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Agricultural Marketing Service

Job Title: Financial Analyst
Department: Department Of Agriculture
Agency: Agricultural Marketing Service
Job Announcement Number: CK753700AN

SALARY RANGE: \$34,875.00 to \$54,875.00 / Per Year
OPEN PERIOD: Wednesday, October 10, 2012 to Wednesday, October 17, 2012
SERIES & GRADE: GS-0501-05/07
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: 1 vacancy in the following location:
 Washington DC, DC United States [View Map](#)
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY:

Agency Information:
 OPM Midwest Services Branch
 Call or e-mail us with your questions
 Thank You, MO
 00000
 USA

Questions about this job:
 Midwest Services Branch
 Phone: (816)426-5706
 Email: KANSASCITY@OPM.GOV

Job Announcement Number:
 CK753700AN

Control Number: 328133300

Who May Apply: You may apply as an Open Competitive candidate if you are a US Citizen.

- Do you have knowledge of the procurement process?
- Do you have experience assisting in an accounting or financial office?
- Do you enjoy maintaining records and tracking funds?

The AMS Commodity Procurement Division, Poultry Program, is responsible for coordinating Agency-wide procurement activities of fresh and processed fruits, vegetables, dry beans, nuts, meat, meat products, fish, fish products, poultry, and poultry products for distribution and use in child nutrition and other domestic nutrition programs, including those for elderly and needy families.

Selectee will be required to sign a mobility agreement at the time of appointment indicating willingness to accept a reassignment to other geographical locations throughout the United States.

Work is generally sedentary. However some walking, standing, bending, and carrying of light items may be necessary.

Work is normally performed in an office setting. However, visits to contractor's plants or facilities may be required to observe contract.

Travel to industry, recipient, or other conferences may be necessary in order to gain an understanding of goals.

Work requires extensive use of computer.

KEY REQUIREMENTS

- U.S. Citizenship or National
- Resume and supporting documents (See How to Apply)
- A background investigation may be required
- Subject to one year probationary period
- Must sign mobility agreement to accept reassignment to another location
- Travel will be required 1-5 nights per month

DUTIES:

The incumbent:

- Monitor and evaluate activities for school lunch and other domestic feeding programs
- Assist with the planning and development of purchase operations covering a wide variety of agricultural commodities
- Review purchase order information and reports for financial approval
- Tracks and maintains detailed records of purchase activities for the domestic food programs
- Advises on the status of funds for commodity purchase activities

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- Reconciles funds on a recurring basis

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QUALIFICATIONS REQUIRED:

Minimum Qualifications for the GS-05:

Experience: Three years of progressively responsible experience, one year of which was equivalent to at least GS-4, that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing. (Your experience must be demonstrated in your resume.)

OR

Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university. **You must submit transcripts as proof of any claimed education.**

OR

Combination: You must have a percentage of the education and experience which when combined totals 100% of the necessary education and experience to qualify for this position. First determine total qualifying experience as a percentage of the experience required; then determine education as a percentage of the education required; and then add the two percentages. The total percentages must equal at least 100. **You must submit transcripts as proof of any claimed education.**

Minimum Qualifications for the GS-07:

Specialized Experience: One year of specialized experience related to Financial Analyst work equivalent to at least the GS-05 level of the Federal service that included performance of tasks such as:

- Obtaining, compiling, and summarizing narrative information and quantitative data for use by others within an office;
- Analyzing samples of various accounting reports for accuracy and resolving issues as needed;
- Monitoring funds status and preparing monthly reports demonstrating funds control and adequate planning; and
- Reconciling financial data, documents, or reports.

(Your experience must be demonstrated in your resume.)

OR

Education: One year of graduate level education in Business Administration, Finance, Accounting or another field closely related to this position. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. **You must submit transcripts as proof of any claimed education.**

OR

Combination: You must have a percentage of the education and experience which when combined totals 100% of the necessary education and experience to qualify for this position. First determine total qualifying experience as a percentage of the experience required; then determine education as a percentage of the education required; and then add the two percentages. The total percentages must equal at least 100. **You must submit transcripts as proof of any claimed education.**

OR

Superior Academic Achievement (SAA): To qualify for SAA, you must have completed all requirements for a bachelor's degree in one of the fields specified above and meet one of the following:

1. A grade point average of "B" (a GPA of 2.95 or higher out of a possible 4.0) for all completed undergraduate courses, or those completed in the last two years of undergraduate study.
2. A grade point average of "B+" (a GPA of 3.45 or higher out of a possible 4.0) for all courses in your major field of study, or those courses in your major completed in the last two years of undergraduate study.
3. Rank in the upper one-third of your class in the college, university, or major subdivision.
4. Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies. **You must submit transcripts as proof of any claimed education.**

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/foreignaffairs/asnrc/us/edite-visitus-forrecog.html>

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of resume and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility. Qualified candidates will be assigned to a quality category. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

BENEFITS:

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Benefits: The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at <http://www.usajobs.gov/ResourceCenter/index/interactive/benefits+acc>.

OTHER INFORMATION:

If you are a veteran with preference eligibility and you are claiming 5-points veterans' preference, you must submit a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more information on veterans' preference see:

<http://www.fedshirevels.gov/job/veterans.aspx>

Males born after 12-31-59 must be registered or exempt from Selective Service (see www.sss.gov).

Interagency Career Transition Assistance Program (ICTAP): For information on how to apply as an ICTAP eligible see http://www.opm.gov/rctf/employee_guides/career_transition.aspx#ictap. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at **GS** or above on the rating criteria for this position.

HOW TO APPLY:

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To apply for this position, you must provide a complete Application Package which includes:

1. Your **Resume**
2. A complete **Assessment Questionnaire**
3. Other **supporting documents**:
 - Veterans Preference Documentation, if applicable
 - College transcript(s), if qualifying based on education
 - SF-50, Notification of Personnel Action (if applying as a status candidate with current or former Federal service)

To begin the process, click the Apply Online button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the assessment questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To return to a previously Saved or Incomplete application you may use the following link: <https://applicationsmanager.gov/>

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascvcover.pdf> using the following Vacancy ID 753700. Fax your documents to 1-478-757-3144.

If you cannot apply online:

1. Click the following link to view and print the assessment questionnaire [View Occupational Questionnaire](#), and
2. Print this 1203FX form to provide your response to the assessment questionnaire <http://www.opm.gov/fmms/pdf/611OPH1203fx.pdf> and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

REQUIRED DOCUMENTS:

Your complete Application Package (containing the above required documents) must be received no later than 11:59 pm Eastern Time on Wednesday, October 17, 2012.

