County Program Technician (PT) located for the Templeton FSA office.

The Mission of the FSA County Office
County Offices are the direct link between the Farm Service Agency and local farmers and ranchers. County Offices are responsible for administering Agency programs at the local level, for providing guidance and assistance to program participants and others, and for leading outreach efforts to explain and promote Agency programs through public events and media presentations.

Responsibilities:
• Carrying out office activities and functions pertaining to one or more of the program areas administered in the county.
• Interpreting and explaining procedures, program regulations and forms to producers and other agency personnel.
• Utilizing various web-based software applications to maintain producer data and processing automated forms.
• Using a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.

How to Qualify:
Applicants for CO-04 positions must meet one of the sets of qualifications listed below:
• Two years of education above high school at an accredited college or university, or
• At least one year of general experience of progressively responsible clerical office work, or equal background in the operations of a farm or ranch that indicates the ability to acquire the particular knowledge, skills, and abilities needed to perform the duties of this position, or
• A combination of education and experience described above.

Applicants for CO-05 positions must meet one of the sets of qualifications listed below:
• Four years of education above high school at an accredited college or university, or
• At least one year of *specialized experience equivalent to the grade 5 level or above, or
• A combination of education and experience described above.

Advancement Opportunities:
• CO grade levels are fully equivalent to GS grade levels.
• The grade progression for PTs is CO-4/5/6/7. Most employees are eligible for advancement to the next higher grade after one year.

Benefits:
• 13 days paid vacation per year for the first 3 years with a limit of 240 hours carryover per year. Vacation days increase after 3 years and 15 years of service.
• 13 days paid sick leave per year with an unlimited carryover per year
• 11 paid Federal holidays per year
• on the job and formal training
• health insurance, life insurance, retirement benefits and Thrift Savings Plan

* Specialized experience is experience with FSA or other USDA agencies, State departments of agriculture, State or local extension services, or vocational agriculture schools where the candidate has acquired knowledge of the operational phases of farm programs, or farm credit programs, carried out by the respective agencies or institutions.