



**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
MILK MARKET ADMINISTRATOR**

VACANCY ANNOUNCEMENT

Announcement Number: 10-02

Position Title: Administrative Assistant, MA-3411
Grade: MA 10 (Note: This is not equivalent to GS Pay Scale)

Promotion Potential: MA 16

Salary Range: \$36,360 - \$47,411 (Includes locality adjustment)
Salary commensurate with qualifications

Opening Date: August 30, 2010

Closing Date: September 7, 2010

Location of Position: Bothell, Washington

Area of Consideration:
The Pacific Northwest Marketing Area

Type of Appointment: Excepted Service/FT Position

The objective of a Milk Market Administrator's office is to administer the terms and provisions of regulations referred to as a Federal milk order. More detailed information on the program can be found at www.fmmaseattle.com or www.ams.usda.gov/dairy/orders.htm.

PRIMARY DUTIES OF THE POSITION:

The duties of this position involve performing a variety of administrative services which are essential to the operation of the Market Administrator's office:

- Assist the Administrative Officer in office operations
- Assist in Processing the employee payroll and related accounting functions, including quarterly and annual reports
- Maintain personnel files
- Prepare and mail/email out routine office mailings and other material, as needed.
- Perform the duties of a receptionist
- Maintain filing systems and ensure security of payroll and personnel records
- Help to maintain inventory or supplies and order supplies, as needed
- Compose office correspondence and edit it for accuracy and correctness
- Assist in the interpretation of personnel policies and procedures
- Make travel reservations

SPECIAL CONDITIONS AND REQUIREMENTS:

- Must be a U.S. Citizen

QUALIFICATION REQUIREMENTS:

Applicant must have a high school diploma or its equivalent and a minimum of 2 years of experience in administrative work. Such as: (1) work which required a general understanding of administrative functions or management practices and processes; or (2) an ability to work or deal effectively with individuals or groups; or (3) skill in analyzing problems, identifying relevant factors, gathering pertinent information, and recognizing solutions.

OR

Successfully completed studies in an accredited college or university above the high school level may be substituted for general experience at the rate of one (1) year of education (i.e., 30 semester or 45 quarter hours) for one (1) year of experience up to a maximum of three (3) of experience.

The required amount of experience and education will not in itself be accepted as proof of qualification for the position. The candidate's record of experience must demonstrate that the candidate possesses the ability to perform the duties of the position at the grade level to which appointed.

If applicable, a copy of your college transcript is required.

EVALUATION CRITERIA:

Candidates who meet the requirements described above will be evaluated on the following criteria:

- Knowledge of personnel/payroll functions and daily office operations.
- Knowledge of accounting principles and procedures.
- Knowledge of records management.
- Ability to communicate in an effective and professional manner, both in written and oral presentation.
- Proficiency in word processing, spreadsheet and/or database software.
- Ability to analyze problems and develop solutions.

BENEFITS:

Eligibility for benefits depends on the type of appointment and work schedule. Listed below are some of the benefits for which a full-time position is entitled:

- Federal Employees Retirement System (FERS)
- Federal Employees Health Benefits Program – Health, Dental, & Vision insurance
- Federal Employees Group Life Insurance
- Flexible Spending Accounts (Medical and Dependand Care)
- Federal Long Term Care Insurance
- Thrift Savings Plan (Government 401(k))
- Vacation & Sick Leave
- Paid Federal Holidays
- Mass Transit/Van Pool Reimbursement

APPLICATION PROCEDURES:

To be considered for the above position, submit a statement addressing the above evaluation criteria and a complete resume and/or OF 612, Optional Application for Federal Employment, to:

Milk Market Administrator
Attn: Joanne Walter
1930 – 220th Street SE, Suite 102
Bothell, WA 98021
Phone (425) 487-6009
Fax (425) 487-2775

Or email: fmmaseattle@fmmaseattle.com

The following information is needed to evaluate your qualifications:

- Full name, mailing address (including zip code) and a day and evening phone numbers (with area code). E-mail address if available.
- Highest education level achieved. Specify:
 - Name and City
 - Date of completion
 - Type of degree received, if applicable.
- Paid and non paid work experience related to the position.
- Veterans' Preference (if applicable).
- A separate written supplemental statement addressing each of the evaluation criteria that are described in this announcement.

Failure to address the evaluation criteria could result in elimination from consideration.

All application material must be postmarked or emailed by the closing date.

WHAT TO EXPECT NEXT:

Once your completed application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly-qualified candidates will be contacted to schedule an interview. We expect to make a selection within 30 days of the closing date of this announcement; you will be notified of the outcome.

VETERANS' PREFERENCE:

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. To claim veterans' preference, veterans need to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with a service connected disability and others claiming 10-point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. To learn more about veterans' preference, please visit <http://www.fedshirevets.gov>.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs.)

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). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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.

Legal and Regulatory Services

Social Security Number – Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application material will result in your application not being processed.

Privacy Act – Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361. Signature – Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements – If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action. Selective Service – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.