



DEPARTMENT OF JUSTICE
OFFICE OF THE INSPECTOR GENERAL

AUDITOR OR PROGRAM ANALYST

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, evaluations, 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, competent individuals looking for a rewarding opportunity to assess and improve the critical operations of the DOJ. Our Auditors and Program Analysts have degrees and experience in all types of disciplines, including criminal justice, political science, law, public administration, social sciences, business administration, accounting, and finance. We are looking for Auditors who have earned a bachelor's degree in accounting or a related field; or who possess a combination of education and experience that provides professional accounting knowledge. We also seek Program Analysts who have experience planning, organizing, and conducting internal review studies and analyses of complex issues using computer tools and analytical techniques, and knowledge, and skill in researching, analyzing, and evaluating information. The Audit Division also recruits for other positions, such as Information Technology Specialists and Research Analysts.

What to Expect

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 submit to drug testing and undergo pre-employment and periodic background investigations to receive and maintain a Top Secret security clearance.

The Federal Advantage

As an OIG Program Analyst or Auditor you are eligible for a comprehensive benefits package, including a competitive salary; an array of health, life, and long-term care insurance programs for yourself and your family; flexible spending accounts; employer contributions to retirement savings plans; career development programs; leave allowances; paid holidays; flexible work schedules; telework; and travel reimbursement when conducting your duties.

Visit www.opm.gov for an overview of benefits currently offered to federal employees.



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Audit Division staff use their broad-ranging expertise to conduct sophisticated program reviews, examinations of grant programs and contracts, financial or finance-related audits, and assessments of information technology security of Department of Justice components and activities.



Through their work, OIG Auditors and Program Analysts gain a thorough understanding of the Department of Justice and effect positive change in the important operations and programs of the Department. Given the size and diversity of the Department's domestic and international operations, potential assignments for OIG Auditors and Programs Analysts are wide-ranging. Just a few of the assignments in which an OIG Auditor or Program Analyst may find themselves involved in could include reviewing classified FBI counterterrorism programs, assessing DEA overseas operations, auditing ATF financial practices, evaluating the security and reliability of a critical information system, or assessing a company's performance of a multi-million dollar contract with the Department of Justice.



The Division's robust oversight of the Department of Justice is primarily driven by its risk-based assessments of Department operations, as well as legal mandates, congressional requests, current events, and the Department's Top Management and Performance Challenges as identified by the OIG each year. As an OIG Auditor or Program Analyst, you will directly contribute to the Division's process for determining what audits to perform and the development and execution of its strategic goals.





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RESULTS OF OUR WORK

CYBERSECURITY

Auditors and Program Analysts effect critical enhancements in the Department's efforts to detect, prevent, and coordinate responses to cybersecurity threats. Recent notable audit reports have led DOJ to implement numerous improvements that better protect its computer systems and data from breaches, and the FBI to improve its strategies and abilities to detect and mitigate cyber threats throughout the world and its coordination with government-wide cybersecurity partners.

GRANTS AND CONTRACTS

The Department annually awards billions of dollars in contracts for goods and services, and grants to state and local governments, non-profit organizations, and other entities. Auditors and Program Analysts help improve the effectiveness of the Department's grant and procurement programs by identifying ways to enhance the Department's oversight practices, uncovering performance and accounting deficiencies, and identifying millions of dollars in potential cost savings.

LAW ENFORCEMENT

Auditors and Program Analysts continually help improve the effectiveness and accountability of the Department's law enforcement efforts. For example, Audit Division staff have completed audits of critical law enforcement programs such as the DEA's Confidential Sources program, the FBI's and ATF's handling of the denial of firearms purchases through the National Instant Criminal Background Check System, the Criminal Division's and U.S. Marshals Service's administration of the Federal Witness Security Program, and the Department's use of pretrial diversion and diversion-based court programs.

FINANCIAL MANAGEMENT

The OIG audits the Department's nearly \$40 billion in annual expenditures, providing transparency and improved credibility to the Department's financial management practices. Auditors and Program Analysts identify millions of dollars in unsupported and unallowable costs, as well as taxpayer funds that could be better spent. Additionally, they uncover and then work with OIG criminal investigators on potentially fraudulent activity such as false claims, conflicts of interest, and embezzlement

NATIONAL SECURITY

The Audit Division contributes to the Department's efforts to protect against terrorism and espionage by identifying improvements to counterintelligence and counterterrorism programs. For example, Audit Division staff have conducted extensive oversight of the FBI's terrorist watchlist nomination processes and audited other critical programs such as at the FBI's Foreign Terrorist Tracking Task Force, and the National Security Division's enforcement of the Foreign Agents Registration Act.

FEDERAL PRISON SYSTEM

One of the top challenges for the Department is the management of the expansive federal prison system. Auditors and Program Analysts help address this evolving challenge by making recommendations for improvement related to key areas such as controlling costs and improving security. Some significant accomplishments of Audit Division staff in this area include audits involving BOP's control and practices for safeguarding armory munitions and equipment, inmate medical care and the management of inmate Residential Reentry Centers and home confinement.



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The Audit Division

The Audit Division performs complex, broad-ranging, and results-based reviews of Department of Justice programs, grants, contracts, finances, and information technology security systems. Each year the Audit Division conducts over 100 independent audits, issuing reports that identify funds for better use, lead to the recovery of millions of dollars in improper payments, make

recommendations that generate cost savings, lead to management improvements, strengthen controls, and reduce risks. The Division also conducts audits of external entities that receive Department funding through its various contracts and grant programs, and reviews over 100 "single audits" performed annually by state and local government auditors and by independent public accounting firms for entities that spend more than \$750,000 in federal financial assistance. The Audit Division is the OIG's largest division and is headquartered in Washington, D.C. The Division has regional offices in the Atlanta, Chicago, Denver, Philadelphia, San Francisco, and Washington, D.C. metro areas. The Division's Financial Statement Audit Office and Computer Security and Information Technology Audit Office are located in Washington, D.C., along with the Audit Division-led OIG Data Analytics Program.



THE 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, evaluation, and special reports that contain important findings; and conducts hundreds of investigations that lead to arrests, administrative actions, and criminal prosecutions.