



# N.E.A.T. Newsflash

*New and Emerging Automation & Technology.*

## YOUR CAREER IN GOVERNMENT

*This is the third in a series of N.E.A.T. Newsflashes. N.E.A.T. Newsflashes are produced and distributed throughout the school year to students, parents, teachers, counselors, WorkOne customers, and other interested parties. The N.E.A.T. Newsflashes focus on one business sector each month; providing important labor market information, and directing readers to related educational pathways and resources. N.E.A.T. productions come to you through a partnership with WorkOne Western Indiana, Ivy Tech Community College, and the CTE Directors **servicing Indiana Region 7 - Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties.** Publication contact: [lisa.lee@workforcenet.org](mailto:lisa.lee@workforcenet.org).*



## PICTURE YOURSELF - IN A GOVERNMENT CAREER

The government sector encompasses a great number of occupations. Many occupations are secured through a merit or civil service hiring process, however some government positions are appointed (i.e. federal judges), and still other government positions are publically elected (i.e. legislators, sheriffs, prosecutors). Public school teachers are often counted in the government sector reports because they are often paid through tax dollars. Individuals in the healthcare field who work in publically funded healthcare facilities, such as Veterans hospitals are government employees. Government employees can be employed at either the local level, state level, or federal level. Occupations most commonly associated with government jobs include; law enforcement officers, fire fighters, correctional officers, air traffic controllers, and people serving in the military.

Every day across America, people in government occupations provide services we use in our lives.

Are you a person who:

- Is concerned about others?
- Is adaptable and flexible?
- Pays attention to detail?
- Has a social orientation?
- Possess good self-control and has strong integrity?

Then perhaps a career in government is right for you! Let's learn more.



## CAREERS IN GOVERNMENT

### Security Guards

#### Tasks –

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answer alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

**Education:** Results of a recent ONet survey: 67% of people in this position have a high school degree or equivalent. 27% have less than a high school degree. 4% have some college, no degree.

### Compliance Managers

#### Tasks –

- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- File appropriate compliance reports with regulatory agencies.

- Conduct or direct the internal investigation of compliance issues.
- Identify compliance issues that require follow-up or investigation.
- Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required.
- Disseminate written policies and procedures related to compliance activities.
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Serve as a confidential point of contact for employees to communicate with management, seek clarification on issues or dilemmas, or report irregularities.
- Provide employee training on compliance related topics, policies, or procedures.
- Verify that all firm and regulatory policies and procedures have been documented, implemented, and communicated.

**Education:** Results of a recent ONet survey: 66%% of people in this position have a Bachelor’s degree. 27% have a Master’s degree. 4% have a post-baccalaureate certificate.

## Police Patrol Officers

### Tasks –

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.

**Education:** Results of a recent ONet survey: 42% of people in this position have a high school degree or equivalent. 24% have an Associate’s degree. 22% have some college, no degree.

## Intelligence Analysts

### Tasks –

- Validate known intelligence with data from other sources.

- Gather, analyze, correlate, or evaluate information from a variety of resources, such as law enforcement databases.
- Prepare comprehensive written reports, presentations, maps, or charts based on research, collection, and analysis of intelligence data.
- Study activities relating to narcotics, money laundering, gangs, auto theft rings, terrorism, or other national security threats.
- Collaborate with representatives from other government and intelligence organizations to share information or coordinate intelligence activities.
- Evaluate records of communications, such as telephone calls, to plot activity and determine the size and location of criminal groups and members.
- Gather intelligence information by field observation, confidential information sources, or public records.
- Link or chart suspects to criminal organizations or events to determine activities and interrelationships.
- Study the assets of criminal suspects to determine the flow of money from or to targeted groups.
- Design, use, or maintain databases and software applications, such as geographic information systems (GIS) mapping and artificial intelligence tools.