If you cannot complete the application process using one of options identified in the "How to Apply" section, please contact our office for alternate application procedures.

AGENCY CONTACT INFO:

Midwest Services Branch
Phone: (816)426-5705
Email: KANSASCITY@OPM.GOV

Agency Information:
OPM Midwest Services Branch
Call or e-mail us with your questions
Thank You, HQ
00000
USA

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. Based upon your score, you may be referred to the hiring official. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview.

You will receive notice via email or by mail, if no email address was provided by you during the application process, once this process is completed (generally 4-6 weeks).

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Agricultural Marketing Service

Job Title: Agricultural Marketing Specialist (Merchandising)**Department:** Department Of Agriculture**Agency:** Agricultural Marketing Service**Job Announcement Number:** CK760424VM**SALARY RANGE:**

\$34,075.00 to \$51,875.00 / Per Year

OPEN PERIOD:

Wednesday, October 10, 2012 to Wednesday, October 17, 2012

SERIES & GRADE:

GS-1146-05/07

POSITION INFORMATION:

Full Time - Permanent

PROMOTION POTENTIAL:

09

DUTY LOCATIONS:

1 vacancy in the following location:
 Washington DC, DC United States [View Map](#)
 United States Citizens

WHO MAY BE CONSIDERED:**JOB SUMMARY:****Agency Information:**

OPM Midwest Services Branch
 Call or e-mail us with your questions
 Thank You, MO
 00000
 USA

Questions about this job:

Midwest Services Branch
 Phone: (816)426-5706
 Email: KANSASCITY@OPM.GOV

Job Announcement Number:
 CK760424VM

Control Number: 328292400**Who May Apply:** You may apply as an Open Competitive candidate if you are a US Citizen.

- Do you have knowledge of production and processing of agricultural products?
- Do you have experience with agricultural procurement?
- Do you enjoy agricultural marketing?

The Commodity Procurement Division is primarily responsible for the procurement fruits, vegetables, beef, pork, seafood, and poultry and egg products for distribution by the Food and Nutrition Service (FNS) to schools and other domestic food program recipients under the authority of various public laws and acts. The division also performs program and economic analyses of support of its buying activities and provides contractual and marketing information to other USDA agencies, Federal Departments and the private sector. The incumbent serves as an Agricultural Marketing Specialist and assists in all aspects of contracting administrative transactions from development of program plan to award and administration of contracts for all commodity items.

KEY REQUIREMENTS

- U.S. Citizenship or National
- Resume and supporting documents (See How to Apply)
- A background investigation may be required for this position
- Travel may be required
- Required to sign a Mobility Agreement at time of appointment

DUTIES:[Back to top](#)

- Obtains data and performs basic studies and analyses on the production and marketing of poultry and egg products which are essential to the planning and operation of the programs assigned to the Program.
- Assist in formulating plans for the formulation of procurement and surplus removal programs for poultry and egg products.
- Participates in the operation of procurement programs, including determination of vendors' responsibility, entering and analyzing bids, and award and administration of contracts.
- Participates in testing and training of Web-Based Supply Chain Management (WRSCM) system to gain understanding of key functionalities and processes.
- Conducts review of food requisition orders; formulates and recommends methods to assure compliance with the defined objectives.
- Assists in development of purchase plans; maintains accounting records on purchases and advises contract specialists of funds status with each purchase.
- Prepares and issues solicitations for bids from industry; reviews mailing list for all commodities to ensure fullest possible competition; answers program inquiries from trade associations, bidders, and other USDA agencies involved in the procurement process.
- Maintains detailed accounting records; prepares a variety of special reports relative to purchase activities.

QUALIFICATIONS REQUIRED:[back to top](#)**For GS-05:**

Experience: Three years of progressively responsible experience, one year of which was equivalent to at least GS-4, that demonstrates the ability to:

- Analyze problems to identify significant factors
- Gather pertinent data, and recognize solutions
- Plan and organize work
- Communicate effectively orally and in writing

OR

Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university. **Note: Transcripts are required if qualifying based on education.**

OR

- **Combination:** You must have a percentage of the education and experience which when combined totals 100% of the necessary education and experience to qualify for this position. **Note: Transcripts are required if qualifying based on education.**

For GS-07:

Specialized Experience: One year of specialized experience related to Agricultural Marketing Specialist work equivalent to at least the GS-05 level of the Federal service that included performance of tasks such as:

- Effective oral and writing skills in order to provide training and technical assistance to internal and external users
- Ability to multi-task and work several assignments at the same time
- Develop and implement non-technical plans of action to improve or correct computer-related systems issues
- Analyze bids, prepare award documents and miscellaneous reports.

OR

Education: One year of graduate level education in Marketing, Economics, Business Administration, Agriculture, Agriculture Economics, Agriculture Business, Statistics, Mathematics, Accounting, or a field related to this position. One year of graduate education is generally equivalent to 18 semester hours. **Note: Transcripts are required if qualifying based on education.**

OR

Combination: You must have a percentage of the education and experience which when combined totals 100% of the necessary education and experience to qualify for this position. **Note: Transcripts are required if qualifying based on education.**

OR

Superior Academic Achievement (SAA): SAA at the baccalaureate level is fully qualifying at the GS-07 level. To qualify for SAA, you must have completed all requirements for a bachelor's degree and meet one of the following:

1. A grade point average of "B" (a GPA of 2.95 or higher out of a possible 4.0) for all completed undergraduate courses, or those completed in the last two years of undergraduate study.

2. A grade point average of "B+" (a GPA of 3.45 or higher out of a possible 4.0) for all courses in your major field of study, or those courses in your major completed in the last two years of undergraduate study.
3. Rank in the upper one-third of your class in the college, university, or major subdivision.
4. Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies. **Note: Transcripts are required if qualifying based on education.**

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

- Selection will be required to sign a Mobility agreement at the time of appointment indicating willingness to accept a reassignment to other geographical locations throughout the United States.
- Walking, bending, and carrying of light items may be necessary

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of resume and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility. Qualified candidates will be assigned to a quality category. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

BENEFITS:

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Benefits: The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at <http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#toc>.

OTHER INFORMATION:

If you are a veteran with preference eligibility and you are claiming 5-points veterans' preference, you must submit a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more information on veterans' preference see

<http://www.fedshirevets.gov/job/veterans.aspx>.

Males born after 12-31-59 must be registered or exempt from Selective Service (see www.sss.gov).

