



FBI JOB ALERTS

DIRECTIONS & JOB DESCRIPTIONS

How Can I Receive FBI Job Alerts?

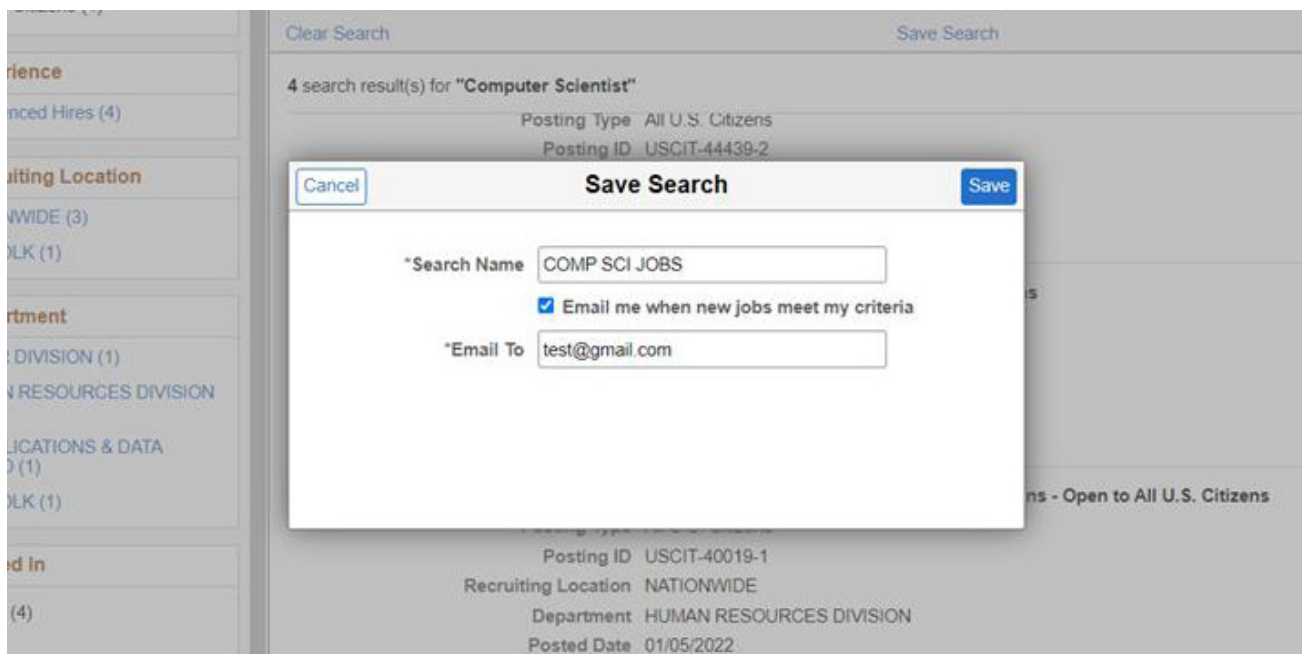
The FBI has over 200 job types in countless different fields. The job type you are interested in may not have a vacancy right now, but you can set up automatic job alerts to receive email notifications whenever a new job is posted that meets your criteria.

Here is how to set up automatic job alerts :

1. Sign in to your apply.fbijobs.gov account or register for a new account by clicking "New User" on the apply.fbijobs.gov landing page.
2. Once you are signed in you can use the filters on the left-hand side to select posting type criteria such as "All U.S. Citizens" or use the Search Jobs section to enter a specific job title, location, or keyword.
3. Once you have your desired search criteria and/or filters set, click on the "Save Search" button.

4. In the "Save Search" pop-up you can name your search and check the box to opt-in to email alerts. Make sure to click the blue "Save" button on the top right of the "Save Search" pop-up to confirm your job alert notifications.

You can view your saved job searches by signing into your apply.fbijobs.gov account and clicking on "My Saved Searches". You also can delete your saved searches and email alerts at any time.



