



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

VACANCY ANNOUNCEMENT

Announcement Number: 14-01

Position Title: Auditor, MA-5101

Grade: MA 11 – MA 12 (Note: This is not equivalent to GS Pay Scale)

Promotion Potential: MA 16

Salary Range: \$41,060 - \$59,590
(Includes locality adjustment)
Salary commensurate with qualifications

Opening Date: January 13, 2014

Closing Date: January 27, 2014

Location of Position: Lake Oswego, Oregon

Area of Consideration:
All Market Administrator offices and the Portland Commuting area (No Relocation Expenses Paid)

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:

Conduct on-site audits of milk processing plants, manufacturing plants, and cooperative associations to verify compliance with Federal milk order provisions. Specific responsibilities include:

- Examining financial, cost, and operational records.
- Investigating and documenting unusual findings and instances of non-compliance with the Federal order.
- Preparing written reports documenting audit findings and recommendations.
- Utilizing a laptop computer to input necessary data and preparing a final analysis of audit findings.
- Representing the Market Administrator's office in contacts with the dairy industry.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Must be a U.S. Citizen
- Local and out-of-town travel required.
- Must provide own transportation.
- Mileage, per diem, and lodging paid.
- Medical examination will be required and paid for upon selection.

QUALIFICATION REQUIREMENTS:

Applicants must have a bachelor's degree in accounting, finance, mathematics, dairy or food science or agricultural economics with at least nine semester hours in accounting.

OR

A bachelor's degree in any other field with at least 15 semester hours in accounting. Semester hours in investigative or research courses may be substituted for accounting.

OR

Applicants who do not have a degree must have appropriate semester or quarter hours described above and experience that, when combined with the education, would equal a four-year course of study.

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.

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 financial reporting systems and accounting procedures.
- Ability to analyze data and draw factual conclusions.
- Ability to communicate in an effective and professional manner, both in written and oral presentation.
- Proficiency in word processing, spreadsheet and/or database software.
- Knowledge of terms and provisions of Federal milk orders is helpful.

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
- Dental, & Vision insurance
- Federal Employees Group Life Insurance
- Flexible Spending Accounts (Medical and Dependent Care)
- Federal Long Term Care Insurance
- Thrift Savings Plan (Government 401(k))
- Vacation & Sick Leave
- Paid Federal Holidays
- Mass Transit/Van Pool Reimbursement
- Telework Eligible

APPLICATION PROCEDURES:

To be considered for the above position, submit a cover letter and a complete resume to:

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

Or email: jday@fmmaseattle.com

The following information is needed to evaluate your qualifications:

- Full name, mailing address (including zip code) and 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).

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

HOW YOU WILL BE EVALUATED:

Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related educations as reflected in their resume. Candidates are encouraged to ensure work experiences clearly show possession of knowledge of the subject matter pertinent to the position, the technical skills to successfully perform the duties of the position, and ability to communicate both orally and in writing.

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 60 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.