



United States  
Department of  
Agriculture

Farm  
Service  
Agency

## **VACANCY ANNOUNCEMENT**

**JOB TITLE:** Temporary Program Technician

**SALARY:** Based on qualifications.

**TOUR OF DUTY:** Full-time, Monday through Friday, 8:00 a.m. through 4:30 p.m. This is a fully funded position that is intended to last through the end of 12/31/23.

**APPLICATION DEADLINE:** October 2, 2023

**CONTACT:** Tiffany South at 509-422-2750 or [tiffany.south@usda.gov](mailto:tiffany.south@usda.gov)

## **JOB DESCRIPTION**

### **INTRODUCTION**

This position is supervised out of the Okanogan County Farm Service Agency (FSA) based in Okanogan, WA. The incumbent serves at the basic trainee level and works on different assignments assisting with USDA farm programs. The incumbent will require a valid driver's license for use with a Government vehicle.

This is an amazing opportunities to enter the Federal workforce, which offers excellent benefits.

### **PRIMARY DUTIES**

Greets farmers and answers general questions. Answers the telephone, prepares correspondence, and makes appointments with farmers and other customers. Assists in preparing applications and eligibility forms with farmers, and data loads application data in the computer for payment processing. Operates a calculator and computer workstation in the performance of his/her duties. Performs other duties as assigned.

### **GENERAL QUALIFICATIONS**

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

### **TO APPLY**

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following information to the address below to be received by close of business (4:30 PM) 10/02/23.

- Resume. You may submit a copy of your resume including your education and work experience.

- College Transcript, if applicable.

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:

**Okanogan County FSA**  
**Attn.: Tiffany South**  
1251 2<sup>nd</sup> Ave. S Room 103  
Okanogan, WA

Faxed and emailed applications are acceptable. Please send to: **FAX # 855-843-1173**  
**EMAIL:** [tiffany.south@usda.gov](mailto:tiffany.south@usda.gov)

### SUPERVISION RECEIVED

The employee works under close supervision and makes decisions on routine matters only. The employee receives detailed instructions on assigned tasks and job priorities and refers problems to a higher graded employee. The employee submits completed work to a higher graded employee for review.

### KNOWLEDGE REQUIRED

The work requires knowledge of office clerical procedures and a limited knowledge of assigned program provisions. The work also requires the ability to perform routine aspects of the work and to recognize problems that need to be referred to others, and the ability to assume additional responsibility in assigned programs.

### EEO CIVIL RIGHTS RESPONSIBILITIES

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

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USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).