Interagency Career Transition Assistance Program (ICTAP): For information on how to apply as an ICTAP eligible see http://www.opm.gov/pdf/employee_guides/career_transition.aspx#top. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at **85** or above on the rating criteria for this position.

HOW TO APPLY:

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To apply for this position, you must provide a complete Application Package which includes:

1. Your **Resume**
2. A complete **Assessment Questionnaire**
3. Other **supporting documents**:
 - Veterans Preference Documentation, if applicable
 - College transcript(s), if qualifying based on education
 - SF-50, Notification of Personnel Action (if applying as a status candidate with current or former Federal service)

To begin the process, click the Apply Online button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the assessment questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To return to a previously Saved or Incomplete application you may use the following link: <https://applicationmanager.gov/>

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 760424. Fax your documents to 1-478-757-3144.

If you cannot apply online:

1. Click the following link to view and print the assessment questionnaire [View Occupational Questionnaire](#), and

2. Print this 1203FX form to provide your response to the assessment questionnaire <http://www.opm.gov/forms/pdf/OPM1203fx.pdf> and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

REQUIRED DOCUMENTS:

Your complete Application Package (containing the above required documents) must be received no later than 11:59 pm Eastern Time on Wednesday, October 17, 2012.

If you cannot complete the application process using one of options identified in the "How to Apply" section, please contact our office for alternate application procedures.

AGENCY CONTACT INFO:

Midwest Services Branch
Phone: (816)426-5706
Email: KANSASCITY@OPM.GOV

Agency Information:
OPM Midwest Services Branch
Call or e-mail us with your questions.
Thank You, MO
00000
USA

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. Based upon your score, you may be referred to the hiring official. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview.

You will receive notice via email or by mail, if no email address was provided by you during the application process, once this process is completed (generally 4-6 weeks).

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Agricultural Marketing Service

Job Title: Billings & Collections Technician (Office Automation)**Department:** Department Of Agriculture**Agency:** Agricultural Marketing Service**Job Announcement Number:** 24FV-2013-0003

SALARY RANGE: \$37,983.00 to \$49,375.00 / Per Year
OPEN PERIOD: Friday, October 12, 2012 to Monday, October 22, 2012
SERIES & GRADE: GS-0503-06
POSITION INFORMATION: Full-Time - Permanent
PROMOTION POTENTIAL: 06
DUTY LOCATIONS: 1 vacancy - Cockeysville, MD, US [View Map](#)

WHO MAY BE CONSIDERED: This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6FV-2013-0006. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS](#).)

Agency Information:
 Agricultural Marketing Service
 100 N 6th Street, Butler Sq Bldg, 510C
 Minneapolis, MN
 55403
 US
 Fax: 612-336-3560

Questions about this job:
 DO NOT EMAIL DOCUMENTS
 Phone: 612-336-3345
 Fax: 612-336-3560
 Email: Mary.M.Burns@aphis.usda.gov

Job Announcement Number:
 24FV-2013-0003

Control Number: 328507200

JOB SUMMARY:

Relocation expenses will not be paid

This position is located in the Area Office of the Processed Products Branch, Fruit and Vegetable Programs. The Area office is responsible for carrying out program responsibilities related to the inspection of processed fruits and vegetables and miscellaneous commodities for the assigned geographic area. The incumbent serves as a Billing and Collection Technician responsible for performing a variety of duties related primarily to the billing, collection, and account maintenance functions for the Area Office.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

KEY REQUIREMENTS

- U.S. Citizenship

DUTIES:

The duties may include, but are not limited to:

- Reviews all certificates, along with payroll and billing documents generated by graders.
- Prepares applications for services by inputting pertinent data into the electronic system.
- Reviews, verifies, and reconciles financial related data for all grading certificates.
- Receives reports of hours worked from graders in charge of plants under contract and reconciles time sheets as necessary, apportioning charges for graders who work in two or more plants within an accounting period.
- Reviews charges from other federal/state agencies on cross utilization of employees who have performed grading/inspection work under Processed Products authority.
- Examines the accuracy and adequacy of documentation, the compliance with regulations and the justification of vouchers, invoices, claims, and other requests concerning payment of goods and services provided to or by the Government.
- Receives, disburses, examines, deposits and otherwise processes industry payment, usually in the form of check and transmits payment to the appropriate lockbox.
- Reviews application ledger on a weekly basis to ensure services have been completed and applicants have been billed.

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QUALIFICATIONS REQUIRED:

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To qualify, you MUST meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the experience requirements specified below.

SPECIALIZED EXPERIENCE AT THE GS-6 GRADE LEVEL: Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience include, but are not limited to:

- Experience reviewing legal and financial documents and records
- Experience evaluating complaints and violations of financial documents and records
- Experience reviewing and reconciling accounting and financial transactions

THERE IS NO EDUCATION SUBSTITUTION FOR THE GS-6 GRADE LEVEL.

Special Conditions:

- As a condition of employment, a background investigation may be required for this position.
- Males born after 12/31/59 must be registered with the Selective Service.
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference.
- Subject to satisfactory completion of one year probationary period.
- Applicants must be qualified typists (40 WPM)

HOW YOU WILL BE EVALUATED:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above and are proficient in the following skills or competencies below. *Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.*
 - Ability to perform basic accounting and finance technical support work including common computer skills
 - Knowledge of accounting and financial management procedures, methods, and controls, sufficient to process obligation, payment, reimbursement, and collection transactions accurately, timely, and in accordance with established regulations, agency policies, agreements, and formal commitments
 - Ability to use automated accounting, finance, budget, and related administrative systems
 - Communication skills - Written, Oral, and Interpersonal
- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here](#).

