UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE PM-446

For: All FSA County Offices

Arkansas Vacancy Announcement – Merit Promotion

Approved by: State Executive Director

1 Overview

A
Background

Provide job opportunities to FSA GS/CO employees.

B
Purpose

To transmit three vacancy announcements for Loan Assistant/Specialist (Agricultural), positions. Positions are located Morrilton, Wynne, and Ozark.

C
Action

Post the vacancy announcements on the bulletin board or other prominent place in the office.

Disposal	Distribution
08/01/03	All County Offices

Use back on your browser to return to the Job Record

Vacancy Announcei

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Vacancy Announcement

DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

Vacancy Announcement Number: AR-14-2003

Opening Date: 03/04/2003

Closing Date: **04/02/2003**

Position: **LOAN ASSISTANT / SPECIALIST (AGRICULTURAL)**
GS-1165-05/09

Salary: $23,442.00 - $35,519.00 per year

Promotion Potential: GS-11

Duty Location: **1 vacancy at MORRILTON, AR**

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

VACANCY ANNOUNCEMENT
MERIT PROMOTION

THIS IS A BARGAINING UNIT POSITION (AFGE)

ANNOUNCEMENT NUMBER: AR-14-2003

POSITION TITLE SERIES AND GRADE: Loan Assistant/Specialist (Agricultural), GS-1165-5/7/9 (1 position)

PROMOTION POTENTIAL: GS-11

OPENING DATE: March 4, 2003

CLOSING DATE: April 2, 2003

AREA OF CONSIDERATION: Permanent Arkansas FSA federal/county employees. The area of consideration for this announcement has been further expanded to accept bids from all current or former federal employees with competitive/reinstatement eligibility. Individuals with disabilities, former Peace Corps, Vista, and Action Cooperative volunteers, VRA eligibles, Veterans Preference eligibles, and 30% Disabled Veterans may be considered under special hiring authorities. USDA federal employees who have received official notification of displacement or who have been identified as surplus will receive priority consideration for this position under the Career Transition Assistance Program. Federal employees, outside USDA, who have received official notification of displacement will receive priority consideration for this position under the Interagency Career Transition Assistance Program. All candidates must meet the definition of well qualified, which means the candidates must receive a final rating of at least 70.

NOTE: Permanent County Employees without prior federal tenure who are selected for a Civil Service position under Pub. L. 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period. After 3 years of service, employees will be eligible for conversion to career status.

NOTE: Under Pub. L. 106-117 Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years of continuous active service may apply under competitive procedures.

NOTE: Voluntary applications from FSA employees outside the area of consideration stated above will be accepted.

LOCATION OF POSITION:
Farm Loan Team
Arkansas State FSA Office
Morrilton, Conway County, Arkansas

Training site and permanent duty location will be determined by the Agency.

CONTACT: Any questions should be directed to (816) 926-6669. TDD Number (800) 735-2966.

WEB SITE: http:/www.usajobs.opm.gov

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATIOI DOES NOT PROVIDE ALL THE INFORMATION REQUESTED IN THIS ANNOUNCEMENT.

APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS (5:00 PM LOCAL) ON TF CLOSING DATE OF THE ANNOUNCEMENT.

Farm Loan Training Program: Farm Loan Officer's (FLO's) are required to successfully complete all of the requirements of the Farm Loan Training Program. FLO's may be reassigned to another training office during their training program. In addition, upon completion of training program, FLO's may be reassigned to a different duty station if workload activity changes.

Duties: The selectee assists the Farm Loan Manager in administering farm loan programs in a USDA Service Center serving one or more Counties. Major responsibilities include making, servicing, and supervising loans and providing technical advice, guidance, and credit counseling to loan applicants and borrowers. The selectee has delegated loan approval authority to approve loans within a specific limit. The position requires knowledge of agency farm loan programs and eligibility requirements, the technicalities of farm financing and credit, financial management concepts and practices, farm operations, land use and value, production and marketing of various crops and livestock, and prices and markets in the serviced farming areas.

Qualification requirements: At the GS-5 grade level, three years of general experience, one year of which was equivalent to at least the GS-4 grade level. At the GS-7 grade level, one year of specialized experience equivalent to the GS-5 grade level. At the GS-9 grade level, one year of specialized experience equivalent to the GS-7 grade level.

