensure that fiduciary trust responsibilities to Indian beneficiaries are being met.
15. Maintains familiarity with trust asset and account status information to ensure that established plans are carried out on a day-to-day basis in the manner agreed to.
16. Responds to beneficial owners regarding the management and administration of their Indian fiduciary trust assets and acts as liaison between the owners and DOI agencies as questions arise relating to specialized trust functions or services.

17. Works to establish rapport with beneficiaries by emphasizing face-to-face meetings and making every effort to ensure timely responses to questions and concerns.
18. Coordinates with BIA managers to ensure that Indian trust asset funds are received and distributed to Indian beneficiaries on a timely basis in accordance with established policies and procedures.
19. Uses an understanding of sound fiduciary fundamentals to facilitate the resolution of any problems—working directly with the principles.
20. Coordinates with BIA managers to ensure that appropriate documents are provided to beneficiaries and estate administrators, including information requested/required for tax reporting.
21. Provides guidance and direction to account staff responsible for processing collections and disbursements, and managing trust funds.
22. Assesses and analyzes workforce to enable timely execution and optimal performance of fiduciary trust responsibilities.
23. Ensures that the accounts are managed in accordance with established trust policies and procedures.
24. Ensures that fiduciary trust transactions are properly documented in accordance with regulations, statute, and established procedures; and that funds are requested only for the purposes for which the account was established and only to the extent that balances are available.
25. Provides financial training and pertinent information to Indian trust beneficiaries, including minors that are nearing the “age of majority”.
26. Possesses an understanding of the workings and legal framework of “supervised accounts”—ranging from minors, to the mentally challenged, to adults in need of assistance.
27. Works with guardians to establish trust management and disbursement plans to optimize the use of trust assets in the best interests of beneficiaries.
28. Provides technical assistance to local resource and account staff (trust funds, title, appraisal, lease, probate, etc.) on actions directly relating to or affecting assets held in trust, beneficiary trust service operations, and other trust matters.
29. Responsible for overseeing the retention, control, and preservation of trust related files and records in accordance with laws, regulations, and established procedures.

Qualifications and Evaluation

Qualifications:

GS-13:

You must have at least one full year of demonstrated experience performing duties for personal trusts in at least four of the following Personal Trust Fund Management

areas: Trust fund creation, Management, Investment, Collection, Disbursement, and/or Fund termination. To qualify, your experience must be equivalent to at least the GS-12 level.

GS-14:

You must have at least one full year of demonstrated experience in a lead or supervisory role performing duties for personal trusts in at least four of the following Personal Trust Fund Management areas: Trust fund creation, Management, Investment, Collection, Disbursement, and/or Fund termination. To qualify, your experience must be equivalent to at least the GS-13 level.

REQUIREMENTS

You must meet all qualification requirements outlined within this vacancy announcement by the closing date. In addition, Merit Promotion candidates must meet Time-in-Grade requirements by the closing date.

If you are using current or previous federal employment experience to qualify you must provide documentation that demonstrates you have a fully successful performance appraisal or higher on your most recent appraisal before you may be brought on board.

CONDITIONS OF EMPLOYMENT

A preliminary background check must be completed before a new employee can begin work with the U.S. Department of the Interior. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a **tentative** offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security Office.

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional information regarding this requirement and the form, please visit http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other.html

How You Will Be Evaluated:

EVALUATIONS

A review of your application package will be made following the closing date of this vacancy announcement to determine whether you meet the minimum qualifications for this position. Qualified candidates will be assigned a score between 70 and 100

depending on their possession of the knowledge, skills, and abilities required for the vacancy. In most instances, only the three highest scoring candidates will be referred for further consideration; however, additional candidates may be referred under merit promotion procedures.

All qualified candidates who are eligible for a special appointing authority, such as VRA, 30% Disabled Veterans' Appointment, Schedule A, etc., will be referred regardless of their score.

VETERANS' PREFERENCE: Certain veterans may be eligible to receive preference for this position or to apply under a non-competitive appointing authority. To read more about veterans' preference or special appointing authorities for veterans, please click on the link at the bottom of this announcement (located below the control number).

CTAP/ICTAP PREFERENCE: If you are a displaced Federal employee who is eligible for the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP), you may apply for special selection over other candidates for this position. *Please see the Frequently Asked Questions section for more information.*

Benefits and Other Information

Benefits:

The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations.

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

Other Information:

FREQUENTLY ASKED QUESTIONS

Why does the online questionnaire ask me how I would like to be considered? What does this mean?

