Temporary Program Technician

**Salary Range:** 24,070.00 - 48,679.00 USD per year

**Open Period:** Thursday, March 30, 2006 to Thursday, April 20, 2006

**Series & Grade:** CO-1101-3/7

**Position Information:** Full-Time Temporary position not to exceed 9/30/06 (may be extended)

**Promotion Potential:** 7

**Duty Locations:** 1 vacancy - RI - Warwick

**Who May Be Considered:**
This is a Re-Advertisement of Job Announcement Number RI06CO01. Position is being re-advertised to change the grade levels. Applications already received under RI06CO01 will be considered for this position without re-applying.

Applications will be accepted from United States citizens and nationals.

**Job Summary:**

As a Program Technician in the Rhode Island FSA County Office, the employee will be responsible for carrying out office activities and functions pertaining to the technical assistance and program support related to FSA programs at the field office level.

**Key Requirements:**
- Background and/or Security Investigation required.

**Major Duties:**
The Program Technician will utilize various types of computer systems to maintain producer data and process automated program forms and processes. Knowledge of GIS programs is preferred, but not necessary. Uses a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.
Qualifications and Evaluation

Qualifications:

CO-3

1 year of general experience relating to office work or equal background in the operation of a farm or ranch, or 1 year of qualifying education above high school.

CO-4

1 year of general experience relating to office work or equal background in the operation of a farm or ranch, or two years of qualifying education above high school.

CO-5 through CO-7

1 year of experience directly related to the functions of the position to be filled or equivalent office experience in a related activity at the next lower grade level or four years of qualifying education above high school.

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

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You will be required to make occasional travel.

How You Will Be Evaluated:
You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Ability to communicate orally.

2. Ability to communicate in writing.

3. Ability to identify and resolve problems.

4. Knowledge of FSA farm programs and local farm practices.

5. Skill in using computers.
Benefits and Other Information

**Benefits:**


You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: [http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI](http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI)

**Other Information:**
When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

How to Apply

**How To Apply:**
Interested applicants who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** information below:

**Application.** You may submit an FSA-675 (Application for FSA County Employment, resume, or any other written format. You must include your Social Security Number, your country of Citizenship, education, and work experience.

**Supplemental KSA statements.**

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.), and **MUST BE POSTMARKED** by the closing date on this announcement. Please send to the following address:

**Rhode Island County FSA Office**

60 Quaker Lane, Suite 49
Warwick, Rhode Island  02886-0111
Attn: Melissa Turrisi
Phone: (401) 828-3120

Faxed applications are acceptable, to be received before close of business (4:00 p.m.) on the closing date. **FAX to: (401) 821-0780.**

Or you may email your application with supplemental documents by the closing date to Melissa.Turrisi@ri.usda.gov
If you have any questions regarding this announcement, the above source can be contacted.

FSA-675 application forms may be obtained from any USDA, FSA County Office, or at the following link:  [http://165.221.16.90/dam/ffasforms/currentforms.asp](http://165.221.16.90/dam/ffasforms/currentforms.asp)

Form Prefix:    FSA
Form Number: 675

**Contact Information:**
Melissa Turrisi
Phone: 401-828-3120
Fax: 401-821-0780
Internet: Melissa.Turrisi@ri.usda.gov

Or write:
Rhode Island County FSA Office
60 Quaker Lane
Suite 49
Warwick, RI 02886
US
Fax: 401-821-0780

**What To Expect Next:**
Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

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**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

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**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
Send Mail to:
Rhode Island County FSA Office
60 Quaker Lane
Suite 49
Warwick, RI 02886
US
Fax: 401-821-0780

For questions about this job:
Melissa Turrisi
Phone: 401-828-3120
Fax: 401-821-0780
Internet: Melissa.Turrisi@ri.usda.gov

USAJOBS Control Number: 632317