**Education: Results of a recent ONet survey: 75% of people in this position have a Bachelor's degree. 9% have an Associate's degree. 6% have a high school degree or equivalent.**

## **State Legislator**

### **Tasks –**

- Analyze and understand the local and national implications of proposed legislation.
- Appoint nominees to leadership posts, or approve such appointments.
- Confer with colleagues to formulate positions and strategies pertaining to pending issues.
- Debate the merits of proposals and bill amendments during floor sessions, following the appropriate rules of procedure.
- Develop expertise in subject matters related to committee assignments.
- Hear testimony from constituents, representatives of interest groups, board and commission members, and others with an interest in bills or issues under consideration.
- Keep abreast of the issues affecting constituents by making personal visits and phone calls, reading local newspapers, and viewing or listening to local broadcasts.
- Maintain knowledge of relevant national and international current events.
- Make decisions that balance the perspectives of private citizens, public officials, and party leaders.
- Negotiate with colleagues or members of other political parties in order to reconcile differing interests, and to create policies and agreements.

**Education: No education data was provided. The median annual wage for a state legislator was reported to be \$20,600.00.**

# Working for the federal government

*Dennis Vilorio | September 2014*

The U.S. government needs a lot of workers to provide its many services. Federal workers carry out key government functions. For example, federal workers ensure food safety, investigate criminal activity, provide emergency care, and develop science and technology. Their work affects millions of people.

As you might expect from an organization with so many important functions, the federal government offers a variety of careers. According to the [U.S. Bureau of Labor Statistics](#) (BLS), in May 2013, more than 2 million federal civilian workers were employed in 350 different occupations. Whatever your interests or skills, there is likely a federal job that suits you.

This article excerpt can help you decide whether federal work is for you. This is the first of two articles on working for the federal government. The second article, scheduled to be published in November, covers the application process. To read the full first part go to: <http://www.bls.gov/careeroutlook/2014/article/federal-work-part-1.htm>

## Federal FAQs

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Like many large organizations, the federal government needs employees with different types of skills working in many locations.

### What is the federal government?

The U.S. government oversees the 50 states, the District of Columbia, and U.S. territories. The federal government is divided into three branches: legislative, judicial, and executive. These three branches comprise departments and agencies that are responsible for specific government functions.

**Legislative.** The legislative branch makes laws and levies taxes to fund the federal government's services.

**Judicial.** The judicial branch interprets the meaning of laws and how they are applied..

**Executive.** The executive branch enforces laws.



## What types of jobs do federal government workers typically occupy?

*Administrative.* According to OPM, nearly 40 percent of federal workers are in administrative occupations. These workers may handle payroll, train new employees, and develop standard operating procedures. This group includes [human resources specialists](#), [accountants](#), and [logisticians](#).

*Professional.* Workers in professional occupations may analyze policy, develop budgets, and provide healthcare services. These occupations include [lawyers](#), [financial managers](#), and [registered nurses](#).

*Technical.* These workers may design buildings, test consumer products, and control the spread of disease. Examples include [chemists](#), [mechanical engineers](#), and [computer network administrators](#).

*Blue collar.* Blue-collar employees may maintain heating and cooling systems, clean offices, and construct buildings. Occupations include [janitors](#), [sheet metal workers](#), and [painters](#).

*Clerical.* Workers in clerical occupations do office tasks such as data entry, filing documents, and answering the phone. Examples include [information clerks](#), [secretaries](#), and [office clerks](#).

*Other.* Workers who have tasks that do not fit neatly with those in another group are in “other” occupations. These occupations include [firefighters](#), [detectives](#), and [correctional officers](#).



