United States Department of Agriculture

Farm Service Agency

VACANCY ANNOUNCEMENT

JOB TITLE	Temporary Program Technician
SALARY:	Based on qualifications.
TOUR OF DUTY:	Full-time, Monday through Friday, 8:00 a.m. through 4:30 p.m. This is a fully funded position that is intended to last through the end of September 2015.
APPLICATION DEADLINE:	February 26, 2015
CONTACT:	Fred Hendrickson

JOB DESCRIPTION

INTRODUCTION

This position is located in the Whitman County Farm Service Agency (FSA) office. The incumbent serves at the basic trainee level and works on different assignments as required to assist higher graded employees who are responsible for administering USDA farm programs.

PRIMARY DUTIES

Greets farmers and answers general questions. Answers the telephone, prepares correspondence, and makes appointments with farmers and other customers. Assists in preparing applications and eligibility forms with farmers, and data loads application data in the computer for payment processing. Operates a calculator and computer workstation in the performance of their duties. Performs other duties as assigned.

GENERAL QUALIFICATIONS

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

TO APPLY

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following information to the address below to be received by close of business (4:30 PM) February26, 2015.

- 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.
- College Transcript, if applicable.

USDA is an equal opportunity provider and employer

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:

Whitman County FSA
805 Vista Point Dr, Ste 1
Colfax, WA 99111
509-397-4301
Attn: Fred Hendrickson

Faxed applications are acceptable. Please send to: **FAX #855-843-6123**

FSA-675 forms may be obtained from any FSA County Office. The use of US Government envelopes is prohibited. Applications received in such envelopes will not be considered..

SUPERVISION RECEIVED

The employee works under close supervision and makes decisions on routine matters only. The employee receives detailed instructions on assigned tasks and job priorities and refers problems to a higher graded employee. The employee submits completed work to a higher graded employee for review.

KNOWLEDGE REQUIRED

The work requires knowledge of office clerical procedures and a limited knowledge of assigned program provisions. The work also requires the ability to perform routine aspects of the work and to recognize problems that need to be referred to others, and the ability to assume additional responsibility in assigned programs.

EEO CIVIL RIGHTS RESPONSIBILITIES

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

#

USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).