



## DEPARTMENT OF THE TREASURY

### ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)

*A proud past....A focused future*

**Position Vacancy:** Auditor, PD-0511-01

**Location:** Los Angeles, CA

**Salary:** \$32,898 to \$74,576

**Promotion Potential:** PD-02 \$60,310 to \$97,261

**Why Should I Work in the Federal Government?** Being a civil servant is a demanding, yet rewarding, job. For the Federal Government to be efficient and effective it needs the best and the brightest employees who want to serve their fellow countrymen and women and who are willing to share their knowledge, their skills, and their energy for the betterment of our nation. The contributions Federal employees make today, tomorrow, and in the future guarantee that America will remain the world leader and can successfully respond to the foreign and domestic challenges of the 21st century.

**What does TTB do?** We collect alcohol, tobacco, firearms, and ammunition excise taxes; ensure that these products are labeled, advertised, and marketed in accordance with the law; and administer the laws and regulations in a manner that protects the consumer and the revenue, and promotes voluntary compliance. For more information about us, please access [www.ttb.gov](http://www.ttb.gov).

**What Will I Do As An Auditor?** You will conduct field audits covering tax, internal control, and compliance issues at breweries; distilled spirits plants; wineries; and at manufacturers of firearms, ammunition, tobacco, and non-beverage products. You will be exposed to a diversity of progressively responsible challenging work assignments.

**How Will I Learn To Be An Auditor?** We will provide extensive training in all regulated industries, to meet Continuing Professional Education (CPE) requirements, and for additional certifications.

**What Is TTB Looking For?** If you have a bachelor's degree in accounting from an accredited college or university, and possess excellent analytical, written, interpersonal, and verbal skills, then we are interested in you! For more information on qualifications, please go to <http://www.opm.gov/qualifications/SEC-IV/A/GS-PROF.asp>

#### **What Benefits Do I Get If I Work for TTB?**

- 13 days of annual leave (vacation time) per year for new employees
- 13 days of sick leave per year
- 10 paid holidays per year
- Low cost Health Insurance with the option to choose from a variety of plans
- Low cost Life Insurance
- Federal Employees Retirement System
- Tax-deferred Thrift Savings Plan (TSP) with matching contributions
- Health Improvement (Physical Fitness) Program

#### **How Should I Apply For This Job?**

**All applications must be received by **May 15, 2008****

**Mail Resume to:**

**Alcohol and Tobacco Tax and Trade Bureau  
Attn: Daniel Ryan  
888 S Figueroa St., Suite 670  
Los Angeles, CA 90017**

**Email Resume (in Word or PDF format) to:  
Daniel.Ryan@TTB.gov**

**What Else Do I Need to Know About This Job?**

- The selectee may be eligible to telework once he/she has demonstrated the ability to perform the duties of this position independently without close supervision or extensive input from other employees as determined by the supervisor.
- Daily and overnight travel is required. Overnight travel is approximately 50% of work time.
- Regular and recurring overtime work may be required. You must be available for such assignments.
- You must be able to handle the physical requirements of the position, e.g., limited lifting and climbing on ladders.
- You must be a U.S. Citizen.
- The selectee must undergo a background investigation and obtain the proper clearances for the position.
- We are not able to pay relocation expenses.
- This position will be filled under the Federal Career Intern Program, which consists of a two-year appointment including formal training and development. Upon successful completion of the program, you may be converted to a permanent appointment. For more information concerning this program, please access <http://www.opm.gov/careerintern/>.
- If you have served in the military, you may be entitled to veteran's preference. Please see <http://www.opm.gov/veterans/jobs.asp>.
- We provide reasonable accommodations to applicants with disabilities. If you need accommodations for any part of the application process or during the hiring process, please call (304) 480-8308. The decision on granting reasonable accommodations will be on a case-by-case basis.
- For deaf or hard-of-hearing individuals: (304) 480-8342 – TDD
- All candidates will be considered without regard to any non-merit reason such as race, color, religion, sex, age, national origin, political affiliation, marital status, disability, membership in an employee organization, sexual orientation, parental status, protected genetic information, and retaliation for protected activity.

