

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

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FSA-OR-LBL-04-04

OPENING DATE: September 30, 2004

CLOSING DATE: October 14, 2004

POSITION: Program Technician, CO-1101 3/1

SALARY: \$10.18 - \$15.85 per hour

GRADE: CO-3 through CO-7 depending on qualifications of the applicant

LOCATION: Tangent, Oregon

AREA OF CONSIDERATION: Open to all interested persons statewide

DESCRIPTION OF DUTIES: Responsible for carrying out office activities and functions pertaining to the technical assistance and program support related to FSA programs at the field office level with an emphasis on farm records, compliance, and GIS/CLU maintenance programs administered through the Farm Service Agency. Utilizes various types of computer hardware and software systems to maintain producer data and process automated program forms and processes. Uses a high degree of initiative and judgment 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.

The minimum requirement for the CO-3 position is 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.

KNOWLEDGE, SKILL, AND ABILITIES (KSA):

Eligible candidates will be screened on the following knowledge, skills, and abilities:

1. Ability to communicate orally
2. Ability to communicate in writing
3. Ability to identify and resolve problems
4. Knowledge of Farm Service Agency programs and practices.
5. Skill in using computers and various software packages, including ArcView.

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. You should include specific tasks performed, the dates you performed them, and where you were working at the time. KSA statements may not be more than 2 single-spaced pages per KSA. 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, supervisory appraisal, training, awards, knowledge, skills, and abilities (KSAs).

PAY, BENEFITS, AND WORK SCHEDULE:

Pay will be determined on current provisions regarding education and experience. Successful applicant may choose to participate in a variety of health, insurance, and retirement benefit programs. Work schedule will be consistent with full-time equivalency of 40 hours per week.

RELOCATION EXPENSES:

Relocation expenses will not be paid.

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.

The Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations 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 you SSN, your country of Citizenship, education, and work experience.
- Supplemental KSA statement responding to evaluation criteria

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

USDA/ Farm Service Agency
33630 McFarland Rd
Tangent, Oregon 97389

Faxed applications will be accepted. The fax number is 541-928-9345

If you have any questions regarding this announcement, contact the Farm Service Agency at 541-967-5925 ext 2 or (email address) dan.sundseth@or.usda.gov

FSA-675 application forms may be obtained from any FSA County Office or online at:
<http://www.fsa.usda.gov/or/form/fsa0675.pdf>

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

EQUAL EMPLOYMENT OPPORTUNITY:

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