

**VACANCY ANNOUNCEMENT**

Job Title: Program Technician - CO

Department: Department Of Agriculture

Agency: Farm Service Agency

Job Announcement Number: OR150010

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| SALARY RANGE: | $26,813 to $41,716, Per Year |
| OPEN PERIOD: | January 18, 2015 to February 2, 2015 |
| SERIES & GRADE: | CO-1101-03/07 |
| POSITION INFORMATION: | Full Time – Temporary |
| PROMOTION POTENTIAL: 07 | |
| DUTY LOCATIONS: | 1 vacancy in the following location: Hillsboro, OR |
| WHO MAY APPLY: | This is a temporary position open to all sources. |
| SECURITY CLEARANCE: | Q – Nonsensitive |
| SUPERVISORY STATUS: | No |

JOB SUMMARY:

PLEASE READ ALL THE INSTRUCTIONS UNDER "HOW TO APPLY" BEFORE YOU BEGIN

RELOCATION EXPENSES WILL NOT BE AUTHORIZED

This is a non-civil service position with the local Washington County FSA Office in Hillsboro, Oregon.  
Veteran's preference does not apply.

The [Farm Service Agency](https://www.usajobs.gov/GetJob/PrintPreview/The%20Farm%20Service%20Agency%20(FSA)%20is%20an%20exciting%20and%20rewarding%20place%20to%20start,%20build%20and/or%20continue%20your%20career.%20Be%20part%20of%20our%20team%20and%20support%20the%20well-being%20of%20American%20agriculture%20and%20the%20American%20public.) (FSA) is an exciting and rewarding place to start, build and/or continue your career. Be part of our team and support the well-being of American agriculture and the American public.

FSA's diverse culture and benefits allow for a healthy balance between your career and home life. In addition to a generous salary, FSA offers a friendly and professional working environment with a diverse workforce, flexible hours/work schedules, and other family-friendly benefits such as: paid vacation, sick leave and paid holidays.

TRAVEL REQUIRED

* Not Required

RELOCATION AUTHORIZED

* No

KEY REQUIREMENTS

* You must be a U.S. Citizen or national to apply.
* Must be a high school graduate or equivalent
* Must be 18 years of age or 17 years of age for high school graduates.
* Required to pass a background investigation and fingerprint check.
* This announcement may be used to fill one or more vacancies.
* You will be required to serve a probationary period of 1 year.

DUTIES:

This position is located in Washington County FSA Office in, Oregon.

This position is responsible for:

* Carrying out office activities and functions pertaining to one or more of the program areas administered in the county.
* Interprets and explains procedures, program regulations and forms to producers and other agency personnel.
* Utilizes IBM System 36 and /or PC Computer to maintain producer data and process automated program forms.
* Uses a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.

QUALIFICATIONS REQUIRED:

Qualifications are in accordance with requirements in Handbook 27-PM.

You must meet all qualification requirements by February 23, 2015.

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

You may start at the CO-03 level if you have one of the following qualifications:

* Successful completion of one year of education above high school in an accredited business, secretarial or technical, junior college, college or university in any field in which high school graduation or the equivalent is a prerequisite may be substituted for experience. OR
* Six months general experience of progressively responsible clerical, office work, or equal background in the operations of a farm or ranch that indicates the ability to acquire the particular knowledge, skills, and abilities needed to perform the duties of this position.

You may start at the CO-04 level if you have one of the following qualifications:

* Successful completion of two years of education above high school in an accredited business, secretarial or technical, junior college, college or university in any field in which high school graduation or the equivalent is a prerequisite may be substituted for experience. OR
* One year general experience of progressively responsible clerical, office work, or equal background in the operations of a farm or ranch that indicates the ability to acquire the particular knowledge, skills, and abilities needed to perform the duties of this position.

You may start at the CO-05 level if you have one of the following qualifications:

* Successful completion of four years of education above high school in an accredited business, secretarial or technical, junior college, college or university in any field in which high school graduation or the equivalent is a prerequisite may be substituted for specialized experience. OR
* One year specialized experience applying office methods and procedures to provide clerical and limited technical support to any farm or agricultural program.

You may start at the CO-06 level if you have one of the following qualifications:

* One year specialized experience at a CO/GS-05 level in applying office methods and procedures to provide clerical and limited technical support to process and service farm or agricultural programs.

