

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**Farm Service Agency**  
**Elko County Office**  
**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** NV-2021-0002- T

**OPENING DATE:** February 18, 2021 – March 4, 2021

**CLOSING DATE:** Applications must be received by March 4, 2021 @ 4:00pm

**POSITION:** Temporary Part Time Program Technician (PT) CO-3 through CO-7, depending on qualifications

**SALARY:** \$28,078.00.00 – \$56,790.00 per annum

**GRADE:** CO-3 through CO-7

**LOCATION:** Elko County FSA Office, Elko, NV

**AREA OF CONSIDERATION:** Open to all sources

**DESCRIPTION OF DUTIES:** Responsible for carrying out office activities and functions pertaining to Production Adjustment Programs, Common Programs, Compliance Programs and Administrative Programs. The incumbent may serve as back up in other program areas in the absence of the employee responsible for the program or programs.

**GENERAL QUALIFICATIONS:**

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

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 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 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Eligible candidates will be screened on the following knowledge, skills and abilities:

1. Knowledge of FSA Farm program practices and customs.

2. Ability to communicate in writing.
3. Ability to identify and solve problems.
4. Knowledge of agricultural crops produced in the Intermountain West.
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 who do not submit the supplemental statements will **not** be considered.

**BASIS OF RATING:**

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, Knowledge, Skills, Abilities (KSA's).

**PAY, BENEFITS AND WORK SCHEDULE:**

This is a **temporary part-time non-federal appointment**. Hours are part-time. Selectee will be eligible for sick leave.

**RELOCATION EXPENSES:**

Relocation will not be paid.

**CONDITIONS OF EMPLOYMENT:**

A background security investigation will be required before hiring. Appointment will be subject to the applicant's completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**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 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.

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:**

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** information to the address below:

- 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.

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:

**SUBMIT APPLICATION TO:**

**Elko County FSA Office  
555 W. Silver Street, Suite 101  
Elko, NV 89301  
Attn: Claire Kehoe**

If you have any questions regarding this announcement or need to request an application form FSA-675, contact Claire Kehoe, County Executive Director (775) 738.6445.

FSA-675 forms may be obtained from any FSA County Office. The use of U.S. Government envelope is prohibited. Applications received in such envelope will not be considered.

**EQUAL EMPLOYMENT OPPORTUNITY:**

USDA is an equal opportunity provider, employer, and lender.

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.