



Job Title: County Program Technician
Department: Department Of Agriculture
Agency: Farm Service Agency
Job Announcement Number: IN-2016-0021

SALARY RANGE:

\$29,030.00 to \$52,302.00 / Per Year

OPEN PERIOD:

Thursday, February 18, 2016 to Thursday, March 3, 2016

SERIES & GRADE:

CO-1101-04/07

POSITION INFORMATION:

Full-Time - Permanent

PROMOTION POTENTIAL:

07

DUTY LOCATIONS:

1 vacancy - Crawfordsville, IN

WHO MAY APPLY:

Open to All U.S. Citizens.

SECURITY CLEARANCE:

Q - Nonsensitive

SUPERVISORY STATUS:

No

JOB SUMMARY:

The Farm Service Agency (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 and sick leave, paid holidays, retirement and supplemental savings plan, a wide array of health, dental, vision, and life insurance plans, flexible spending accounts, and long-term care insurance.

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

RELOCATION EXPENSES WILL NOT BE AUTHORIZED

Veteran's preference does not apply.

This is a non-civil service position with the **Montgomery County FSA Office in Crawfordsville, Indiana.**

TRAVEL REQUIRED

- Occasional Travel
- Occasional in state travel may be required.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen.
 - 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.
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DUTIES:

This position is located in the **Montgomery County FSA Office in Crawfordsville, Indiana.**

This position is responsible for:

- Carrying out office activities and functions pertaining to one or more of the program areas administered in the county.
 - Interpreting and explaining procedures, program regulations and forms to producers and other agency personnel.
 - Utilizing various web-based software applications to maintain producer data and processing automated forms.
 - Using a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.
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QUALIFICATIONS REQUIRED:

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

You must meet all qualification requirements by the closing date in this announcement.

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 the following qualifications:

- One year specialized experience 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 the following qualifications:

- One year specialized experience 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.

If you are qualifying for the CO-04 or CO-5 level.

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. Please refer to the "How to Apply, Alternative Methods for Submitting Your Application Materials" section, for instructions on submitting the transcript.

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.

- Entrance on duty is contingent upon completion of a pre-employment security investigation. The position may require a Confidential, Secret, or Top Secret security clearance or be subject to a Public Trust background investigation at the time of appointment, and may be subject to reinvestigation every five years thereafter. A favorable adjudication of the clearance or background investigation at the time of appointment and on reinvestigations is a condition of employment.

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 and in writing.
2. Ability to identify and resolve problems.
3. Knowledge of FSA Farm Programs and practices.
4. Skill in using computers.
5. Skill in Customer Service.

To view the application form, visit: <https://fsaco.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=B00E6337-3E77-427D-8D35-A5AF010722BB>
(<https://fsaco.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=B00E6337-3E77-427D-8D35-A5AF010722BB>)

BENEFITS:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at: <http://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/> (<http://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/>)

OTHER INFORMATION:

- **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.
 - Relocation expenses are not authorized.
 - Complete a Declaration for Federal Employment (OF 306) to determine your suitability for Federal employment.
 - Successfully complete a one-year probationary period (unless already completed).
 - Veteran's preference does not apply.
 - 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 is a Non-Federal, Non-Civil Service position.
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HOW TO APPLY:

Please read the entire announcement and all the instructions before you begin.

The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office at **614-255-2525** during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.
- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact us if you are requesting this.

Step 1: Create a USAJOBS account (if you do not have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2: Create a resume with USAJOBS or upload a resume into your USAJOBS account. Customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. Your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, description of duties and salary), applicable education at a minimum, and your contact information. For current or previous Federal or FSA County employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal or FSA County employees, you must attach a copy of your most recent Notification of Personnel Action (form SF-50 or SF-50B) that provides current position, grade level, and duty location. Award SF-50 or SF-50B will result in an ineligible rating.
- Occupational Questionnaire, Online Resume and Other documents are required if you are a current or former USDA employee.
- Narrative KSA's
- Current and former USDA Employees 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:

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5981 Lakeside BLVD
Indianapolis, IN,
46278
USA
Fax: -----

WHAT TO EXPECT NEXT:

Once your online Occupational Questionnaire and resume has been received, if you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgement email that your submission was successful; otherwise, you will need to check your USAJOBS account for the latest status. After a qualification review of your complete application package has been made, you will be notified as to the status of your application in the same manner. If further evaluation or interviews are required, you will be contacted. You can track the progress of your application package by checking your USAJOBS account.

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Close Print

[Back to top \(TopofPage\)](#)