You may start at the CO-07 level if you have one of the following qualifications:

* One year specialized experience at a CO/GS-06 level in applying office methods and procedures to provide clerical and limited technical support to independently perform a full range of farm program processes. Experience that shows your ability to perform progressively more complex, responsible, or difficult duties: and that shows your ability to learn the specific work of this position.

***College Transcript:*** If you are qualifying based on education, you must submit a copy of your college transcript that lists college courses detailing each course by the number and department (i.e., bio 101, math 210, etc.), course title, number of credit hours and grade earned. You must submit evidence that any education completed in a foreign institution is equivalent to U.S. education standards with your resume. You may submit an unofficial copy of the transcript at the initial phase of the application process.

**NOTE:** Your college transcript is used to verify successful completion of degree, or college course work. An official college transcript will be required before you can report to duty.

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

HOW YOU WILL BE EVALUATED:

HOW TO WRITE A KNOWLEDGE, SKILLS, AND ABILITIES (KSA)  
All applicants will be considered on the basis of their education, experience, supervisory appraisal, training, awards and education as it relates to the qualification requirements and on the knowledge, skills, and abilities (KSA's) listed below. 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. You should include specific tasks performed, the dates you performed them, and where you were working at the time. KSA statements may not be more than 2 single-spaced pages per KSA.

Candidates who do not submit the supplemental statements will not be considered.

* 1. Ability to communicate orally.
  2. Ability to communicate in writing.
  3. Ability to identify and resolve problems.
  4. Knowledge of FSA Farm Programs and practices.
  5. Skill in using computers.

BENEFITS:

This is a temporary non-Federal appointment, not to exceed the end of September 30, 2015. Selectee will be eligible to earn annual and sick leave. **Additionally, under the Federal Employee Health Benefits (FEHB) Program, eligibility of FEHB with employer contribution shall be made at the time of hire.** For additional information on benefits please contact the local FSA County Office.

OTHER INFORMATION:

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.

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

HOW TO APPLY:

Please read all the instructions before you begin.

To apply for this position, you must submit a COMPLETE Application Package, by the close of business at Washington County FSA Office, 4:30 PM on the closing date of this vacancy announcement, otherwise may result in an ineligible rating. A Complete Package includes the following:

1. You may submit an FSA-675 (Application for FSA County Employment), [resume](http://www.usajobs.gov/ResourceCenter/Index/Interactive/TenTips#icc) or any other written format. You must include your SSN, your country of citizenship, education, and work experience.
2. Supplemental KSA statements responding to evaluation criteria
3. Additional Required Documents. i.e., Copy of most recent performance appraisal, Notification of Personnel Action (SF-50), college transcripts, Veterans documents, etc.  (See Required Documents section below).

FSA-675 forms may be obtained from any FSA County Office.

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:

APPLICATIONS MUST BE RECEIVED AT:

Washington County FSA Office

1080 SW Baseline, STE B-3

Hillsboro, OR 97123

**Mailed applications must postmarked by the closing date and may be received at the County Office within 3 calendar days after the closing date.**

FAX applications will be accepted and may be faxed to: 877-885-8382, please call 503-648-3174 X 2 to confirm that our office received all documents if faxing.

**Faxed applications must be received at the County Office by close of business on the closing date**.

The use of U.S. Government envelopes is prohibited. Applications received in such envelopes **will not** be considered.

REQUIRED DOCUMENTS:

In addition to your FSA-675 or Resume and Narrative KSA's, other documents are required if you are a current or former USDA employee.

1. You must provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher. Failure to do so will result in an ineligible rating.
2. You must submit your most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable.  Do not submit a performance plan. Failure to do so will result in an ineligible rating.

AGENCY CONTACT INFO:

Gail Stinnett   
Phone: 503-648-3174 X 106  
FAX: 877-855-8382  
Email: gail.stinnett@or.usda.gov

Agency Information:  
Washington County FSA Office  
1080 SW Baseline, STE B-3  
Hillsboro, Oregon 97123  
USA

WHAT TO EXPECT NEXT:

After a qualification review of your complete application package has been made, you will be notified as to the status of your application. The most highly qualified candidates will be referred to the hiring manager for further considerations and possible interview. If further evaluation or interviews are required, you will be contacted. We expect to make a selection within 30 days of the closing date of this announcement.

Before being hired, you will be required to sign and certify the accuracy of all information in your application/resume if you have not done this using an application form. You must answer all questions truthfully and completely. A false statement on any part of your application may be grounds for not hiring you or for firing you after you begin work.

EQUAL EMPLOYMENT OPPORTUNITY

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or non-membership in any employee organization.