General experience: Experience that required gathering and analyzing facts and figures, and presenting the information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or of insurance laws, such as contract, property, life, casualty, or marine insurance.

Specialized experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least one year in the next lower grade level in the normal line of progression for the occupation in the organization.
At the GS-7 grade level: Specialized experience is basic knowledge of loan examining and/or servicing principles, procedures and techniques as they apply to investigation, analysis, and evaluation of financial factors and credit risks in relation to the granting and servicing of agricultural loans. Experience may have been gained in such work as assisting in reviewing and

passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association. In addition, experience must demonstrate basic knowledge of farm operations, land use and value, production of various types of crops and livestock, and prices and markets in the farming area where loans are made and serviced.
At the GS-9 grade level: Specialized experience is experience in such work as reviewing and passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association; or similar work. Demonstrates knowledge of credit principles and practices to assess the fundamental soundness of individual loans by independently examining applications, supporting documents, and credit reports, and maintaining servicing activities on small agricultural loans. In addition, experience must demonstrate knowledge and understanding of farm operations, land use and value, production of various crops and livestock, and prices and markets in the farming area where loans are made and serviced.

Undergraduate and Graduate Education: Major study: finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

EDUCATION for general experience: For the position at the grade GS-5: Completion of 4-year course of study above high school, leading to a bachelor's degree at an accredited college or university with a major in a field of study as listed above may be substituted for general experience.

EDUCATION for specialized experience: For the position at the grade GS-7: Completion of one full academic year of graduate education from an accredited college or university with a major in a field of study as listed above may be substituted for specialized experience.
OR
Superior Academic Achievement: Completion of all academic requirements for a bachelor's degree which meets one of the following:
1. Class standing: A standing in the upper third of the graduating class or major subdivision, such as a school of agriculture or school of business at the time of application;
2. Grade-point average (GPA): A grade point average of 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on the official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of curriculum; or A grade point average of 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of curriculum.
3. Election to membership in a national scholastic honor society (other than freshmen societies) that meet the requirements of the Association of College Honor Societies.

For the position at the grade GS-9: Completion of 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree from an accredited college or university with a major in a field of study as listed above may be substituted for the specialized experience.

Time-in-grade requirements: To meet time-in-grade requirements, applicants for the GS-5 position, must have served at no lower than grade GS-3 during the preceding year under any type of appointment, or have met the requirements at some time previously. To meet time-in-grade requirements, applicants for the GS-7 position, must have served at no lower than grade GS-5 during the preceding year under any type of appointment, or have met the requirements at some time previously. To meet time-in-grade requirements, applicants for the GS-9 position, must have served at no lower than grade GS-7 during the preceding year under any type of appointment, or have met the requirements at some time previously.

Quality ranking factors: In addition to the above experience requirements, the following quality ranking factors will be used in rating the applicants:
(Please indicate on a separate sheet of paper your experience, education, and training which address the following knowledge, skills, and abilities (KSAs).

1. Knowledge of credit principles, farm loan program policies and regulations to make and service loans.
2. Ability to research, interpret and apply regulations.
3. Ability to communicate orally with a variety of individuals from diverse backgrounds.
4. Ability to gather and analyze financial data to make production and marketing decisions.
5. Ability to communicate in writing with agricultural lenders, agricultural agencies, the farming community and others.

HOW TO APPLY: Interested candidates who meet the basic eligibility requirements may apply for consideration by sending the following information to the address indicated below. The Federal Government does not require a standard application for most jobs, but certain information is needed to evaluate your qualifications.
All applicants must submit one of the following:

- SF-171, Application for Federal Employment, or
- OF-612, Optional Application for Federal Employment, or
- Resume;

AND
the following:
- Proof of competitive status, (current/or past SF-50/FSA-50, Notification of Personnel Action, i.e., career/career conditional competitive appointment, permanent highest grade held)
- Supplemental Statement that addresses the KSAs on plain bond paper; KSA Supplemental Statements may not be more than 2 single-spaced pages per KSA