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BENEFITS:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part time work schedule. For more information on potential benefits, go to: [Federal Employee Benefits](#)

OTHER INFORMATION:

- For information regarding CIAAP eligibility for displaced Federal employees click: [Career Transition Assistance Programs](#)
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).
- For information on filing a complaint of discrimination, click: [Filing a Complaint](#)

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HOW TO APPLY:

A complete on-line application will require the submission of the following:

- Resume
- Responses to the vacancy specific questions
- Supporting Documentation which may be required (See links under Required Documents for more Information)

For instructions on using the on-line system click: [APPLYING ON-LINE](#)

For instructions on submitting documents click: [SUPPORTING DOCUMENTATION](#)

REQUIRED DOCUMENTS:

Click on the following links to see if the supporting documentation is applicable to you:

- [College Transcripts or List of Coursework - MUST be English \(Key Requirement and/or Education Substitution\)](#)
- [Foreign Degree Evaluation \(Key Requirement and/or Education Substitution\)](#)

- [DD-214 \(Member 4 Copy\)](#) and other Veterans' documents (Veterans Preference)
- [ICTAP/CTAP eligibility documentation \(Displaced Employees\)](#)

Critical Submission Requirements and Reminders

- Help in applying online is available Monday through Friday from 8 a.m. to 4:30 p.m. Central Time at the number listed in the Contact Information section.
- All application materials and supplemental documentation will be accepted until midnight Eastern Time on the closing date.
- Application and supporting documentation will not be accepted via e-mail.
- Due to the high volume of applicants, we are unable to confirm receipt of supporting documentation. If faxing, you should retain confirmation of a successful fax transmission including the number of pages successfully transmitted as proof of submission.
- If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing a previous submission, you must fax and/or upload both the old document and the new document.
- Applicants who cannot apply on-line must request a hard copy application packet from the Agency Contact listed in the vacancy announcement. Resumes and/or supporting documentation alone will not be considered without the inclusion of a hard copy application packet.

AGENCY CONTACT INFO:

DO NOT EMAIL DOCUMENTS
 Phone: 612-336-3345
 Fax: 612-336-3560
 Email: Mary.M.Buresh@aphis.usda
 .gov

Agency Information:
 Agricultural Marketing Service
 100 N 6th Street, Butler Sq Bldg, 510C
 Minneapolis, MN
 55403
 US
 Fax: 612-336-3560

WHAT TO EXPECT NEXT:

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Agricultural Marketing Service

Job Title: Agricultural Commodity Grader (Poultry)**Department:** Department Of Agriculture**Agency:** Agricultural Marketing Service**Job Announcement Number:** 24PY-2013-0001**SALARY RANGE:**

\$33,608.00 to \$54,124.00 / Per Year

OPEN PERIOD:

Wednesday, October 10, 2012 to Wednesday, October 24, 2012

SERIES & GRADE:

GS-1980-05/07

POSITION INFORMATION:

Full Time - Permanent

PROMOTION POTENTIAL:

08

DUTY LOCATIONS:1 vacancy - Hudson, CO, US [View Map](#)**WHO MAY BE CONSIDERED:**

This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6PY-2013-0001. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS.](#))

JOB SUMMARY:

Relocation expenses will not be paid. The incumbent serves as the sole resident grader in a plant or as the grader responsible for a separate shift in a multi-grader plant. Assignments are performed in poultry processing or packing plants and/or shell egg plants and may involve details and/or reassignments to different geographical areas as determined by management.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

KEY REQUIREMENTS:

- U.S. Citizenship

DUTIES:[Back to top](#)

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity. The duties may include, but are not limited to:

- Acts as officially designated contact and maintains relations with plant management and employees explaining decisions; obtaining corrections in sanitation, processing, or storage conditions; explaining grading program activities; and coordinating the grading/inspection activities with plant activities.
- May examine product to determine conformance with approved contract specifications, such as grade, weight, packaging and packing, and quantity for various types of contracts; prepares and issues certificates as required.
- Monitors the plant and processing operations to ensure that the plant remains in compliance with regulations with respect to operating procedures and, in shell egg plants, that facilities and equipment are maintained in a sanitary condition.
- In shell egg plants, ensures only approved chemicals, insecticides, and rodenticides are used; product is labeled only with approved labels; and inedible product is appropriately identified and controlled.
- Prepares and maintains a variety of reports and records related to work, such as plant production data, grading results, certificates issued, and administrative information.
- Trains and authorizes selected plant personnel to grade according to U.S. standards and monitors their grading/inspection work; may also train other employees in their particular specialty.

In addition, the following duties pertain specifically to either poultry grading or shell egg assignments:

Poultry Grading Assignments

Grades whole turkeys, chickens, ducks, geese, or other poultry and/or other parts, considering factors such as class, fleshing, finish, freedom from defects, age, weight, and other conditions. Applies official standards and regulations to determine the product's grade based on grading results.

Agency Information:

Agricultural Marketing Service
100 N 6th Street, Butler Sq Bldg, 510C
Minneapolis, MN
55403
US
Fax: 612-336-3560

Questions about this job:

DO NOT EMAIL DOCUMENTS

Phone: 612-336-3345

Fax: 612-336-3560

Email: Mary.M.Dureshi@aphis.usda.gov**Job Announcement Number:**

24PY-2013-0001

Control Number: 328264500

Shell Egg Assignments

Examines shell eggs for weight, color, soundness, texture of shell, absence of defects, clarity of yolk outline, and clarity and firmness of albumen. Ensures proper cleaning and cartoning and/or packaging of shell eggs and is responsible for final grade determination in accordance with the official standards and regulations.

Assignments are in plants with the following characteristics: Poultry Grading – grades whole birds or parts or monitors further processing activities (including reprocessing), or any combination thereof, and handles limited specification activity (two or fewer different specifications regularly handled). Shell Eggs – low to moderate volume plants (less than 30,000 cases fully graded per accounting cycle) with a limited amount of specification activity (two or fewer of the five major specifications).

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity. **The duties may include, but are not limited to:**

- ~~XXXXX~~ Acts as officially designated contact and maintains relations with plant management and employees explaining decisions; obtaining corrections in sanitation, processing, or storage conditions; explaining grading program activities; and coordinating the grading/inspection activities with plant activities.
- ~~XXXXX~~ May examine product to determine conformance with approved contract specifications, such as grade, weight, packaging and packing, and quantity for various types of contracts; prepares and issues certificates as required.
- ~~XXXXX~~ Monitors the plant and processing operations to ensure that the plant remains in compliance with regulations with respect to operating procedures and, in shell egg plants, that facilities and equipment are maintained in a sanitary condition.
- ~~XXXXX~~ In shell egg plants, ensures only approved chemicals, insecticides, and rodenticides are used; product is labeled only with approved labels; and inedible product is appropriately identified and controlled.
- ~~XXXXX~~ Prepares and maintains a variety of reports and records related to work, such as plant production data, grading results, certificates issued, and administrative information.
- ~~XXXXX~~ Trains and authorizes selected plant personnel to grade according to U.S. standards and monitors their grading/inspection work; may also train other employees in their particular specialty.

In addition, the following duties pertain specifically to either poultry grading or shell egg assignments:

Poultry Grading Assignments

Grades whole turkeys, chickens, ducks, geese, or other poultry and/or other parts, considering factors such as class, fleshing, finish, freedom from defects, age, weight, and other conditions. Applies official standards and regulations to determine the product's grade based on grading results.

