

# **Montana Farm Service Agency** **SUMMER INTERN PROGRAM** **RECRUITMENT ANNOUNCEMENT**

---

**POSITION AND SALARY:**

Program Clerk/Technician

**Name of State:** Montana

**JOB NO:** FSA-STATE-2009

GS-2/3/4/5 level, depending on the qualifications of the applicant, \$22,454- \$30,772 per annum.

**LOCATION:** USDA, Farm Service Agency (FSA), Custer County FSA Office, Miles City, Montana.

**MAJOR DUTIES:** Working with agricultural producers and county office staff in day-to-day activities of the county office operations that includes clerical support, office management, providing service to farmers and/or ranchers for loan processing and servicing, or administering farm programs. Accompanying a FSA Farm Loan Officer working with FSA borrowers in the loan program. Working with an FSA Appraiser conducting real estate and chattel appraisals. Accompanying FSA field employees performing measurement services and compliance activities. Working with agricultural producers reporting their acreage to FSA. Participating in general FSA program training.

[ ] Access to Public Transportation [ X ] Vehicle Required

**DESIRED MAJOR/COURSE WORK:** Economics, Finance, Agriculture, Agribusiness, Business Management, or Marketing. Computer/word processing skills required. Skills in written communication, public speaking and electronic business processes are important, as well as a strong background in the agricultural industry.

**OPENING DATE:** February 17, 2009

**CLOSING DATE:** March 20, 2009

**APPLICATION PKG CONSISTS OF THE FOLLOWING REQUIRED DOCUMENTS:**

- **Resume Cover Sheet**
- **Resume or OF-612**
- **Official copy of current transcript(s)**

Incomplete application packages will be rated ineligible.

**PLEASE LIST WORK EXPERIENCE DATES (MO/DAY/YR) AND HOW MANY HOURS WORKED PER WEEK. WORK EXPERIENCE WILL NOT BE CREDITED WITHOUT THIS INFORMATION.**

**MAIL APPLICATIONS TO:**

Montana State FSA Office

P.O. Box 670

Bozeman, MT 59771-0670

CONTACT PERSON: Linda Itoh (406) 587-6876

**Applications must be received in the Montana State FSA Office by the close of business on or before the closing date of this announcement.**

For additional information see <http://www.usda.gov/da/employ/intern.htm>

---