Step 4: Save Search & Email Notification

Example Searches

1. Goal: I want alerts for jobs open to all U.S. Citizens
 - a. Click “All U.S. Citizens” under Posting Type. Click “Save Search”
2. Goal: I want alerts for chemist jobs open to all U.S. Citizens
 - a. Click “All U.S. Citizens” under Posting Type. Enter “Chemist” in the search jobs bar and click the arrow to the right. Then click “Save Search”
3. Goal: I want alerts for the Honors Internship program
 - a. Enter “Honors Internship” into the search jobs bar and click the arrow to the right. Then click “Save Search”

Search Tips

Symbol	Description	Example	Notes
*	Use * (asterisk) to search and match one or more characters.	Document* – returns search results with words beginning with document, such as documents, documentary, documentation.	PeopleSoft Search Framework requires a minimum number of four (4) characters to perform a search.
?	Use ? (question mark) to search and match on one character. You can use multiple ? within a keyword.	Sp?c?al – returns search results with words such as special.	
“ ”	Use “ ” (double quotes) around words that make up a phrase that must be matched exactly.	“Project Manager” – returns search results to include project management, project manager, project managers, project managing, etc.	Search uses shorter and generic form of a word, so all forms of “project manag” will be displayed.
&	Use & (ampersand) to specify that all words must appear in the search results.	Electronics & Engineer – returns search results with the words electronics and engineer.	

Contract Specific Roles

Contract Linguist

Provide interpretation, translation services, and cultural expertise.

Contract Specialist

Procure supplies and services and plan, award, and administer various contracts including supplies, services, construction, and research and development.

Healthcare & Counseling

Employee Assistance Counselor

Provide mental and occupational health assistance to employees, which includes locating support groups and arranging visits to medical facilities.

Occupational Health Nurse

Assess and treat the routine and emergency health care needs of employees and facilitate Fitness-for-Duty examinations as well as maintain quality control measures.

Victim Specialist

Provide direct services to victims of crimes that are investigated by the FBI while routinely providing crisis intervention, resources, and education as a liaison for victim-related matters.

Legal Field

Attorney

Provide legal advice on investigations, lawsuits, criminal cases, and personnel issues and prepare legal documents to protect the interests of the FBI.

Legal Administrative Specialist

Support in administrative and technical duties to legal professionals on cases and assist in the process of researching and preparing reports.

Legal Instruments Examiner

Review and analyze criminal records and documents to ensure compliance to security regulations while working in coordination with state agencies.

Paralegal Specialist

Review and process on-disclosure agreements, letters of memorandum, and the legal impact of legislative developments while conducting legal research and provide legal advice in the evaluation of cases.

Professional Staff – Business

Administrative Specialist

Perform analytical work and support projects in various disciplines including but not limited to human resources, finance, records management, and facilities management.

Government Information Specialist

Provide analysis, evaluations, and recommendations regarding requests about the dissemination/release of FBI related information and documentation.

Management and Program Analyst

Serve in a wide range of roles as product and project managers for our partners through software and data projects.

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Professional Staff – Business

Administrative Specialist

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Professional Staff – Creative

Graphic Design

Develop visuals and graphics for government officials, including user-friendly platforms and websites.

Photography

Capture detailed and accurate images for the documentation of crimes collaborate with other FBI field photography teams according to mission and operational needs.

Visual Information Specialist

Create and produce complex presentation materials for government officials, plan and coordinate project resources, and serve as a consultant and advisors for desktop publishing and the production of graphic art.

Professional Staff – Facilities

Facility Operations Specialist

Maintain FBI facilities to ensure structures are safe and functional which includes inspection, repair, and analysis of compliance with laws and regulations.

Realty Specialist

Manage buildings and facilities in the areas of real-property inventory, utilizations, contracts/leases, and more while coordinating real estate transactions with external agencies and industries.