Shell Egg Assignments

Examines shell eggs for weight, color, soundness, texture of shell, absence of defects, clarity of yolk outline, and clarity and firmness of albumen. Ensures proper cleaning and cartoning and/or packaging of shell eggs and is responsible for final grade determination in accordance with the official standards and regulations.

Assignments are in plants with the following characteristics: Poultry Grading – grades whole birds or parts or monitors further processing activities (including reprocessing), or any combination thereof, and handles limited specification activity (two or fewer different specifications regularly handled). Shell Eggs – low to moderate volume plants (less than 30,000 cases fully graded per accounting cycle) with a limited amount of specification activity (two or fewer of the five major specifications).

QUALIFICATIONS REQUIRED:

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To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the **EDUCATION** requirements specified below and/or the **SPECIALIZED EXPERIENCE** requirements.

EDUCATION

GS-5: Four-year course of study leading to a bachelor's degree.

GS-7: One full year of graduate level education in a related field of study, such as agriculture, mathematics, engineering, science, business, or economics; OR

Superior Academic Achievement: To qualify based on superior academic achievement, you must have completed the requirements for a bachelor's degree from an accredited institution AND must meet certain GPA requirements. For more details click: [Superior Academic Achievement](#).

TRANSCRIPTS are required if:

- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.
- You are qualifying for this position based on Superior Academic Achievement.

This education must have been successfully completed and obtained from an accredited school, college, or university. For more information on submitting transcripts, click: [Transcripts](#).

GENERAL EXPERIENCE AT THE GS-5 GRADE LEVEL

Applicants must have three years of progressively responsible experience, one year of which was equivalent in level of difficulty and responsibility to the next lower level in the Federal Service (may have been obtained in private or public sectors) that demonstrates the ability to (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing.

General experience may have been gained from quality assurance, food processing, some farm experience, and/or technical, administrative work. Experience must provide evidence of the knowledge, skills, and abilities necessary to perform the duties of this position and show decision making responsibilities. General clerical experience (typing, filing, routine processing, or other non-specialized repetitive tasks) is not creditable.

SPECIALIZED EXPERIENCE AT THE GS-7 GRADE LEVEL

Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Specialized experience is that which has been gained in production, quality control, inspection (if such experience involves quality determination), research or receiving of agricultural commodities which involves making quality determinations using an applicable grading standard. Experience may have been gained in chain stores, military, or manufacturing.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-5/7 GRADE LEVELS

Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify for that grade level. To learn more about combining education and experience for this series, click the following: [Combining Education and Experience for Administrative and Plant/Animal Positions](#)

Special Conditions:

- Males born after 12/31/59 must be registered with the Selective Service.
- DD214 (Member 4 Copy) or other veterans' documents required to receive veterans' preference.
- As a condition of employment, a background investigation may be required for this position.
- Subject to satisfactory completion of one-year probationary period.
- Requires periods of physical exertion to lift and move boxes and cartons of product often weighing over 50 pounds.
- Requires prolonged periods of standing, walking, stooping, bending, and climbing.
- Requires physical coordination and finger dexterity in at least one hand for poultry grading assignments and two hands for shell egg assignments to perform digital examinations of eggs.

- Requires the ability to detect abnormalities in the commodity through normal or corrected vision in at least one eye for distance, depth perception, and color.
- Requires the ability to ensure safety in a highly mechanized noisy environment through adequate or correctable hearing.
- Requires the ability to determine product qualities through smell.
- The work environment in poultry or shell egg plant involves moderate discomforts and risks, such as cold temperatures and freezer storage areas; the presence of processing equipment, moving carts, and forklifts; and wet slippery floors.
- Selectee will be required to complete the Self-Certification Medical Statement (MSP-5).
- Selectee will be required to sign a Mobility Agreement at the time of appointment indicating willingness to accept a reassignment to other geographical locations throughout the United States.

HOW YOU WILL BE EVALUATED:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above and are proficient in the following skills or competencies below. *Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.*
 - General commodity inspection and grading skills
 - Communication skills
 - Decision-making, leadership, supervisory, and project/program management
 - Poultry grading
- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here.](#)

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BENEFITS:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full- or part-time work schedule. For more information on potential benefits, go to: [Federal Employee Benefits](#)

Salary:

Range for GS-5: \$33,608 to \$43,687 (incl. 22.52% locality pay)

Range for GS-7: \$41,631 to \$54,124 (incl. 22.52% locality pay)

OTHER INFORMATION:

- For information regarding CTAP eligibility for displaced Federal employees click: [Career Transition Assistance Programs](#)
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).
- For information on filing a complaint of discrimination, click: [Filing a Complaint](#)

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HOW TO APPLY:

A complete on-line application will require the submission of the following:

- Resume
- Responses to the vacancy specific questions
- Supporting Documentation which may be required (See links under Required Documents for more information)

For instructions on using the on-line system click: [APPLYING ON-LINE](#)

For instructions on submitting documents click: [SUPPORTING DOCUMENTATION](#)

REQUIRED DOCUMENTS:

Click on the following links to see if the supporting documentation is applicable to you:

- [College Transcripts or List of Coursework - \(MPS\) be English \(Key Requirement and/or Education Substitution\)](#)
- [Foreign Degree Evaluation \(Key Requirement and/or Education Substitution\)](#)
- [DD-214 \(Member 4 Copy\) and other Veterans' documents \(Veterans Preference\)](#)
- [CTAP/CTAP eligibility documentation \(Displaced Employees\)](#)

Critical Submission Requirements and Reminders

- Help in applying online is available Monday through Friday from 8 a.m. to 4:30 p.m. Central Time at the number listed in the Contact information section.
- All application materials and supplemental documentation will be accepted until midnight Eastern Time on the closing date.
- Application and supporting documentation will not be accepted via e-mail.
- Due to the high volume of applicants, we are unable to confirm receipt of supporting documentation. If faxing, you should retain confirmation of a successful fax transmission including the number of pages successfully transmitted as proof of submission.
- If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing a previous submission, you must fax and/or upload both the old document and the new document.
- Applicants who cannot apply on-line must request a hard copy application packet from the Agency Contact listed in the vacancy announcement. Resumes and/or supporting documentation alone will not be considered without the inclusion of a hard copy application packet.

