

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-WA013

OPENING DATE: April 6, 2010

CLOSING DATE: Applications must be received by Close of Business (4:30 PM)  
April 20, 2010

POSITION: Program Technician CO-1101  
(Clerical Assistant)  
Temporary, Intermittent

SALARY: \$24,933 - \$36,384

GRADE: CO-3/4  
Depending on qualifications of the applicant

LOCATION: Spokane, WA

AREA OF CONSIDERATION: All interested candidates

**DESCRIPTION OF DUTIES:**

Responsible for carrying out office activities and functions pertaining to the technical assistance and program support related to FSA programs. Utilizes various types of computer systems (including PC software programs, i.e. Word, Excel, Outlook, Explorer, etc. Uses a high degree of initiative and judgement 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 must 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, SKILLS AND ABILITIES:**

Eligible candidates will be screened on the following knowledge abilities:

1. Ability to communicate orally.
2. Ability to communicate in writing.
3. Ability to identify and solve problems.
4. Skill in using computers.

## BASIS OF RATING:

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, Knowledge's, Skills, Abilities (KSAs) and other characteristics for this position. KSA's are optional, however, are considered beneficial in assisting management's selection process.

## PAY, BENEFITS AND WORK SCHEDULE:

This is a temporary, intermittent, non-federal appointment. Selectee will not be eligible for benefits (health and life insurance, etc), and will not be covered by a federal retirement system.

## 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.

You will need to successfully complete a background security investigation before you can be appointed to this temporary position.

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

## 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) 04/20/2010:

- 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 (KSA's are optional, however, are considered beneficial in assisting management's selection process).
- 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:

Spokane County FSA Office  
ATTN: Randy Primmer  
8815 E Mission Ave STE B  
Spokane Valley, WA 99212  
Phone: 509-924-7350

Fax: 509-924-7787

Fax applications are acceptable, send to: 509-924-7787

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.

**RELOCATION EXPENSES:**

Relocation expenses will not be authorized.

**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.