Security

FBI Police Officer

Keep the FBI and surrounding areas safe and secure as well as protect those in duty stations while traveling in times of crisis to aid others.

Security Specialist

Review and analyze investigation requests for security clearances, requirements, violations, and assessments while documenting information from interviews, briefings, and debriefings to provide recommendations for addressing threats and concerns.

Specialty

Special Agent

Special Agents protect the community through seeking out cybercrime, investigating terrorists, surveilling subjects, testifying in court, and much more depending on their unit and areas of expertise.

Intelligence Analyst

Analyze and develop assessments using intelligence collected from around the world in order to understand, mitigate, and neutralize threats in a wide range of fields including but not limited to organized crime and counterterrorism.

STEM – Engineering

Electronics Engineer

Design, implement, test, and operate electric circuits and systems and conduct technical analyses of electronic devices and digital evidence while managing system projects.

Information Security Engineer

Work on application systems designs and architecture plans in order to embed security into development and perform necessary maintenance and inspection as well as developing recommendations to counter risks.

Mechanical Engineer

Perform, design, and develop mechanical parts and assemblies for projects while writing project status reports in coordination with teams of engineers and machinists.

Site Reliability Engineer

Develop systems and software that increase the reliability and performance of websites.

STEM – Mathematics

Cryptanalyst

Break codes, analyze ledgers, and examine evidence in a wide variety of forms while recording findings in lab reports which may be used to testify in court.

Data Scientist

Coordinate scientific research and analyses and apply advanced statistical and mathematical techniques to analyze and interpret data trends and patterns.

Forensic Accountant

Use expertise in the field of finance to investigate white-collar crimes such as corporate fraud and public corruption, cybercrimes, counterterrorism, and more.

Mathematician

Develop formulas and applications to help in solving investigations as well as administrative and decision-support efforts.

STEM – Science

Biologist

Analyze DNA from body fluid stains along with other biological tissues recovered as evidence while making comparisons to DNA from known individuals in order to support casework.

Chemist

Analyze chemical and metallurgical evidence and report findings that may be used to testify in court while assisting in the investigation of crime scenes.

Physical Scientist

Extract and preserve evidence in multiple disciplines, such as trace evidence, latent fingerprints, or firearms/toolmarks.

STEM – Technology

Big Data Technologist

Design and build solutions for Special Agents and Intelligence Analysts that bring together data lakes from disparate sources, extract mission-critical intelligence and provide advanced analytics to the FBI's investigative teams.

Computer Scientist

Provide advanced investigative analysis through solving and disrupting cyber-attacks, counterintelligence plots, fraud, and more by addressing problems with system integration/architectural design and quality assurance.

Data Analyst

Apply statistical and mathematical principles to develop data models that advance investigative work and visualize the data to derive meaningful insights.

Digital Forensic Examiner

Work on search scenes to preserve and analyze digital evidence using advanced technology, forensic concepts, software, and tools to assist with investigations.

Digital Operations Specialist

Tactically assist investigative teams with identifying, seizing, and analyzing digital evidence related to online activities encountered during investigations.

Electronics Technician

Offer tactical support and install and maintain data network systems, electronic security systems, and land mobile radio systems.

Equipment Specialty-Auto mechanic

Perform routine preventative maintenance on FBI vehicles and equipment as well as scheduled and unscheduled repairs and requests while recording data on repair and repair orders.

Information Technology Specialist

Provide technical analysis and assistance to the FBI and law enforcement partners by optimizing IT systems and ensuring system accessibility.

Students & Graduates

Honors Internship

10-week paid summer internship program open to undergraduate, graduate, JD, or PhD students with numerous locations available across the country and open to students from all fields of study.

Collegiate Hiring Initiative

A full-time, entry-level hiring program for graduating seniors or those who have undergraduate, graduate, or PhD degrees to transition into a career at the FBI.