AGENCY CONTACT INFO:

DO NOT EMAIL DOCUMENTS.
Phone: 612-336-3345
Fax: 612-336-3560
Email: Mary.M.Buresh@aphis.usda.gov

Agency Information:
Agricultural Marketing Service
100 N 6th Street, Butler Sq Bldg, 510C
Minneapolis, MN
55403
US
Fax: 612-336-3560

WHAT TO EXPECT NEXT:

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Agricultural Marketing Service

Job Title: Agricultural Marketing Specialist (Merchandising)**Department:** Department Of Agriculture**Agency:** Agricultural Marketing Service**Job Announcement Number:** 24PY-2013-0003**SALARY RANGE:**

\$51,630.00 to \$67,114.00 / Per Year

OPEN PERIOD:

Wednesday, October 10, 2012 to Wednesday, October 17, 2012

SERIES & GRADE:

GS-1146-09

POSITION INFORMATION:

Full-Time - Permanent

PROMOTION POTENTIAL:

12

DUTY LOCATIONS:1 vacancy - Washington, DC, US [View Map](#)**WHO MAY BE CONSIDERED:**

This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6PY-2012-0064. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS.](#))

Agency Information:

Agricultural Marketing Service
100 N 6th Street, Butler Sq Bldg., 510C
Minneapolis, MN
55403
US
Fax: 612-336-3560

Questions about this job:

DO NOT EMAIL DOCUMENTS
Phone: 612-336-3345
Fax: 612-336-3560
Email: Mary.M.Buresh@aphis.usda.gov

Job Announcement Number:

24PY-2013-0003

Control Number: 328325700**JOB SUMMARY:**

Relocation expenses will not be paid.

You will serve as the Web Based Supply Chain Management System (WBSCM) Testing and Training Specialist, responsible to apply knowledge gained in agricultural markets and commodity procurement functions to support the testing, help desk, and administration of the WBSCM.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

KEY REQUIREMENTS

- U.S. Citizenship

DUTIES:

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity. **The duties may include, but are not limited to:**

- Plan, develop, and execute all contracting functions within the WBSCM testing environment, answer calls or emails sent to the help desk, and train industry users.
- Coordinate with other Agency areas, USDA, and other Government agencies to ensure that technical aspects of WBSCM follow established procedures in announcing purchases, awarding contracts, establishing inspection and acceptance requirements, and agricultural markets.
- Provide technical support to agricultural market representatives and new commodity vendors.
- Within WBSCM, responsible for assuring the technical aspects of the system properly handle all procurement aspects in support of agricultural markets.
- Perform technical analysis of bid system performance to assure processes and procedures are designed to ensure the most advantageous awards for USDA nutrition assistance programs.
- Assure WBSCM can properly handle transportation and other cost factors, as they relate to purchase operations.
- Ensure that the provisions of Sections 8 and 15 of the Small Business Act, as amended by PL 95-507 and the provisions of Executive Order 12138 are accommodated in WBSCM.
- Assure that WBSCM properly handles contract administration duties including contractor-requested waivers, recipient-requested destination changes, shipment issues, delivery issues, and other administrative duties.

QUALIFICATIONS REQUIRED:

To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the **EDUCATION** requirements specified below and/or the **SPECIALIZED EXPERIENCE** requirements.

EDUCATION:

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree in Marketing, Economics, Business Administration/Management, Agriculture, Mathematics, Commerce, Finance, Accounting, Procurement, or directly related degree field

TRANSCRIPTS are required if:

- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.
- You are qualifying for this position based on Superior Academic Achievement.

This education must have been successfully completed and obtained from an accredited school, college, or university. For more information on submitting transcripts, click: [Transcripts](#)

SPECIALIZED EXPERIENCE AT THE GS-9 GRADE LEVEL: Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience include, but are not limited to:

- Develop and implement non-technical plans of action to improve or correct computer related systems issues.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-9 GRADE LEVEL: Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify for that grade level. To learn more about combining education and experience for this series, click the following: [Combining Education and Experience for Administrative and Management Positions](#)

Special Conditions:

- As a condition of employment, a background investigation may be required for this position.
- Males born after 12/31/59 must be registered with the Selective Service.
- Subject to satisfactory completion of one year probationary period.
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference.
- Travel may be required.
- Selectee will be required to sign a Mobility Agreement at the time of appointment indicating willingness to accept a reassignment to other geographical locations throughout the United States.
- Walking, bending, and carrying of light items may be necessary.
- Work is normally performed in an office setting. However, visits to contractor's plants or facilities may be required to observe contract production.
- Office work requires extensive use of computer in analyzing bids, preparing award documents, troubleshooting, and miscellaneous reports.

HOW YOU WILL BE EVALUATED:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above and are proficient in the following skills or competencies below. Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.
 - Communication Skills: Interpersonal, Oral and Written
 - Project Management, Leadership, Supervisory and Decision Making
 - General Agricultural Marketing Skills
 - Merchandising/Procurement
- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here](#).

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BENEFITS:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part-time work schedule. For more information on potential benefits, go to: [Federal Employee Benefits](#)

OTHER INFORMATION:

- For information regarding CTAP eligibility for displaced Federal employees click: [Career Transition Assistance Programs](#)
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.

- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).
- For information on filing a complaint of discrimination, click: [Filing a Complaint](#)

HOW TO APPLY:[Back to top](#)

A complete on-line application will require the submission of the following:

- **Resume**
- **Responses to the vacancy specific questions**
- **Supporting Documentation which may be required (See links under Required Documents for more Information)**

For instructions on using the on-line system click: [APPLYING ON-LINE](#)

For instructions on submitting documents click: [SUPPORTING DOCUMENTATION](#)

REQUIRED DOCUMENTS:

Click on the following links to see if the supporting documentation is applicable to you:

- [College Transcripts or List of Coursework - MUST Be English \(Key Requirement and/or Education Substitution\)](#)
- [Foreign Degree Evaluation \(Key Requirement and/or Education Substitution\)](#)
- [DD-214 \(Hamber 4 Copy\) and other Veterans' documents \(Veterans Preference\)](#)
- [ICTAP/CTAP eligibility documentation \(Displaced Employees\)](#)

Critical Submission Requirements and Reminders

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Agricultural Marketing Service

Job Title: Biological Science Laboratory Technician (Microbiology)**Department:** Department Of Agriculture**Agency:** Agricultural Marketing Service**Job Announcement Number:** 24VS-2012-0089**SALARY RANGE:**

\$34,907.00 to \$50,431.00 / Per Year

OPEN PERIOD:

Monday, October 01, 2012 to Monday, October 15, 2012

SERIES & GRADE:

GS-0404-06/07

POSITION INFORMATION:

Full-Time - Permanent

PROMOTION POTENTIAL:

07

DUTY LOCATIONS:1 vacancy - Ames, IA, US [View Map](#)**WHO MAY BE CONSIDERED:**

This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6VS-2012-0100. For information on viewing Merit Promotion announcements, click: [Locating a Status Position on USAJOBS.](#))

Agency Information:

Agricultural Marketing Service
100 N 6th Street, Butler Sq Bldg, 510C
Minneapolis, MN
55403
US
Fax: 612-336-3560

Questions about this job:

DO NOT EMAIL DOCUMENTS
Phone: 612-336-3345
Fax: 612-336-3560
Email: Mary.M.Buresh@aphis.usda.gov

Job Announcement Number:

24VS-2012-0089

Control Number: 327675400**JOB SUMMARY:**

Relocation expenses will not be paid

This position is located in the Brucella and Mycobacterium Reagents Team (BMRT), Serology Section, Diagnostic Bacteriology Laboratory, National Veterinary Services Laboratories.

