Job Title: LOAN ASSISTANT (AGRL)
Department: Department Of Agriculture
Agency: Farm Service Agency
Job Announcement Number: UK705390FSA-AD

Salary Range: $38,790.00 to $50,431.00 / Per Year
Open Period: Wednesday, July 18, 2012 to Tuesday, July 31, 2012
Series & Grade: GS-1165-07
Position Information: Full Time - Permanent
Promotion Potential: 11
Duty Locations: 1 vacancy in the following location:
Okanogan, WA United States
Who May Be Considered: United States Citizens

Job Summary:

Please read all the instructions under "How to Apply" before you begin.

Relocation Expenses Will Not Be Authorized.

NOTE: We are also concurrently announcing this vacancy under:
Merit Promotion (internal status applicants) Vacancy #UK700214-WA-DT at the GS-7.
All Sources (internal/external applicants) Vacancy #UK700258-WA-DT at the GS-9.
Persons wishing to be considered for all announcements must submit separate application packages.

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. Take part in delivering these essential and critical programs as an Agricultural Loan Assistant/Specialist by making and servicing agricultural loans, evaluating financial factors and credit risks, and providing advice, guidance, and credit counseling. As a team member located in one of our USDA/FSA Offices, you will receive both classroom and 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.

Key Requirements:
- You must be a U.S. Citizen or National to apply.
- Required to pass a background investigation and fingerprint check.
- This announcement may be used to fill more than one vacancy.
- Registered for Selective Service, if applicable.
- Complete the Occupational Questionnaire/submit resume/supporting documents.

Duties:
This position is assigned to the **FSA WASHINGTON STATE OFFICE** Farm Loan Team, located in, Okanogan, WA United States 1 vacancy.

Farm Loan Officer's (FLO's) are required to successfully complete all of the requirements of the Farm Loan Training Program. FLO's may be reassigned to another training office during their training program. In addition, upon completion of training program, FLO's may be reassigned, at any time, to a different duty station if workload activity changes or vacancies occur.

This position assists the Farm Loan Manager in administering farm loan programs in a USDA Service Center serving one or more Counties.

**Major responsibilities include:**

- Make and service loans;
- Provides technical advice, guidance and credit counseling to loan applicants and borrowers;
- Delegates loan approval authority to approve loans within a specific limit;
- Knowledge of the technicalities of farm financing and credit, financial management concepts and practices, farm operations, land use and value, production and marketing of various crops and livestock, and prices and markets in the serviced farming areas.

**QUALIFICATIONS REQUIRED:**

Applicants must meet all qualification requirements by Tuesday, July 31, 2012. You may start at the GS-7 level if you have one of the following qualifications:

- Superior Academic Achievement: A bachelor's degree in finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or another field related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology from an accredited college or university with either: 1) a grade point average (GPA) of 3.0 based on a 4.0 scale; 2) a 3.5 GPA based on a 4.0 scale for required courses completed in a major field of study during the last two years of undergraduate study; 3) class standing of upper third of the graduating class in the college, university, or major subdivision of the college; 4) membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; **OR**
- One year of specialized experience equivalent in difficulty and responsibility to the GS-5 level in the Federal service that demonstrates basic knowledge of loan examining and/or servicing principles, procedures and techniques as they apply to investigation, analysis, and evaluation of financial factors and credit risks in relation to granting and servicing of agricultural loans. Experience may have been gained in such work as assisting in reviewing and passing upon applications for agricultural loans; servicing an agricultural loan portfolio of a bank or other loan association; or similar work. In addition, this experience must demonstrate basic knowledge of farm operations, land use and value, production of various crops and livestock, and prices and markets in the farming area where loans are made and serviced; **OR**
- One year of graduate education from an accredited college or university with a major in finance, business administration, economics, accounting, engineering, mathematics, banking and credit, law, statistics, or another field related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology; **OR**
- A combination of graduate education and experience as listed above.
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 evidence that any education completed in a foreign institution is equivalent to U.S. education standards with your resume. You may submit an unofficial copy of the transcript at the initial phase of the application process. Please refer to the "How to Apply, Alternative Methods for Submitting Your Application Materials" section, for instructions on submitting the transcript.

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

CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: If selected for this position, you will be required to submit an Annual Financial Disclosure Report within 30 days of your initial appointment date, and annually thereafter.

HOW YOU WILL BE EVALUATED:

We will review your application, including an online assessment 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 answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

Note: 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 may result in receipt of a lower or ineligible rating.

For Competitive Applicants/All US Citizens - If you meet the qualification requirements based on the extent and quality of experience, education and training relevant to the duties of the position and your responses to the automated scoring system, your application will be placed in one of the three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans.

BENEFITS:

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. For additional information on benefits, click here.

OTHER INFORMATION:

Interagency Career Transition Assistance Plan (ICTAP) or Career Transition Assistance Plan (CTAP): If you are claiming 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. CTAP/ICTAP eligible's will be considered well-qualified if achieving a rating of 80 or above excluding veteran's preference 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 System, or are exempt from having to do so under the Selective Service Law. See http://www.sss.gov/.

HOW TO APPLY:
Please read all the instructions before you begin.

To apply for this position, you must submit a complete Application Package, which includes the following:

1. **Resume**. You may either use USAJOBS Resume Builder to create a resume or create your own; however, your resume must contain the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications.
2. **A complete Occupational Questionnaire**
3. **Additional Required Documents** i.e., college transcripts, Veterans documents, etc. (see Required Documents section below).

To begin this process, click the "Apply online" button to create an account or log into your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure that you click the Submit My Answers button at the end of the process.

Please print your "**Confirmation of your Submission to Application Manager**" for your records. The online Occupational Questionnaire must be completed and submitted by 11:59 p.m. EDT on Tuesday, July 31, 2012. Applications are not screened for required documents before determining minimum qualifications. It is your responsibility to ensure that all required documents are received in the office by the close of business on or before the closing date of this announcement. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service etc.

**Alternative Method for Submitting Your Application Materials:**

If you are unable to apply online, you may fax your application materials to 1-478-757-3144.

- Click **View Occupational Questionnaire** to download the questions, and
- Click here to download the OPM Form 120.3f, this form is used to record your responses on, and
- Click here to download the required fax cover page.

If applying online or faxing your application materials poses a hardship, please contact the servicing human resources office during core business hours (8:00am to 4:30 pm central time) prior to the closing date. Requests for hardship will be reviewed on a case-by-case basis. Make requests in a timely manner to allow enough time to obtain documents and return the completed information to our office.

**REQUIRED DOCUMENTS:**

In addition to your Occupational Questionnaire and Online Resume, other documents may be required.

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.

2) If you are applying for **Veteran Preference**, submit evidence of eligibility, such as DD-214, Certificate of Release or Discharge from Active Duty, or Application for 10-point Veteran Preference **(Standard Form 15)** and the proof requested on the form.

3) If you are a current or former federal employee please provide the most current Notification of Personnel Action (SF-50) that verifies career/career-conditional status, position title, series and grade.

**AGENCY CONTACT INFO:**

**FARM SERVICE AGENCY**

Phone: (816)926-6781
TDD: 800-735-2966
Email: EXAM1@KCC.USDA.GOV

**Agency Information:**

Farm Service Agency

Please do not send mail
Apply On-Line
Thank You, MC
WHAT TO EXPECT NEXT:

Once your online Occupational Questionnaire and resume has been received, you will receive an acknowledgement email that your submission was successful. After a qualification review of your complete application package has been made, you will be notified as to the status of your application. If further evaluation or interviews are required, you will be contacted. You can track the progress of your application package in Application Manager at http://ApplicationManager.gov.

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