- In addition, current Federal employees must provide a current or last performance appraisal/rating of at least fully successful or equivalent (within 18 months), or a statement advising why the performance appraisal/rating is unavailable
- Education may be substituted for specialized experience: Submit your college transcript to verify successful completion of degree, college course work and/or grade point average
- Candidates applying under special hiring authorities such as disabled veterans, Veterans Readjustment Authority, Veterans Preference eligibles, and individuals with disabilities must submit evidence of their eligibility (DD-214)
- Office Automation (typist), applicants must self certify typing speed
- Applicants who have received official notification of displacement or have been identified as surplus will receive priority consideration for this position in the local commuting area from which they were separated. Displaced and/or surplus employees must submit: 1) a copy of their displaced and/or surplus notification; and 2) a current, or last performance appraisal/rating of at least fully successful or equivalent (see eligibility requirements below).

NOTE: The OF-612 and OF-510 (instructions on how to complete the OF-612) can be downloaded from http://www.opm.gov/forms/html/of.htm.

NOTE: Non-competitive Referral candidates are NOT required to submit the KSA Supplemental Statement, although they are encouraged to do so.

NOTE: Additional information, other than the KSAs will not be considered in making qualification determinations and will be destroyed. DO NOT ATTACH POSITION DESCRIPTIONS, AWARDS, MANUSCRIPTS, PERSONAL ENDORSEMENTS, OR OT UNSOLICITED MATERIAL.

SEND APPLICATION PACKAGE TO:
U.S. Department of Agriculture
Farm Service Agency
Arkansas State FSA Office
700 West Capital
Federal Building, Suite 240
Little Rock, Arkansas 72201-3225
ATTN: Administrative Officer

APPLICATIONS SUBMITTED BY FACSIMILE WILL BE ACCEPTED BY THE CLOSE OF BUSIN (5:00 PM LOCAL) ON THE CLOSING DATE OF THE ANNOUNCEMENT. FACSIMILE NUMBEI (501) 301-3085.

PRIORITY PLACEMENT ELIGIBILITY:
Priority placement services apply to employees:
- in Tenure Group I and/or II (career and career-conditional);
- in the competitive service;
- who have a current, or last performance appraisal/rating of at least fully

successful or equivalent;
- who are displaced or have been identified as surplus in a USDA Agency and who apply for a USDA vacancy in their current/former position's local commuting area;
- who are displaced within another covered Federal Agency and who apply for vacancies in their former position's local commuting area;
- who apply for a vacancy that is at or below the grade level from which the employee may be or is being separated;
- files a complete application package for a specific vacancy announcement within the time frames described in the announcement with proof of eligibility, and;
- who are determined to be well-qualified (applicants must receive a final rating of 70 on their knowledge, skills, and abilities [KSAs]).

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATIOI DOES NOT PROVIDE ALL THE INFORMATION REQUESTED.

JOB INFORMATION: Announcement number, title, and grade of the job for which you are applying.

PERSONAL INFORMATION: Full name, mailing address, day and evening telephone numbers (with area code), Social Security Number, Country of citizenship (Most Federal jobs require United States citizenship), Veterans' preference, Highest Federal civilian grade held (Also give job series and dates held).

EDUCATION: High school - Name, city, and State (Zip Code if known), date of diploma or GED;
Colleges and universities - Name, city, and State (Zip code if known), major(s), type and year of any degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)

WORK EXPERIENCE: Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions):

- Job title (include series and grade if Federal job)
- Duties and accomplishments (NOTE: If you describe more than one type of work, write the approximate percentage of time you spent doing each)
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: Job-related training courses (title and year); job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed; job-related certificates and licenses (current only); job-related honors, awards, and special accomplishments, for example,

publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested).

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process (Braille, large print, audiotape, etc.) please contact USDA's Target Center at (202) 720-2600 (voice or TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO AND CIVIL RIGHTS POLICY: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

THE ADMINISTRATIVE OFFICER WILL FORWARD THE BIDS TO THE KANSAS CITY ADMINISTRATIVE OFFICE FOR PROCESSING.