The incumbent is responsible for the performance of a variety of duties, specifically technical work involving the production, standardization, and development of diagnostic reagents.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. For details click: [APHIS Emergency Response](#)

KEY REQUIREMENTS

- U.S. Citizenship

[Back to top](#)**DUTIES:**

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.

The duties may include, but are not limited to:

- Prepares and standardizes a variety of Brucella antigens by:
- Prepares and standardizes various media, stains, dyes, and solutions for the production of antigens and other reagents (i.e., brilliant green, crystal violet, hematoxylin, rose bengal, rivanol, buffered pH and other salt solutions).
- Prepares seed cultures for the propagation of Brucella abortus strain 1119-3 through the restoring of lyophilized cultures, inoculating medium, harvesting growth and checking for purity.
- Propagates and harvests Brucella abortus strain 1119-3 and other Brucella species for the preparation of a variety of Brucella antigens through the use of various filters, fermentors, incubators, culture apparatus, water baths, etc. and adjusting each antigen to proper cell and hydrogen ion concentration.
- Conducts purity and/or sterility tests on harvested Brucella cells and on prepared antigens and reagents.
- Places products in the final containers and properly labels each one with information such as type of reagent, volume, serial number, expiration date and other necessary information for its proper distribution and use.
- Maintains detailed records of the various steps the incumbent performs in the preparation and production of each lot of antigen or reagent and prepares reagent release forms and reagent data sheets for each serial of reagents produced.

- Conducts Quality Assurance testing to determine the potency, specificity, and sensitivity of various reagents in diagnostic systems such as Standard Plate Antigen, Buffered Plate Antigen, Standard Tube Antigen, Complement Fixation Antigen, Rivanol Plate Antigen, Card Test Antigen, and Ring Test Antigen.
- Processes blood for Brucellosis and Johne's Disease control serum and for proficiency testing.
- Assists the supervisor and other personnel of the section by completing special tasks as assigned; these would involve such tasks as the preparation of special labels, propagation or assisting in the propagation of special organisms, preparation or assisting with preparation of special antigens and/or materials with special formulations or characteristics.

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QUALIFICATIONS REQUIRED:

To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the experience requirements specified below.

SPECIALIZED EXPERIENCE AT THE GS-6/7 GRADE LEVELS: Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience include, but are not limited to:

GS-6

In the laboratory setting, the technician uses a variety of equipment to perform a number of varying standardized tasks related to reagent production where the work is done repetitively on the same types of organisms. In other laboratory settings the technician performs reagent evaluation for determining suitability of materials for testing purposes.

GS-7

Responsibilities are similar to those at the next lower grade level, but are performed with greater autonomy. In the laboratory setting, the technician performs varied tasks and responsibilities related to reagent production for various types of bacterial organisms. Technician is expected to conduct responsibilities with only initial direction on priorities and deadlines for reagent production timelines. Some independent technical troubleshooting is also required.

THERE IS NO EDUCATION SUBSTITUTION FOR THE GS-6/7 GRADE LEVELS.

Special Conditions:

- As a condition of employment, a background investigation may be required for this position.
- Males born after 12/31/59 must be registered with the Selective Service.
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference.
- Subject to satisfactory completion of one year probationary period.
- Valid state driver's license required at time of hiring.
- We understand that accepting a position with Veterinary Services may require the need for spousal career placement assistance. To help you and your family make a successful career transition, Veterinary Services is dedicated to providing information on career placement assistance. Please visit the following web links for more information: <http://www.jobhunt.org/jobs/states.shtml> http://www.jobhunt.org/state_unemployment_offices.shtml
- This position is subject to unscheduled overnight details of undetermined lengths in the event of animal health emergencies or other conditions requiring immediate response, as required by the Agency. (Extensive periods of time may be designated for overnight details.)
- This position requires walking, standing, bending, reaching, pushing, and lifting up to 40 lbs.
- Dexterity such as exceptional hand-eye coordination is required.

HOW YOU WILL BE EVALUATED:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above and are proficient in the following skills or competencies below. *Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.*
 - General administrative and technical skills
 - Communication skills: interpersonal, oral, written
 - Ability to prioritize work, meet deadlines, lead others, and supervise staff
 - Skill at performing laboratory diagnostics, biologics, and research testing
 - Knowledge of general laboratory functions, procedures, techniques, equipment, and professional practices
- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and / or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here](#).

BENEFITS:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part-time work schedule. For more information on potential

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Agricultural Marketing Service

Job Title: Supervisory Fruit and Vegetable Marketing Specialist (Agreements and Orders) Branch Chief**Department:** Department Of Agriculture**Agency:** Agricultural Marketing Service**Job Announcement Number:** 24FV-2013-0002**SALARY RANGE:**

\$105,211.00 to \$136,771.00 / Per Year

OPEN PERIOD:

Thursday, October 04, 2012 to Monday, October 15, 2012

SERIES & GRADE:

GS-1146-14

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

14

DUTY LOCATIONS:1 vacancy - Washington, DC, US [View Map](#)**WHO MAY BE CONSIDERED:**

This announcement is open to all United States citizens. (Current and Former federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6FV-2013-0002. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS.](#))

Agency Information:

Agricultural Marketing Service
100 N 6th Street, Butler Sq Bldg, 510C
Minneapolis, MN
55403
US
Fax: 612-336-3560

Questions about this job:**DO NOT EMAIL DOCUMENTS.**

Phone: 612-336-3345

Fax: 612-336-3560

Email: Mary.M.Buresh@aphis.usda.gov**Job Announcement Number:**

24FV-2013-0002

Control Number: 328059400**JOB SUMMARY:****Relocation expenses will not be paid.**

The Division develops and administers marketing orders and marketing agreements, and import quality regulations for fresh, dried, and processed fruits, vegetables and specialty crops under the authority of the Agricultural Marketing Agreement Act of 1937 (Act). The orders, agreements, and other programs administered by the Division are highly complex and considered critical to the success of stakeholder producers and handlers in achieving strategic marketing objectives, maintaining profitability and meeting customer needs.