There are a number of ways you may be appointed to a Federal position. Typically, candidates who are entering Federal service for the first time from the private sector will need to apply through the **competitive examining** process, in which you are rated and ranked against all other applicants for the vacancy. Certain veterans may be eligible for preference under this authority.

There are currently two special appointing authorities for veterans: the **30% disabled veterans' special appointment** and the **veterans' recruitment**

appointment (VRA). If you are applying under these authorities, you do not undergo the rating and ranking process and are automatically referred providing you meet the minimum qualifications for the job. **ELIGIBILITY**

REQUIREMENTS: The disabled veterans' special appointment is open only for those veterans with a 30% disability or greater. A VRA appointment is available for veterans who meet any one of the following criteria: disabled veterans at any percentage, veterans who have served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized, veterans who have received an Armed Forces Services Medal, or veterans who have separated from active duty within the last three years. *VRA appointments are applicable for GS-1 to 11 positions only; if you are applying at the GS-12 level or higher you must choose an option other than VRA.*

Certain candidates may be eligible for non-competitive appointment under a **special appointing authority**, such as appointment under a Schedule A disability, Postal Service, Peace Corps, etc. These candidates are not rated or ranked and are automatically referred providing they meet the minimum qualifications for the job.

Candidates who are currently or have previously held a position in the competitive service may be eligible under **merit promotion** procedures. If you are a current Federal employee and do NOT apply under the merit promotion process, you may be required to serve a new probationary period if selected.

What are the advantages of applying non-competitively?

Candidates who are eligible for a non-competitive appointment are not required to "compete" against other candidates for this vacancy. This means that, providing you meet the minimum qualifications for this position, you will be referred for further consideration regardless of your overall rating. Although they are not required to hire you for the position, the chances of having your resume seen by the hiring official are increased.

What documentation should I submit if I am applying under merit promotion procedures?

If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit an **SF-50** "Notification of Personnel Action" that reflects career or career-conditional tenure AND your **most recent Performance Appraisal**. Be sure that your SF-50 displays your tenure code (box 24), position occupied code (box 34), and your current pay plan and grade (boxes 16 and 18). If you are currently serving in (or have ever held in the past) a position with a **full performance level** of GS-14 or higher, you will need to submit an SF-50 verifying that full performance level.

What information should I submit to apply for a VRA or 30% disabled veterans' appointment or for veterans' preference?

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference or are applying for a VRA appointment, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference or a 30% disabled veteran appointment, you must attach an

SF-15 ("Application for 10-Point Veterans' Preference") plus the proof required by that form. Veterans' preference will NOT be awarded if proper documentation is missing.

Additional information on veterans' preference can be found here:

<http://www.opm.gov/veterans/html/vetguide.asp>

What information must I submit to verify my eligibility for appointment under a Special Appointing Authority?

You must submit any documentation that has been provided to you as proof of your eligibility. For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

How can I apply for priority consideration under CTAP/ICTAP regulations?

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be **rated at 90** or above on the rating criteria for this position. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

For more information about Career Transition Services, please visit OPM's website at: http://www.opm.gov/rif/employee_guides/career_transition.asp

How to Apply:

How To Apply:

Please read all of the instructions below before completing the occupational questionnaire.

This office uses Application Manager to collect information and documents during the application process. Use of Application Manager is required unless reasonable accommodation is requested via the contact phone number below. If this is your first time using Application Manager, please create a user account and save your password. You will be able to re-access Application Manager over the course of this vacancy to verify receipt of documents, print the answers to your questionnaire, and to check the status of your application. These steps take you through the process:

1. Prepare a resume and save it as a file on your computer (Step 1b below) OR you may use a resume saved in the *USAJobs Resume Builder*

(Step 1a below).

1a) If your resume is going to come **from** the USAJOBS Resume Builder, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your resume will be attached only to the Occupational Questionnaire you complete and Submit **from this session**, not to any Questionnaires you may already have saved or submitted. **IMPORTANT:** Simply saving a resume in your USAJOBS account does NOT link it to this job application – you must follow these instructions for it to be received. An agency HR representative will not have access to your USAJOBS account to view your resume unless it is linked.

1b) If you already have a resume saved as a file on your computer, then you may proceed directly to the Occupational Questionnaire at this link:

Link to the Occupational Questionnaire: [Online Questionnaire](#)

If you used the Resume Builder in Step 1a, it is not necessary to return to this link. You will be led directly to the Online Questionnaire in the Application Manager after completing your work in the Resume Builder.