APPLICATIONS ARE NOT SCREENED FOR ALL REQUIRED FORMS BEFORE DETERMINING MINIMUM QUALIFICATIONS; THEREFORE, IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL REQUIRED FORMS ARE RECEIVED IN THE OFFICE BY THE CLOSE OF BUSINESS ON OR BEFORE THE CLOSING DATE OF THIS ANNOUNCEMENT.

USE OF POSTAGE PAID GOVERNMENT AGENCY ENVELOPES TO FILE JOB APPLICATIONS VIOLATION OF FEDERAL LAWS AND REGULATIONS. APPLICATIONS SUBMITTED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE ACCEPTED.

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Vacancy Announcement

DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

Vacancy Announcement Number: AR-15-2003

Opening Date: 03/04/2003

Closing Date: **04/02/2003**

Position: **LOAN ASSISTANT / SPECIALIST (AGRICULTURAL)**
GS-1165-05/09

Salary: $23,442.00 - $35,519.00 per year

Promotion Potential: GS-11

Duty Location: **1 vacancy at WYNNE, AR**

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

VACANCY ANNOUNCEMENT
MERIT PROMOTION

THIS IS A BARGAINING UNIT POSITION (AFGE)

ANNOUNCEMENT NUMBER: AR-15-2003

POSITION TITLE SERIES AND GRADE: Loan Assistant/Specialist (Agricultural), GS-1165-5/7/9 (1 position)

PROMOTION POTENTIAL: GS-11

OPENING DATE: March 4, 2003

CLOSING DATE: April 2, 2003

AREA OF CONSIDERATION: Permanent Arkansas FSA federal/county employees. The area of consideration for this announcement has been further expanded to accept bids from all current or former federal employees with competitive/reinstatement eligibility. Individuals with disabilities, former Peace Corps, Vista, and Action Cooperative volunteers, VRA eligibles, Veterans Preference eligibles, and 30% Disabled Veterans may be considered under special hiring authorities. USDA federal employees who have received official notification of displacement or who have been identified as surplus will receive priority consideration for this position under the Career Transition Assistance Program. Federal employees, outside USDA, who have received official notification of displacement will receive priority consideration for this position under the Interagency Career Transition Assistance Program. All candidates must meet the definition of well qualified, which means the candidates must receive a final rating of at least 70.

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NOTE: Voluntary applications from FSA employees outside the area of consideration stated above will be accepted.

LOCATION OF POSITION:
Farm Loan Team
Arkansas State FSA Office
Wynne, Cross County, Arkansas

Training site and permanent duty location will be determined by the Agency.

CONTACT: Any questions should be directed to (816) 926-6669. TDD Number (800) 735-2966.

WEB SITE: http:/www.usajobs.opm.gov

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATIOI DOES NOT PROVIDE ALL THE INFORMATION REQUESTED IN THIS ANNOUNCEMENT.

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Farm Loan Training Program: Farm Loan Officer's (FLO's) are required to successfully complete all of the requirements of the Farm Loan Training Program. FLO's may be reassigned to another training office during their training program. In addition, upon completion of training program, FLO's may be reassigned to a different duty station if workload activity changes.

Duties: The selectee assists the Farm Loan Manager in administering farm loan programs in a USDA Service Center serving one or more Counties. Major responsibilities include making, servicing, and supervising loans and providing technical advice, guidance, and credit counseling to loan applicants and borrowers. The selectee has delegated loan approval authority to approve loans within a specific limit. The position requires knowledge of agency farm loan programs and eligibility requirements, the technicalities of farm financing and credit, financial management concepts and practices, farm operations, land use and value, production and marketing of various crops and livestock, and prices and markets in the serviced farming areas.

Qualification requirements: At the GS-5 grade level, three years of general experience, one year of which was equivalent to at least the GS-4 grade level. At the GS-7 grade level, one year of specialized experience equivalent to the GS-5 grade level. At the GS-9 grade level, one year of specialized experience equivalent to the GS-7 grade level.

General experience: Experience that required gathering and analyzing facts and figures, and presenting the information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or of insurance laws, such as contract, property, life, casualty, or marine insurance.

