

# U.S. Citizenship and Immigration Services



- Processes adjustment of immigrant status requests
- Issues work authorization and other permits
- Naturalizes qualified applicants for citizenship
- Processes asylum and refugee applications
- Issues visas to foreign nationals
- Naturalizes military personnel



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# USCIS – Positions

Position / Title	Series	Grade Level	Unique Requirements
Immigration Services Officer (ISO) / Immigration Services Analyst	1801	Entry Level (5,7,9) Mid-Career (9, 11, 12)	GS-05; 3 years General experience; or 4 year degree or a combination of education and experience GS- 07; 1 year of specialize experience; or 1 year of graduate education; or superior Academic Achievement (SAA); Immigration Officer Basic training course. Written test required
Fraud Detection and National Security, Immigration Officer	1801	Entry Level (5,7,9) Mid - Career (12, 13, 14, 15)	Basic training course Completion required. 1 Year of specialized experience at the next lowest grade level
Asylum Officer	1930	GS-9 and above (Mid Career, and Senior (Supervisors)	GS-9; Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D. if related; 1 year equivalent to at least GS-7; GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related. Written test required.
Refugee Officer	1801	GS-9 and above (Mid Career, and Senior (Supervisors)	GS-9; Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D. if related; 1 year equivalent to at least GS-7 GS-11; Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related. Refugee Officer Basic training course. Completion required. Written test required.
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# DHS Features and Benefits

## Career Advancement & Unique Job Opportunities

<i>Features</i>	<i>Benefits</i>	<i>Source</i>
<b>Promotion &amp; advancement opportunities:</b> <ul style="list-style-type: none"><li>- Career Ladder Promotions</li><li>- Promotional level options for some fields</li></ul>	<ul style="list-style-type: none"><li>- Enables you to progress in your career.</li></ul>	<ul style="list-style-type: none"><li>- DHS.gov/careers</li><li>- Discussion w/HR specialist</li></ul>
<b>Nationwide relocation opportunities:</b> <ul style="list-style-type: none"><li>- Many positions offer opportunities to relocate nationwide</li><li>- Positions available in many locations, not just near borders or in Washington, DC</li></ul>	<ul style="list-style-type: none"><li>- Offers the excitement &amp; personal growth opportunities that come from moving to a new location</li><li>- Allows you to expand your horizons beyond the location you've grown up in.</li></ul>	<ul style="list-style-type: none"><li>- DHS.gov/careers</li></ul>
<b>Transfer opportunities:</b> <ul style="list-style-type: none"><li>- From agency to agency within the federal government while maintaining federal benefits</li></ul>	<ul style="list-style-type: none"><li>- Improves your career options</li><li>- Offers career development opportunities</li></ul>	<ul style="list-style-type: none"><li>- DHS.gov/careers</li></ul>



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# Benefits Package

Benefits include, but are not limited to:

- 401(k)/TSP
- Flexible work hours with paid holidays
- Excellent health benefits package
- Exceptional retirement plan
- Flexible spending account
- Optional flexible life insurance
- Transit subsidies



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# DHS.gov/careers

The screenshot shows the DHS.gov/careers website. At the top, there is a navigation bar with the DHS logo and the text "Official website of the Department of Homeland Security". Below this is a dark blue header with the "Homeland Security" logo and a search bar. The main content area features a sidebar on the left with a "Careers" section containing links for "Benefits", "Career Development", "Component Careers", "Employee Awards and Recognition", "Employee Resources", "How to Apply", "Interview Tips", "Job Experience Levels", "Tips for Veterans", and "Search Job Postings". The main content area has a "Careers" header and a paragraph: "Challenge your mind and use your skills and talents with a DHS career. Our employees play a vital role to secure our country and preserve our freedoms. To find and apply for a job with DHS, visit our page on USAJobs." Below this are three informational cards: "Job Experience Levels" (Opportunities for students, recent grads, experienced workers, retirees and veterans), "How to Apply" (DHS is committed to a diverse workforce, including persons with disabilities), and "Benefits" (DHS careers offer a range of comprehensive and competitive employment benefits). A "Component Careers" card is also present. At the bottom of the main content area, there is a "Was this page helpful?" survey with "Yes" and "No" radio buttons and a "Submit" button. The footer contains navigation links for "TOPICS", "GET INVOLVED", "HOW DO I?", "NEWS", "ABOUT DHS", and "SITE LINKS".



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