

UNITED STATES DEPARTMENT OF AGRICULTURE  
Animal and Plant Health Inspection Service  
**JOB ANNOUNCEMENT**  
Seasonal (Spring/Summer) Employment



**POSITION:**

Plant Protection Aide/Technician  
(16 Possible Full Time Seasonal Positions Available)

**LOCATION(s):**

Cooperative Plum Pox Virus Eradication Program  
\* **Lockport, NY (Niagara County)** – 12 positions  
\* **Penfield, NY (Monroe County)** – 4 positions



**PHYSICAL DEMANDS OF POSITION:**

Position requires fast walking, bending, squatting, working outdoors in various terrain, inclement weather, etc., for a 8-10 hour day.

**WHO MAY APPLY:**

This announcement is open to all U. S. citizens.

**MAIL ENTIRE**

**APPLICATION PACKAGE TO:** USDA, APHIS, PPQ, PPV  
Attn: Robin McCowen  
6409 Dysinger Road  
Lockport, NY 14094

**SALARY:**

**\$11.95 to \$15.38 per hour**  
based on qualifications/education

**WHEN TO APPLY:**

**EARLY SEASON BEGINNING IN APRIL:** In order to be considered for **early** season employment (**April 09, 2012 thru August/September**), the **deadline for the application** package (including ALL of the following: Application Cover Letter, OF612, OF306 and Official Transcripts) **is due February 24, 2012** (or until all vacancies are filled).

**REGULAR SEASON BEGINNING IN JUNE:** For **regular summer season employment (June 04, 2012 thru August/September)**, the **deadline for the application** package (including ALL of the following: Application Cover Letter, OF612, OF306 and Official Transcripts) **is due March 23, 2012**.

**TYPE OF APPOINTMENT:**

This is a Limited Appointment lasting up to 180 days. Full time **seasonal employment will begin either in April or June, 2012 and end August/September, 2012.**

**WHAT ARE THE DUTIES?**

Plant Protection Aide/Technician will assist in the Cooperative Plum Pox Virus Survey Project in the effort to eradicate plum pox from New York State. Duties include, but are not limited to: Inspection and survey of properties (residential properties, businesses, farms, etc.) for the presence of the plum pox virus; communicating our mission to homeowners in order to gain access to their property; proper identification of virus susceptible plants; maintenance of daily and weekly records of inspection work; proper collection of leaf samples for laboratory testing; proper use of maps in connection with survey activities.

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**ARE THERE SPECIAL CONDITIONS?**

- \* Must have a **valid drivers license**
- \* Males born after 12/31/59 must be registered with the selective service

**BASIC QUALIFICATION REQUIREMENTS:**

- \* The education requirement for this position is successful completion of 8 semester hours in courses such as biology, plant pathology, entomology, zoology, botany, forestry, chemistry, agriculture or physics.
- \* Knowledge of plant identification and plant pests associated with farming, gardening, and/or nurseries.
- \* Skill in gathering information and summarizing this information in written reports.
- \* Skill in communicating verbally in order to exchange information, and gain the cooperation of others (explain how and with whom you communicate and for what reason.)

**WHAT MUST MY APPLICATION INCLUDE?**

- 1.) **Job Application Cover Sheet** indicating which position(s) and location(s) you are applying for (early or regular season), and dates your official transcript was ordered from the college/university (Job Application Cover Sheet should be attached to this application).
- 2.) **OF-612 Form** (available at the following Website: <http://www.opm.gov/forms/html/of.asp>) **MUST** include the following:
  - \* Position for which you are applying (enter, "Plant Protection Aid/Technician")
  - \* Series (enter "GS-0421")
  - \* Grade(s) (leave blank)
  - \* Announcement number (leave blank)
  - \* Name, Address and Phone Number(s)
  - \* Social Security Number
  - \* Country of Citizenship
  - \* Documentation of Education - Begin with high school and list all institution names, dates of degree completion, and GPAs
  - \* Work History - Describe previous work applicable to this position. Include dates (M/D/Y), hours per week; and if Federal civilian employment, include the series and grade levels
  - \* Please ensure that email addresses and cell phone numbers included on your application remain up to date and are checked regularly for new messages in order to be contacted regarding a job interview
- 3.) **OF 306 Form** – form can be found at the following Website: <http://www.opm.gov/forms/html/of.asp>; **AND**
- 4.) An **official** copy of your college transcripts containing courses with grades and credits is required. The transcript(s) must be requested from your college and mailed directly to the office address located in this job announcement.

*Note: **Entire Application Package** (including official transcripts)  
is due into office **by February 24** for **EARLY (April) EMPLOYMENT**  
**or March 23** for **REGULAR SEASON (May) EMPLOYMENT***

**WHERE DO I GET MORE INFORMATION or Forms?**

Contact Robin McCowen at 716-433-6482 ext. 201 ([Robin.L.McCowen@aphis.usda.gov](mailto:Robin.L.McCowen@aphis.usda.gov))



**U. S. DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE**  
**PLANT PROTECTION AND QUARANTINE**

**Application Cover Sheet**

(Completion is required for your application to be considered)

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address** (Please Write Legibly): \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Applying for (select one or both):**

Early Spring/Summer Employment (April through August/September): Y / N

**(Deadline to apply for Early Spring/Summer Employment is February 24, 2012 or until filled)**

Regular Summer Employment (Memorial Day through Aug/September): Y / N

**(Deadline to apply for Regular Summer Employment is March 23, 2012 or until vacancies are filled)**

**Work Base Location Preference \* (prioritize in order of preference, i.e., 1; 2) :**

\*Work Base – location where you will be reporting each morning

<u>Location</u>	<u>Preference: 1<sup>st</sup> ; 2<sup>nd</sup></u>
1. Lockport, New York (Niagara County):	_____
2. Penfield, New York (Monroe County):	_____

**Certification regarding Application Materials:**

Attached/enclosed are my completed Application Packet Documents: *(please do not send partial packets)*

- |  |                          |
|--|--------------------------|
| 1. <b>Job Application Cover Sheet-</b> (this sheet)  | <input type="checkbox"/> |
| 2. <b>OF-612</b> Form (“application”) – completed, dated and signed original   | <input type="checkbox"/> |
| 2. <b>OF-306</b> Form – completed, dated and signed original   | <input type="checkbox"/> |
| 3. Verification: “I have ordered my <b>OFFICIAL college transcripts</b> ”<br>(Official college transcript ordered on (date) _____ from the following college/university:<br>_____ to be mailed to the USDA Lockport Office listed below) | <input type="checkbox"/> |

**Information Request:**

Please indicate where you learned about this job (please be specific indicating name, location, date, etc.):

County Fair _____	Newspaper _____
Career Fair _____	College Website _____
Other (please specify) _____	

**Mailing Address:** USDA, APHIS, PPQ, PPV  
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**Contact for more information:**  
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