## Occupational Outlook

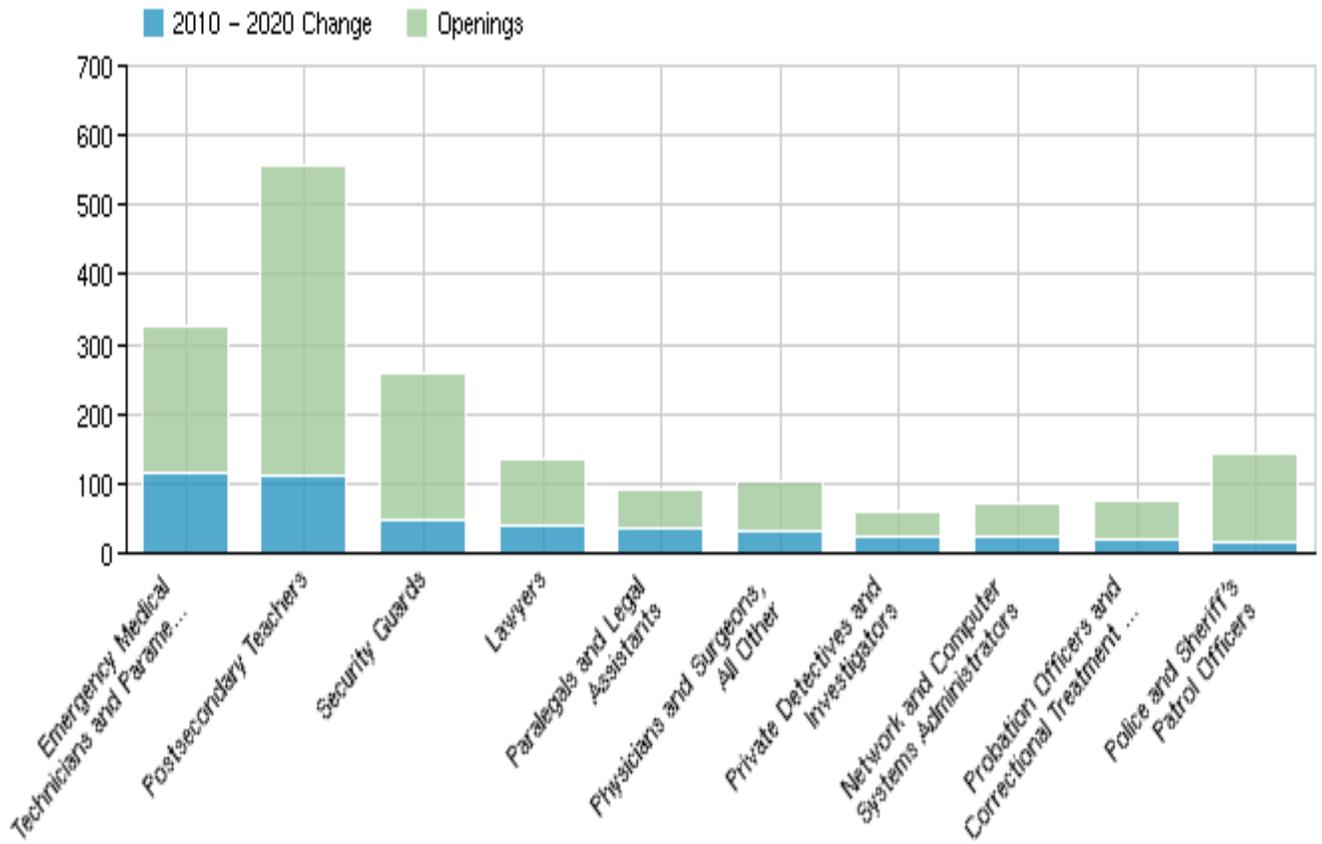
### Government Occupations - Region 7\*- Outlook through 2020\*\*