Specialized experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least one year in the next lower grade level in the normal line of progression for the occupation in the organization.
At the GS-7 grade level: Specialized experience is basic knowledge of loan examining and/or servicing principles, procedures and techniques as they apply to investigation, analysis, and evaluation of financial factors and credit risks in relation to the granting and servicing of agricultural loans. Experience may have been gained in such work as assisting in reviewing and

passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association. In addition, experience must demonstrate basic knowledge of farm operations, land use and value, production of various types of crops and livestock, and prices and markets in the farming area where loans are made and serviced.
At the GS-9 grade level: Specialized experience is experience in such work as reviewing and passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association; or similar work. Demonstrates knowledge of credit principles and practices to assess the fundamental soundness of individual loans by independently examining applications, supporting documents, and credit reports, and maintaining servicing activities on small agricultural loans. In addition, experience must demonstrate knowledge and understanding of farm operations, land use and value, production of various crops and livestock, and prices and markets in the farming area where loans are made and serviced.

Undergraduate and Graduate Education: Major study: finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

EDUCATION for general experience: For the position at the grade GS-5: Completion of 4-year course of study above high school, leading to a bachelor's degree at an accredited college or university with a major in a field of study as listed above may be substituted for general experience.

EDUCATION for specialized experience: For the position at the grade GS-7: Completion of one full academic year of graduate education from an accredited college or university with a major in a field of study as listed above may be substituted for specialized experience.
OR
Superior Academic Achievement: Completion of all academic requirements for a bachelor's degree which meets one of the following:
1. Class standing: A standing in the upper third of the graduating class or major subdivision, such as a school of agriculture or school of business at the time of application;
2. Grade-point average (GPA): A grade point average of 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on the official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of curriculum; or A grade point average of 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of curriculum.
3. Election to membership in a national scholastic honor society (other than freshmen societies) that meet the requirements of the Association of College Honor Societies.

For the position at the grade GS-9: Completion of 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree from an accredited college or university with a major in a field of study as listed above may be substituted for the specialized experience.

Time-in-grade requirements: To meet time-in-grade requirements, applicants for the GS-5 position, must have served at no lower than grade GS-3 during the preceding year under any type of appointment, or have met the requirements at some time previously. To meet time-in-grade requirements, applicants for the GS-7 position, must have served at no lower than grade GS-5 during the preceding year under any type of appointment, or have met the requirements at some time previously. To meet time-in-grade requirements, applicants for the GS-9 position, must have served at no lower than grade GS-7 during the preceding year under any type of appointment, or have met the requirements at some time previously.

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AND
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- Education may be substituted for specialized experience: Submit your college transcript to verify successful completion of degree, college course work and/or grade point average
- Candidates applying under special hiring authorities such as disabled veterans, Veterans Readjustment Authority, Veterans Preference eligibles, and individuals with disabilities must submit evidence of their eligibility (DD-214)
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NOTE: The OF-612 and OF-510 (instructions on how to complete the OF-612) can be downloaded from http://www.opm.gov/forms/html/of.htm.

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Farm Service Agency
Arkansas State FSA Office
700 West Capital
Federal Building, Suite 240
Little Rock, Arkansas 72201-3225
ATTN: Administrative Officer

APPLICATIONS SUBMITTED BY FACSIMILE WILL BE ACCEPTED BY THE CLOSE OF BUSIN (5:00 PM LOCAL) ON THE CLOSING DATE OF THE ANNOUNCEMENT. FACSIMILE NUMBEI (501) 301-3085.

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- in the competitive service;
- who have a current, or last performance appraisal/rating of at least fully

successful or equivalent;
- who are displaced or have been identified as surplus in a USDA Agency and who apply for a USDA vacancy in their current/former position's local commuting area;
- who are displaced within another covered Federal Agency and who apply for vacancies in their former position's local commuting area;
- who apply for a vacancy that is at or below the grade level from which the employee may be or is being separated;
- files a complete application package for a specific vacancy announcement within the time frames described in the announcement with proof of eligibility, and;
- who are determined to be well-qualified (applicants must receive a final rating of 70 on their knowledge, skills, and abilities [KSAs]).

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATIOI DOES NOT PROVIDE ALL THE INFORMATION REQUESTED.

JOB INFORMATION: Announcement number, title, and grade of the job for which you are applying.