Note for ALL resumes: If you do not include employment dates accompanied by the duties you performed while serving in each specific position you may not receive credit for this experience; if you have previous federal employment experience and you do not also include the grades you held while serving in each specific experience you may not receive credit for this experience. Failure to comply may prevent you from qualifying for this position.

Please ensure that your resume also contains the basic information outlined under the Applying for a Federal Job link:

<http://www.opm.gov/forms/pdfimage/of0510.pdf>

2. After you have completed the Occupational Questionnaire, you must click both Finish and Submit. Your Occupational Questionnaire is *not* processed – and your resume is *not* attached – until you click the *Submit* button, even if USAJOBS says it sent your resume.

You will receive an email notification when your questionnaire is submitted properly.

If you *Submit* more than one Qualifications Questionnaire for this position, the most recent Questionnaire *Submitted* will be the one that is used. Therefore, it is important for you to complete it in its entirety.

3. You will be prompted to upload your resume and any other supporting documents you have saved on your computer (such as SF-50's, transcripts, veterans' preference documents, Schedule A documents, etc.). If you do not have your supporting documents available electronically, you may fax them separately by following the directions below; however, you are encouraged to submit your documents by uploading them, as this is the fastest way for us to receive your information. Please follow the means of submission listed; documents

received by email to the help desk contact address listed will NOT be attached to your application.

4. Be sure to submit all other required documents (see the "Required Documents" section below).

TO SAVE AND RETURN LATER TO A QUESTIONNAIRE OR UPLOAD ADDITIONAL DOCUMENTS AFTER APPLYING:

- If you want to save an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.
 - If you have saved an incomplete Occupational Questionnaire you may finish it by returning and logging in to Application Manager:
<https://applicationmanager.org>.
 - To upload additional documents after you have already applied you would also return and log in to Application Manager at:
<https://applicationmanager.org>. This option is accessible only until the close date of the announcement.
-

HOW TO PROPERLY FAX YOUR DOCUMENTS:

1. Complete the following fax cover page (the Vacancy Identification Number is MM134445): <http://staffing.opm.gov/pdf/usascovers.pdf> *(if you do not use this cover page, your documents will not be received)*
2. Fax your completed cover page and documents to **478-757-3144**

TO VERIFY RECEIPT OF YOUR FAXED AND/OR UPLOADED DOCUMENTS:

1. To verify receipt of your documents, please return and log in to Application Manager at: <https://applicationmanager.org>.
2. Select Vacancy Identification Number MM134445
3. You will see a list of all uploaded and faxed documents that we have received from you for this position. Though your uploaded documents appear immediately, **please allow at least two business days for your faxed documents to appear**. If they have not appeared after two business days, you may need to resubmit them.

Required Documents:

In addition to your resume and questionnaire, the following documents are required for this position:

1. **SF-50(s) and recent performance appraisal (for current or former Government employees)**
2. **Veterans' preference documentation (if applicable)**
3. **Special Appointing Authority documentation, including for 30% Disabled Veterans' and VRA appointments (if applicable)**
4. **Transcripts (ONLY if there is a basic education requirement or you are substituting education for experience to qualify)**

For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under the "Benefits and Other Information" tab.

NOTE: If you do not have Internet access, or require assistance with the application process, you must speak to the point of contact listed on this announcement PRIOR TO THE CLOSING DATE for assistance. If you are disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person. This decision will be made on a case-by-case basis.

ALL DOCUMENTS MUST BE RECEIVED BY MIDNIGHT ET ON THE CLOSING DATE OF THIS ANNOUNCEMENT (Tuesday, April 03, 2007).

If you need further assistance, **after reading entirely through the How to Apply section**, please contact us prior to the close date of this announcement.

For questions on using the USAJobs website, please use the FAQs and Help buttons at the top of this screen. Most common questions can be answered within this site. **Do not send supporting documents to this address or the contact address below for this vacancy; the help desk specialist will not have access to your Application Manager account.**

Contact Information:

Human Resources
Phone: (703)787-1446
Email: Human.Resources@mms.gov

Or write:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

What To Expect Next:

All applicants for this position will be notified of their status either by letter or e-mail. Please be patient, however, as this process typically takes two to four weeks from the closing date of the announcement. You will receive notification as decisions are made, but you will have access to basic information on the status of your application by returning and logging in to <https://applicationmanager.org>.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:

Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000



Questions?

For questions about this job:

Human Resources
Phone: (703)787-1446
Email: Human.Resources@mms.gov

USAJOBS Control Number: 856894