Regulating the handling of commodities valued at more than eight billion dollars annually, these programs include a combination of provisions providing for minimum quality standards, market allocation mechanisms, supply management reserve pools, production and marketing research initiatives, and generic marketing activities.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

KEY REQUIREMENTS

- U.S. Citizenship

DUTIES:**The duties may include, but are not limited to:**

- The incumbent works closely with the Division Director and Deputy Director, managing all Division activities with regard to formal rulemaking proceedings.
- The incumbent collaborates with Branch staff and Regional Directors in assuring that informal rulemaking activities are carried out efficiently and effectively pertaining to grade, size, container, pack and volume regulations, and import regulations for commodities subject to Section 8e of the Act.
- Directing Branch members in providing assistance to field offices in the analysis of committee and industry recommendations and supporting justifications with respect to multifaceted and politically sensitive informal rulemaking actions for Department approval.
- Preparing findings, evaluations, conclusions, and recommendations to the Division Director and Deputy Director for use in policy and program decisions aimed at resolving industry and trade problems and improving Division operations.
- Providing guidance to industry administrative committees operating under programs and directs the evaluation of committee recommended order amendments to administer marketing orders and agreements in conformance with Department standards and criteria.
- Planning and coordinating work within the Branch, including between the Branch and the field offices and other offices of the Fruit and Vegetable Program including the Promotion and Economics Division, the Specialty Crop Inspection Division, and the Deputy Administrator's staff.

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- Managing, training and supervising a team of specialists who research and write rulemaking documents as needed.
- Assuring the technical accuracy, timeliness, and completeness of Branch work products, and coordinating with Regional Directors and other Headquarters Sections, as appropriate.

QUALIFICATIONS REQUIRED:[Back to top](#)

To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

SPECIALIZED EXPERIENCE AT THE GS-14 GRADE LEVEL: Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience include, but are not limited to:

- Experience planning, developing or reviewing rulemaking documents; proposed rules, final rules, federal register notices.
- Experience developing or reviewing specialized or technical documents, briefings or reports pertaining to a regulatory program.
- Experience collaborating with, or providing oversight, direction, and coordination to geographically dispersed staff and operations of a regulatory program.

THERE IS NO EDUCATION SUBSTITUTION FOR THE GS-14 GRADE LEVEL.

Special Conditions:

- Males born after 12/31/59 must be registered with the Selective Service.
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference.
- As a condition of employment, a background investigation may be required for this position.
- Subject to satisfactory completion of one year probationary period.
- Occasional travel to field locations is required.
- If you are appointed to a supervisory or managerial position, you may be required to complete a one year supervisory/managerial probationary period.
- In accordance with Office of Government Ethics regulations concerning conflict of interest, the incumbent of this position will be required to submit a financial disclosure report within 30 days of their effective date of appointment and annually thereafter.
- Selected will be required to sign a statement at the time of appointment indicating willingness to accept a reassignment to other geographical locations throughout the United States.
- Selected will be required to complete a self-certification medical statement.

HOW YOU WILL BE EVALUATED:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above and are proficient in the following skills or competencies below. *Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.*
 - Human Capital Management, Leveraging Diversity and other Supervisory Competencies
 - Communication Skills - Interpersonal, Oral and Written
 - Project Management, Leadership, Supervisory and Decision Making
 - General Agricultural Marketing Skills
 - Marketing Programs
- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here](#).

BENEFITS:[Back to top](#)

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part-time work schedule. For more information on potential benefits, go to: [Federal Employee Benefits](#)

OTHER INFORMATION:

- For information regarding CTAP eligibility for displaced Federal employees click: [Career Transition Assistance Programs](#)
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotype, etc) should contact: USDA'S TARGET Center at 202-720-2600 (voice and TDD).

- For information on filing a complaint of discrimination, click: [Filing a Complaint](#)

HOW TO APPLY:[Back to top](#)

A complete on-line application will require the submission of the following:

- **Resume**
- **Responses to the vacancy specific questions**
- **Supporting Documentation which may be required (See links under Required Documents for more information)**

For instructions on using the on-line system click: [APPLYING ON-LINE](#)

For instructions on submitting documents click: [SUPPORTING DOCUMENTATION](#)

REQUIRED DOCUMENTS:

Click on the following links to see if the supporting documentation is applicable to you:

- [College Transcripts or List of Coursework - MUST be English \(Key Requirement and/or Education Substitution\)](#)
- [Foreign Degree Evaluation \(Key Requirement and/or Education Substitution\)](#)
- [DD-214 \(Member 4 Copy\) and other Veterans' documents \(Veterans Preference\)](#)
- [ICTAP/CTAP eligibility documentation \(Displaced Employees\)](#)

Critical Submission Requirements and Reminders

- Help in applying online is available Monday through Friday from 8 a.m. to 4:30 p.m. Central time at the number listed in the Contact Information section.
- All application materials and supplemental documentation will be accepted until midnight Eastern Time on the closing date.
- Application and supporting documentation will not be accepted via e-mail.
- Due to the high volume of applicants, we are unable to confirm receipt of supporting documentation. If faxing, you should retain confirmation of a successful fax transmission including the number of pages successfully transmitted as proof of submission.
- If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing a previous submission, you must fax and/or upload both the old document and the new document.
- Applicants who cannot apply on-line must request a hard copy application packet from the Agency Contact listed in the vacancy announcement. Resumes and/or supporting documentation alone will not be considered without the inclusion of a hard copy application packet.

AGENCY CONTACT INFO:

DO NOT EMAIL DOCUMENTS
 Phone: 612-336-3345
 Fax: 612-336-3560
 Email: Mary.M.Buresh@aphis.usda.gov

Agency Information:
 Agricultural Marketing Service
 100 N 6th Street, Butler Sq Bldg, 510C
 Minneapolis, MN
 55403
 US
 Fax: 612-336-3560

WHAT TO EXPECT NEXT:

You may check the status of your application on-line 24 hours a day through USAJOBS. Status updates will be available after 2-3 weeks. For instructions on checking your application status click: [Checking My Application Status](#). No additional correspondence will be sent.

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