PERSONAL INFORMATION: Full name, mailing address, day and evening telephone numbers (with area code), Social Security Number, Country of citizenship (Most Federal jobs require United States citizenship), Veterans' preference, Highest Federal civilian grade held (Also give job series and dates held).

EDUCATION: High school - Name, city, and State (Zip Code if known), date of diploma or GED;
Colleges and universities - Name, city, and State (Zip code if known), major(s), type and year of any degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)

WORK EXPERIENCE: Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions):

- Job title (include series and grade if Federal job)
- Duties and accomplishments (NOTE: If you describe more than one type of work, write the approximate percentage of time you spent doing each)
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: Job-related training courses (title and year); job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed; job-related certificates and licenses (current only); job-related honors, awards, and special accomplishments, for example,

publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested).

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EEO AND CIVIL RIGHTS POLICY: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

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Vacancy Announcei

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Vacancy Announcement

DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

Vacancy Announcement Number: AR-16-2003

Opening Date: 03/04/2003

Closing Date: **04/02/2003**

Position: **LOAN ASSISTANT / SPECIALIST (AGRICULTURAL)**
GS-1165-05/09

Salary: $23,442.00 - $35,519.00 per year

Promotion Potential: GS-11

Duty Location: **1 vacancy at OZARK, AR**

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

VACANCY ANNOUNCEMENT
MERIT PROMOTION

THIS IS A BARGAINING UNIT POSITION (AFGE)

ANNOUNCEMENT NUMBER: AR-16-2003

POSITION TITLE SERIES AND GRADE: Loan Assistant/Specialist (Agricultural), GS-1165-5/7/9 (1 position)

PROMOTION POTENTIAL: GS-11

OPENING DATE: March 4, 2003

CLOSING DATE: April 2, 2003

AREA OF CONSIDERATION: Permanent Arkansas FSA federal/county employees. The area of consideration for this announcement has been further expanded to accept bids from all current or former federal employees with competitive/reinstatement eligibility. Individuals with disabilities, former Peace Corps, Vista, and Action Cooperative volunteers, VRA eligibles, Veterans Preference eligibles, and 30% Disabled Veterans may be considered under special hiring authorities. USDA federal employees who have received official notification of displacement or who have been identified as surplus will receive priority consideration for this position under the Career Transition Assistance Program. Federal employees, outside USDA, who have received official notification of displacement will receive priority consideration for this position under the Interagency Career Transition Assistance Program. All candidates must meet the definition of well qualified, which means the candidates must receive a final rating of at least 70.

NOTE: Permanent County Employees without prior federal tenure who are selected for a Civil Service position under Pub. L. 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period. After 3 years of service, employees will be eligible for conversion to career status.

NOTE: Under Pub. L. 106-117 Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years of continuous active service may apply under competitive procedures.

NOTE: Voluntary applications from FSA employees outside the area of consideration stated above will be accepted.

LOCATION OF POSITION:
Farm Loan Team
Arkansas State FSA Office
Ozark, Franklin County, Arkansas

Training site and permanent duty location will be determined by the Agency.

CONTACT: Any questions should be directed to (816) 926-6669. TDD Number (800) 735-2966.

WEB SITE: http:/www.usajobs.opm.gov

YOU WILL LOSE CONSIDERATION FOR THE POSITION IF YOUR RESUME OR APPLICATIOI DOES NOT PROVIDE ALL THE INFORMATION REQUESTED IN THIS ANNOUNCEMENT.

APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS (5:00 PM LOCAL) ON TF CLOSING DATE OF THE ANNOUNCEMENT.

Farm Loan Training Program: Farm Loan Officer's (FLO's) are required to successfully complete all of the requirements of the Farm Loan Training Program. FLO's may be reassigned to another training office during their training program. In addition, upon completion of training program, FLO's may be reassigned to a different duty station if workload activity changes.

Duties: The selectee assists the Farm Loan Manager in administering farm loan programs in a USDA Service Center serving one or more Counties. Major responsibilities include making, servicing, and supervising loans and providing technical advice, guidance, and credit counseling to loan applicants and borrowers. The selectee has delegated loan approval authority to approve loans within a specific limit. The position requires knowledge of agency farm loan programs and eligibility requirements, the technicalities of farm financing and credit, financial management concepts and practices, farm operations, land use and value, production and marketing of various crops and livestock, and prices and markets in the serviced farming areas.

