Job Title: Program Technician (Loan)
Department: Department Of Agriculture
Agency: Farm Service Agency
Job Announcement Number: FSA-16-0695-IL-LF

**SALARY RANGE:** $32,318.00 to $52,043.00 / Per Year
**OPEN PERIOD:** Tuesday, April 19 2016 to Monday, May 02 2016
**SERIES & GRADE:** GS-1101-05/07
**POSITION INFORMATION:** Full-Time - Permanent
**PROMOTION POTENTIAL:** 07
**DUTY LOCATIONS:** 1 vacancy - Vienna, IL
**WHO MAY APPLY:** You must be a U.S. Citizen or National to apply; no prior Federal experience is required.
**SUPERVISORY STATUS:** No

**JOB SUMMARY:**

The Farm Service Agency (FSA) is an exciting and rewarding place to start, build and/or continue your career. Be part of our team and support the well-being of American agriculture and the American public. As a team member located in one of our USDA/FSA Offices, you will take part in the delivery of these essential and critical programs as a Program Technician by providing administrative and technical support for the servicing of FSA Agricultural Loan programs. You will receive on-the-job training intended to further develop your talent, skills, and abilities to successfully administer farm loan programs.

FSA’s diverse culture and benefits allow for a healthy balance between your career and home life. In addition to a generous salary, FSA offers a friendly and professional working environment with a diverse workforce, flexible hours/work schedules, and other family-friendly benefits such as: paid vacation and sick leave, paid holidays, retirement and supplemental savings plan, a wide array of health, dental, vision, and life insurance plans, flexible spending accounts, and long-term care insurance.

**PLEASE READ ALL THE INSTRUCTIONS UNDER “HOW TO APPLY” BEFORE YOU BEGIN.**

**TRAVEL REQUIRED**
- Occasional Travel
- Up to 25%

**RELOCATION AUTHORIZED**
- No

**KEY REQUIREMENTS**
- You must be a U.S. Citizen or National to apply.
- Required to pass a background investigation and fingerprint check.
- Registered for Selective Service, if applicable.
- Successful completion of a one year probationary period.
- Meet education and/or experience requirements.
- Complete the Occupational Questionnaire/submit resume/supporting documents.

**DUTIES:**

This position is assigned to the Farm Service Agency in the Illinois State Office, Farm Loan Team, located in Vienna, Johnson County, Illinois.

The selectee:

- Performs a wide range of technical and administrative duties related to loan processing, loan servicing, and office management in support of FSA Agricultural Loan programs at the field office level.
• Requires typing skills to perform word processing and other office automation duties; however, the skills of a qualified typist are not required.

QUALIFICATIONS REQUIRED:

Applicants must meet all qualification requirements by 11:59 p.m. EST on the closing date.

You may start at the GS-5 level if you have the following qualifications:

• 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; OR
• One year of specialized experience equivalent in difficulty and responsibility to the GS-4 level in the Federal service or private sector equivalent applying office methods and procedures to provide clerical and limited technical support to any program; OR
• A combination of post-high school education (in excess of the first 60 semester hours) and the specialized experience described above.

You may start at the GS-6 level if you have one of the following qualifications:

• One full academic year of graduate education or master’s or higher level graduate degree from an accredited college or university with a major in finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology; OR
• One year of specialized experience equivalent in difficulty and responsibility to the GS-5 level in the Federal service or private sector equivalent applying office methods and procedures to provide clerical and limited technical support to process and service loans or agricultural programs.

You may start at the GS-7 level if you have one of the following qualifications:

• One full academic year of graduate education or master’s or higher level graduate degree from an accredited college or university with a major in finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology; OR
• One year of specialized experience equivalent in difficulty and responsibility to the GS-6 level in the Federal service or private sector equivalent applying office methods and procedures to provide clerical and limited technical support to independently perform a full range of farm loan program processes.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

College Transcript: If you are qualifying based on education, submit a copy of your college transcript that lists college courses detailing each course by the number and department (i.e., bio 101, math 210, etc.), course title, number of credit hours and grade earned. You must submit with your application package evidence that any education completed in a foreign institution was appropriately accredited by an accredited body recognized by the Secretary of the U.S. Department of Education as equivalent to U.S. Education standards. You may submit an unofficial copy of the transcript at the initial phase of the application process; however, if selected, you will be required to submit official transcripts prior to entering on duty. Please refer to the “How to Apply” section for instructions on submitting the transcript.

