

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**Farm Service Agency**  
**County Office Committee Service**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** OR050003

**OPENING DATE:** November 1<sup>st</sup>, 2004

**CLOSING DATE:** Applications must be received by November 15<sup>th</sup>, 2004

**POSITION:** Program Technician CO-1101

**SALARY:** \$21,257 - \$42,993 per year

**GRADE:** CO-03 through CO-07 level depending on qualifications of the applicant

**LOCATION:** Baker County FSA Office  
Baker City, Oregon

**AREA OF CONSIDERATION:** Open to all qualified persons statewide.

**DESCRIPTION OF DUTIES:** Responsible for carrying out office activities and functions pertaining to Farm Service Agency (FSA) administered programs. Interprets and explains procedures, program regulations and forms to producers and other agency personnel. Utilizes various types of computer systems to maintain producer data and process automated program forms and processes. Uses a high degree of initiative, judgment and teamwork in planning and carrying out assigned tasks and resolving problems encountered.

**GENERAL QUALIFICATIONS:**

All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates.

**CO-03**

6 months of general experience relating to office work or equal background in the operation of a farm or ranch or 1 year of qualifying education above high school.

**CO-04**

1 year of general experience relating to office work or equal background in the operation of a farm or ranch or two years of qualifying education above high school.

**CO-05 through CO-7**

1 year of experience directly related to the functions of the position to be filled or equivalent office experience in a related activity at the next lower grade level or four years of qualifying education above high school.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA):**

You should include specific tasks performed, the dates you performed them, and where you were working at the time. Supplemental KSA statements may not be more than 2 single-spaced pages per KSA. Eligible candidates will be screened on the following knowledge, skills and abilities:

1. Knowledge of the programs, practices, and customs of the Farm Service Agency.
2. Ability to handle multiple assignments.
3. Ability to communicate orally.
4. Ability to identify and resolve problems.
5. Ability and skill in using computers.
6. Teamwork skills.

Note: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. **Candidates who do not submit the supplemental statements will not be considered.**

### **BASIS OF RATING:**

All applicants will be considered on the basis of their education, experience, training and awards, Knowledge's, Skills, Abilities (KSAs).

### **PAY, BENEFITS AND WORK SCHEDULE:**

This is a permanent full-time non-federal appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered by a Federal retirement system.

### **RELOCATION EXPENSES:**

Relocation expenses for current permanent FSA employees may be authorized in accordance with applicable procedures.

### **CONDITIONS OF EMPLOYMENT:**

A background security investigation will be required for all new permanent hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

## **OTHER INFORMATION:**

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form.

This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **HOW TO APPLY:**

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** information to the address below:

- Application. You may submit an FSA-675 (Application for FSA County Employment), Resume, or any other written format. You must include your SSN, your country of Citizenship, education, and work experience.
- Supplemental KSA statements responding to evaluation criteria.
- College Transcript if applicable.

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

Baker County FSA Office  
3990 Midway Drive  
Baker City, OR 97814  
Attn: Josh Hanning  
Phone: 541- 523-7121 extension 2 or email: [josh.hanning@or.usda.gov](mailto:josh.hanning@or.usda.gov)  
Fax: 541-523-2184

Faxed or emailed applications are acceptable, to be received before close of business on the closing date. We are not responsible for illegible faxes and lost emails. You are expected to bring the original application to the interview if selected for one, if you faxed or emailed your application.

If you have any questions regarding this announcement or you need to request an application form (FSA-675), contact Josh Hanning at 541- 523-7121 extension 2 or [josh.hanning@or.usda.gov](mailto:josh.hanning@or.usda.gov).

Form FSA-675 may be obtained from any FSA County Office.

The use of U.S. Government envelopes is prohibited. Applications received in such envelopes will not be considered.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or nonmembership in any employee organization.