Qualification requirements: At the GS-5 grade level, three years of general experience, one year of which was equivalent to at least the GS-4 grade level. At the GS-7 grade level, one year of specialized experience equivalent to the GS-5 grade level. At the GS-9 grade level, one year of specialized experience equivalent to the GS-7 grade level.

General experience: Experience that required gathering and analyzing facts and figures, and presenting the information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or of insurance laws, such as contract, property, life, casualty, or marine insurance.

Specialized experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least one year in the next lower grade level in the normal line of progression for the occupation in the organization.
At the GS-7 grade level: Specialized experience is basic knowledge of loan examining and/or servicing principles, procedures and techniques as they apply to investigation, analysis, and evaluation of financial factors and credit risks in relation to the granting and servicing of agricultural loans. Experience may have been gained in such work as assisting in reviewing and

passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association. In addition, experience must demonstrate basic knowledge of farm operations, land use and value, production of various types of crops and livestock, and prices and markets in the farming area where loans are made and serviced.
At the GS-9 grade level: Specialized experience is experience in such work as reviewing and passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association; or similar work. Demonstrates knowledge of credit principles and practices to assess the fundamental soundness of individual loans by independently examining applications, supporting documents, and credit reports, and maintaining servicing activities on small agricultural loans. In addition, experience must demonstrate knowledge and understanding of farm operations, land use and value, production of various crops and livestock, and prices and markets in the farming area where loans are made and serviced.

Undergraduate and Graduate Education: Major study: finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

EDUCATION for general experience: For the position at the grade GS-5: Completion of 4-year course of study above high school, leading to a bachelor's degree at an accredited college or university with a major in a field of study as listed above may be substituted for general experience.

EDUCATION for specialized experience: For the position at the grade GS-7: Completion of one full academic year of graduate education from an accredited college or university with a major in a field of study as listed above may be substituted for specialized experience.
OR
Superior Academic Achievement: Completion of all academic requirements for a bachelor's degree which meets one of the following:
1. Class standing: A standing in the upper third of the graduating class or major subdivision, such as a school of agriculture or school of business at the time of application;
2. Grade-point average (GPA): A grade point average of 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on the official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of curriculum; or A grade point average of 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of curriculum.
3. Election to membership in a national scholastic honor society (other than freshmen societies) that meet the requirements of the Association of College Honor Societies.

For the position at the grade GS-9: Completion of 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree from an accredited college or university with a major in a field of study as listed above may be substituted for the specialized experience.

Time-in-grade requirements: To meet time-in-grade requirements, applicants for the GS-5 position, must have served at no lower than grade GS-3 during the preceding year under any type of appointment, or have met the requirements at some time previously. To meet time-in-grade requirements, applicants for the GS-7 position, must have served at no lower than grade GS-5 during the preceding year under any type of appointment, or have met the requirements at some time previously. To meet time-in-grade requirements, applicants for the GS-9 position, must have served at no lower than grade GS-7 during the preceding year under any type of appointment, or have met the requirements at some time previously.

Quality ranking factors: In addition to the above experience requirements, the following quality ranking factors will be used in rating the applicants:
(Please indicate on a separate sheet of paper your experience, education, and training which address the following knowledge, skills, and abilities (KSAs).

1. Knowledge of credit principles, farm loan program policies and regulations to make and service loans.
2. Ability to research, interpret and apply regulations.
3. Ability to communicate orally with a variety of individuals from diverse backgrounds.
4. Ability to gather and analyze financial data to make production and marketing decisions.
5. Ability to communicate in writing with agricultural lenders, agricultural agencies, the farming community and others.