SOC Code	Description	2010 - 2020 Change	Openings	Annual Openings	2013 Hourly Earnings	Education
29-2041	Emergency Medical Technicians and Paramedics	115	212	21	\$16.58	Postsecondary non-degree award
25-1099	Postsecondary Teachers	113	445	45	\$29.18	Doctoral degree
33-9032	Security Guards	46	211	21	\$9.99	Short-term on-the-job training
23-1011	Lawyers	38	98	10	\$38.42	First professional degree
23-2011	Paralegals and Legal Assistants	37	56	6	\$18.76	Associate's degree
29-1069	Physicians and Surgeons, All Other	32	73	7	\$94.65	First professional degree
33-9021	Private Detectives and Investigators	25	35	3	\$14.86	Work experience in a related occupation
15-1142	Network and Computer Systems Administrators	24	49	5	\$28.74	Bachelor's degree
21-1092	Probation Officers and Correctional Treatment Specialists	19	56	6	\$15.64	Bachelor's degree
33-3051	Police and Sheriff's Patrol Officers	14	130	13	\$17.83	Moderate-term on-the-job training
43-5031	Police, Fire, and Ambulance Dispatchers	10	28	3	\$13.87	Moderate-term on-the-job training
21-1029	Social Workers, All Other	9	31	3	\$15.19	Bachelor's degree
33-2011	Firefighters	6	76	8	\$19.38	Postsecondary non-degree award
47-4041	Hazardous Materials Removal Workers	4	11	1	\$18.14	Moderate-term on-the-job training
19-4099	Life, Physical, and Social Science Technicians, All Other	3	20	2	\$20.44	Associate's degree
33-9093	Transportation Security Screeners (federal only)	3	6	1	\$16.36	Moderate-term on-the-job training
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	3	55	6	\$8.93	Short-term on-the-job training
33-9099	Protective Service Workers, All Other	3	23	2	\$14.58	Short-term on-the-job training
33-1099	First-Line Supervisors of Protective Service Workers, All	3	10	1	\$18.73	Work experience in a related

	Other					occupation
33-1021	First-Line Supervisors of Fire Fighting and Prevention Workers	2	34	3	\$23.68	Postsecondary non-degree award

Source: EMSI Complete Employment - 2013.2

\*Region 7 includes Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties.  
 \*\*Projected job opening numbers do not include openings due to attrition.





<a href="#">Criminal Justice</a>	Associate of Applied Science Associate of Science Associate of Science (online)	
<a href="#">Homeland Security/Public Safety</a>	Associate of Science Associate of Applied Science	Driver/Operator Fire Prevention Fire Safety Administration Hazardous Materials

3. OTHER AREA COLLEGES AND UNIVERSITIES offering government-related Courses:

**Indiana State University, Terre Haute, IN**

Phone 812-237-6311 <http://cms.indstate.edu>

Related degree programs offered at Indiana State University

Include: Criminology

**Vincennes University, Vincennes, IN**

Phone 812-888-8888 [www.vinu.edu](http://www.vinu.edu)

Related certification and degree programs offered at Vincennes

University include:

- Homeland Security,
- Emergency Management
- Emergency Medical Services
- Fire Science and Safety

Law Enforcement

Law Enforcement, Conservation

Loss Prevention

Paralegal



The Mission of **Vincennes Homeland Security Program** is to educate students on national security, terrorism, crisis and emergency management, and corporate loss prevention through excellence and innovation in education and research taught by highly experienced homeland professionals.

Students in the Homeland Security program usually have an Associate's degree in law enforcement, conservation law enforcement, loss prevention, fire science, emergency management, or emergency medical services, and are looking to take the next step in pursuing their careers. A bachelor degree in Homeland Security will qualify you for positions in the Federal

Government. Federal Bureau of Investigations, Alcohol Tobacco and Firearms, and the Drug Enforcement Agency are just a few agencies that require 4 year degrees.

The Homeland Security program at Vincennes University is a two-year bachelor's degree that students may enroll in after completing an associate's degree in a related field. The program is currently led by Mr. Louis Caprino a retired FBI agent of twenty-nine years. Anyone interested in gathering more information about the Homeland Security program can contact Mr. Caprino at [lcaprino@vinu.edu](mailto:lcaprino@vinu.edu) or stop by his office located on the first floor of the Homeland Security building in the Public Service division office.

## HEAR INTERVIEWS WITH THOSE IN RELATED FIELDS



To see interviews with people in the field of manufacturing talking about their careers, go to the Indiana Department of Workforce Development “Hot Jobs” website at <https://netsolutions.dwd.in.gov/hh50/jobList.aspx> and click on:

- # 36 Training and Development Specialist
- # 19 Social Worker
- # 29 Network Systems and Data Communication Administrator