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

HOW YOU WILL BE EVALUATED:

Applications will be evaluated in accordance with Office of Personnel Management’s (OPM) Delegated Examining Procedures using category rating. Applicants who meet basic minimum qualifications will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran’s preference will receive selection priority over non-veterans. Category placement will be determined based on applicants’ quality of experience and the extent they possess the following knowledge, skills and abilities (or competencies):

• Knowledge of agricultural program policies, regulations and procedures.
• Ability to research, interpret and apply farm program provisions and regulations.
• Ability to communicate orally.
• Ability to communicate in writing.
• Ability to gather data and skill in analysis and problem solving.
• Knowledge of agricultural production practices.
• Skills in customer service.
• Ability to adapt, respond to new and changing situations.
• Ability to be innovative and creative.
• Ability to facilitate a team.

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your rating in this occupational questionnaire is subject to evaluation and verification based on the documents and references you submit. Be sure your resume clearly supports your responses to all the questions addressing experience and education relevant to this position. If a determination is made that you have rated yourself higher than is supported by your description of experience and/or education OR that your application is incomplete it may result in receipt of a lower or ineligible rating. Errors, omissions, or providing inaccurate information on federal documents may affect your eligibility. If selected, providing inaccurate information could also be grounds for dismissing you from the position/agency. Please follow all instructions carefully.

To view the application form, visit:

BENEFITS:

The Federal service offers a comprehensive benefits package. To explore the benefits offered to most Federal employees click here. Permanent employees are eligible to elect life and health insurance coverage and will be covered by a Retirement System. Employees will earn annual and sick leave.

OTHER INFORMATION:

Reemployment Priority List (RPL), Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming RPL/CTAP/ICTAP eligibility, provide a copy of your most recent annual performance appraisal (at least "fully successful" or equivalent), and proof of eligibility, i.e., a RIF separation notice or Certification of Expected Separation, and SF-50 noting current position, grade level, and duty location. RPL/CTAP/ICTAP eligibles will be considered well-qualified if achieving a rating of 85 or above excluding veterans points.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service, or are exempt from having to do so under Selective Service law. See www.sss.gov.

Direct Deposit: Per Public Law 104-134 all federal employees are required to have federal payments made by direct deposit to a financial institution of their choosing.

E-Verify: Federal law requires agencies to use E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS E-Verify system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

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).

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

This announcement may be used to fill multiple vacancies.
HOW TO APPLY:

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

The following instructions outline our application process.

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

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

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

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required. You can update your application or documents anytime while the announcement is open. Log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

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

REQUIRED DOCUMENTS:

The following document is required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

Resume must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisor's phone number, e-mail address for each work period listed, and whether or not we may contact them for reference checks; and 5) other qualifications.

You must submit the documents below if you claim any of the following:

1) If this vacancy announcement has a basic education requirement and/or you are substituting education for specialized experience, you must submit a copy of your college transcripts. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education web site at http://www.ed.gov. All transcripts must be in English or include English translation. Failure to do so will result in an ineligible rating.

2) If you are veteran and you are claiming veterans preference, you must submit a DD-214, Certificate of Release from Active Duty which shows dates of service and discharge under honorable conditions (Member 4 Copy). Veterans claiming 10 point preference based on service connected disability, in addition to the DD-214, must also submit an SF-15 Application for 10-point Veterans Preference, plus the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability (VA letter).

Click here for more information on Veterans' preference. Current active duty members expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days may be granted tentative preference by submitting a "certification" document in lieu of DD-214.
3) CTAP/ICTAP: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 documenting separation or the position separating from.

AGENCY CONTACT INFO:
Largo W. Flanagan
Phone: 703-253-6334
Fax: (xx)xxx-xxxx
ToC: (800)735-2565
Email: flanagan@fsrc.com

Agency Information:
Farm Service Agency
2312 East Bannister Road, Mail Stop
8398
Kansas City, MO,
64131
United States
Fax: (xxx)xxx-xxxx

WHAT TO EXPECT NEXT:
If you set up your USAJOBS account to send automatic email notifications, you will receive an email acknowledging: 1) the submission of your online Occupational Questionnaire and resume was successful, 2) if you were referred to the selecting official for consideration, and 3) if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.