HOW TO APPLY: Interested candidates who meet the basic eligibility requirements may apply for consideration by sending the following information to the address indicated below. The Federal Government does not require a standard application for most jobs, but certain information is needed to evaluate your qualifications.
All applicants must submit one of the following:

- SF-171, Application for Federal Employment, or
- OF-612, Optional Application for Federal Employment, or
- Resume;

AND
the following:
- Proof of competitive status, (current/or past SF-50/FSA-50, Notification of Personnel Action, i.e., career/career conditional competitive appointment, permanent highest grade held)
- Supplemental Statement that addresses the KSAs on plain bond paper; KSA Supplemental Statements may not be more than 2 single-spaced pages per KSA

- In addition, current Federal employees must provide a current or last performance appraisal/rating of at least fully successful or equivalent (within 18 months), or a statement advising why the performance appraisal/rating is unavailable
- Education may be substituted for specialized experience: Submit your college transcript to verify successful completion of degree, college course work and/or grade point average
- Candidates applying under special hiring authorities such as disabled veterans, Veterans Readjustment Authority, Veterans Preference eligibles, and individuals with disabilities must submit evidence of their eligibility (DD-214)
- Office Automation (typist), applicants must self certify typing speed
- Applicants who have received official notification of displacement or have been identified as surplus will receive priority consideration for this position in the local commuting area from which they were separated. Displaced and/or surplus employees must submit: 1) a copy of their displaced and/or surplus notification; and 2) a current, or last performance appraisal/rating of at least fully successful or equivalent (see eligibility requirements below).

NOTE: The OF-612 and OF-510 (instructions on how to complete the OF-612) can be downloaded from http://www.opm.gov/forms/html/of.htm.

NOTE: Non-competitive Referral candidates are NOT required to submit the KSA Supplemental Statement, although they are encouraged to do so.

NOTE: Additional information, other than the KSAs will not be considered in making qualification determinations and will be destroyed. DO NOT ATTACH POSITION DESCRIPTIONS, AWARDS, MANUSCRIPTS, PERSONAL ENDORSEMENTS, OR OT UNSOLICITED MATERIAL.

SEND APPLICATION PACKAGE TO:
U.S. Department of Agriculture
Farm Service Agency
Arkansas State FSA Office
700 West Capital
Federal Building, Suite 240
Little Rock, Arkansas 72201-3225
ATTN: Administrative Officer

APPLICATIONS SUBMITTED BY FACSIMILE WILL BE ACCEPTED BY THE CLOSE OF BUSIN (5:00 PM LOCAL) ON THE CLOSING DATE OF THE ANNOUNCEMENT. FACSIMILE NUMBEI (501) 301-3085.

PRIORITY PLACEMENT ELIGIBILITY:
Priority placement services apply to employees:
- in Tenure Group I and/or II (career and career-conditional);
- in the competitive service;
- who have a current, or last performance appraisal/rating of at least fully

successful or equivalent;
- who are displaced or have been identified as surplus in a USDA Agency and who apply for a USDA vacancy in their current/former position's local commuting area;
- who are displaced within another covered Federal Agency and who apply for vacancies in their former position's local commuting area;
- who apply for a vacancy that is at or below the grade level from which the employee may be or is being separated;
- files a complete application package for a specific vacancy announcement within the time frames described in the announcement with proof of eligibility, and;
- who are determined to be well-qualified (applicants must receive a final rating of 70 on their knowledge, skills, and abilities [KSAs]).

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JOB INFORMATION: Announcement number, title, and grade of the job for which you are applying.

PERSONAL INFORMATION: Full name, mailing address, day and evening telephone numbers (with area code), Social Security Number, Country of citizenship (Most Federal jobs require United States citizenship), Veterans' preference, Highest Federal civilian grade held (Also give job series and dates held).

EDUCATION: High school - Name, city, and State (Zip Code if known), date of diploma or GED;
Colleges and universities - Name, city, and State (Zip code if known), major(s), type and year of any degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)

WORK EXPERIENCE: Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions):

- Job title (include series and grade if Federal job)
- Duties and accomplishments (NOTE: If you describe more than one type of work, write the approximate percentage of time you spent doing each)
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: Job-related training courses (title and year); job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed; job-related certificates and licenses (current only); job-related honors, awards, and special accomplishments, for example,

publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested).

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process (Braille, large print, audiotape, etc.) please contact USDA's Target Center at (202) 720-2600 (voice or TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

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