

Department: USDA, Service Center
Agency: USDA, Service Center

[Overview](#)

Program Technician (Temporary Appointment)

Salary Range: 26,587-53,773 USD Per Year

Open Period: April 30, 2018 – May 4, 2018

Series & Grade: CO-1101-03/07

Position Information: Full-Time Temporary

Promotion Potential: 07

Duty Location: 1 vacancy - Mississippi County, Osceola, AR

Who May Be Considered:

All sources. You need not be a current or former Federal or FSA County Office employee to apply. Applications will be accepted from United States citizens and nationals.

Job Summary:

This is a full-time **temporary** non-federal position not to exceed September 30, 2018. Incumbent is responsible for carrying out office activities and functions pertaining to the technical assistance and program support related to Farm Service Agency programs at the field level. See full vacancy announcement for MANDATORY application and qualification requirements.

Key Requirements:

- This is a **temporary** non-federal position not to exceed September 30, 2018.
- Application/resume
- U.S. Citizenship
- Background and/or Security Investigation required.
- This announcement may be used to fill one or more vacancies.
- Education

Optional:

Supplemental KSA statements to provide additional information on qualifications.

[Duties](#)

Major Duties:

Responsible for carrying out office activities and functions pertaining to broad variety of FSA Programs at the County Office level. Utilizes various types of computer systems to maintain producer data and process automated program forms and processes. Uses a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.

[Qualifications and Evaluation](#)

Qualifications:

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

The following are minimum requirements for the possible grade levels of this position:

CO-3 - 6 months of general experience relating to office work or equal background in the operation of a farm or ranch or one year of qualifying education above high school.

CO-4 - 1 year of general experience relating to office work or equal background in the operation of a farm or ranch or two years of qualifying education above high school.

CO-5 through CO-7 - 1 year directly related experience in a related activity at the next lower grade

level or four years of qualifying education above high school.

To qualify based on education, submit copy of transcript with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

You must be a U.S. citizen to qualify for this position.

Subject to a successful completion of a background security investigation and favorable adjudication.

RELOCATION EXPENSES WILL NOT BE PAID

How Will You Be Evaluated?

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the **knowledge, skills, and abilities (KSA)** associated with this position as defined below.

In addition to submitting an application/resume, applicants have the option to provide supplemental KSA statements to provide additional information on their qualifications for the position. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Ability to communicate orally.
2. Ability to communicate in writing.
3. Ability to identify and resolve problems.
4. Skills in customer service.
5. Skill in using computers.

Note: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates are not required to submit supplemental KSA statements to be considered; however, the additional information provided in the KSA's may be used to determine grade qualification.

Benefits and Other Information

Benefits:

You will earn annual vacation leave IF the appointment is greater than 90 days. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be eligible to participate in the Federal Employee's Health Benefits Program (FEHB) IF your appointment is greater than 90 days. More info: <http://www.opm.gov/healthcare-insurance/healthcare/plan-information/plan-codes/2016/states/ar.asp>

Work schedule will be Monday through Friday, 8:00 a.m. to 4:30 p.m.

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

How to Apply

How to Apply:

You must submit your application so that it will be received by 4:30 p.m. on the closing date of the announcement.

You may submit an FSA-675(Application for FSA County Employment), resume, or other written format. You must include your SSN, your country of citizenship, education and work experience.

You have the option to submit a narrative response to each knowledge, skill or ability (KSA) statement listed for each of the five KSA's listed under "How You Will Be Evaluated." Your response should describe what you did, how often you performed this activity, the guidelines available, the complexity of the assignment, and who you performed the activity for or with.

If education is used to qualify for this position, you **must** submit copy of transcript with credit hours, major(s), and grade-point average or class ranking.

Application mailed using government postage or through an internal federal government mail system will not be considered.

Contact Information:

CED

Phone: 1-870-563-3207 ext. 2

Fax: 1-855-572-2974

Or Write:

USDA, Service Center

Attn: CED

3137 W Keiser Ave

Osceola, AR. 72370-3465

US

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veteran's preference does not apply.

Legal and Regulatory Guidance

Financial Suitability - It is the policy of the government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination.

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

TO: Arkansas Northeastern College

FROM: Erik Deatherage
CED



SUBJECT: Vacancy Announcement

The Mississippi County USDA, Farm Service Agency, is currently accepting applications to fill a temporary position with an ending date not to exceed September 30, 2018.

This position is to be advertised for a period of five (5) days.

Applicants must have a general knowledge relating to office work or equal background in the operation of a farm or ranch. The temporary position currently being filled requires clerical and computer skills.

The starting pay will be based on qualification; and could be established at a CO-03 grade level, step 1, \$12.74 per hour up to a CO-07 grade level, step 10, \$25.77 per hour. The hours worked will be 40 hours per week, 8:00 a.m. until 4:30 p.m.

Applicants may submit a resume or obtain Form FSA-675, Application for Employment, from the FSA Office in the USDA Service Center in Osceola located at 3137 W Keiser Ave

All applications must be submitted to the FSA Office by 4:30 p.m. on May 4, 2018.

Please contact Erik Deatherage at 1-870-563-3207 ext. 2 for additional information