

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-WA077-1

OPENING DATE: June 24, 2008

CLOSING DATE: Applications must be received by Close of Business (4:30 PM)
July 9, 2008.

POSITION: Field Assistant CO-1101
Temporary, Intermittent

SALARY: \$23,667-\$34,545

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

LOCATION: Yakima County FSA
Yakima, WA

AREA OF CONSIDERATION: All interested candidates

DESCRIPTION OF DUTIES:

This position is located in Yakima County Farm Service Agency (FSA) office, however, some work assignments may be in surrounding counties. The incumbent works independently on routine, recurring field work such as field measurements; inspects stored commodities; conducts compliance spot checks; performs routine appraisals and computes payments; explains basic program requirements to producers, and other field work assigned as related to 1 or more FSA programs. Some incidental office work may be required; however, office work is performed only occasionally and the majority of the time is spent in the field. Bilingual language skills are desirable.

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. Knowledge of FSA programs.

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) 07/09/08:

- 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:

Yakima County FSA Office

ATTN: Brian Miller
1606 Perry St STE A
Yakima, WA 98902
Phone: 509-454-5746
Fax: 509-454-5682

Fax applications are acceptable, send to: 509-454-5682

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.