



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 September 30, 2019.

### INTRODUCTION

This position is located in the multiple County Farm Service Agency (FSA) office. The incumbent serves at the basic trainee level and works on different assignments as required to assist higher graded employees who are responsible for administering USDA farm programs.

### PRIMARY DUTIES

Local travel 75% of the time to complete agricultural inspections. 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 their 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.

Hold a Valid U.S. Driver License

### 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) on the deadline.

- Resume, you must include your SSN, your country of Citizenship, education, and work experience.
- College Transcript, if applicable.

Employment applications may be 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:

Emailed applications are acceptable.

## LOCATIONS, DEADLINES AND CONTACTS

Whatcom County – Opens July 1, 2019 and Closes July 10, 2019

Kara Christensen, County Executive Director  
914 Citadel Drive, Ste C. Everson, WA 98247  
360-592-6097 or fax 855-843-1171

[Kara.christensen@usda.gov](mailto:Kara.christensen@usda.gov)

Douglas County – Opens July 1, 2019 and Closes July 8, 2019

Michel Ruud, County Executive Director  
103 N Baker St. Waterville, WA 98858  
509-745-8561 or fax 855-843-1172

[Michel.ruud@usda.gov](mailto:Michel.ruud@usda.gov)

Okanogan County - Open July 3, 2019 and Closes July 10, 2019

Celeste Acord, County Executive Director  
1251 2<sup>nd</sup> Ave. Room 103 Okanogan, WA 98840  
509-422-2750 or fax 855-843-1171

[Celeste.Acord@usda.gov](mailto:Celeste.Acord@usda.gov)

Franklin County – Opens July 3, 2019 and Closes July 10, 2019

Bruce Clatterbuck, County Executive Director  
1533 E. Spokane St. Pasco, WA 99301  
509-416-5703 or fax 855-843-1171

[Bruce.Clatterbuck@usda.gov](mailto:Bruce.Clatterbuck@usda.gov)

Adams County – TBD

Chris Holt, County Executive Director  
506 Weber Ave. Ste A Ritzville, WA 99169  
509-659-1761 or fax 855-843-6123

[Chris.holt@usda.gov](mailto:Chris.holt@usda.gov)

Spokane County – TBD

Tracy Gaston, County Executive Director  
8815 E. Mission Ave. Ste B Spokane Valley, WA 99212  
509-381-6719 or fax 855-843-1171

[Tracy.gaston@usda.gov](mailto:Tracy.gaston@usda.gov)