



UNITED STATES DEPARTMENT OF AGRICULTURE  
 AGRICULTURAL MARKETING SERVICE  
 MILK MARKET ADMINISTRATOR

**VACANCY ANNOUNCEMENT**

**Announcement Number:** 17-04

**Position Title:** Auditor

**Series/Grade:** OCC 5101 MA 12-13  
 (Note: This is not equivalent to GS Pay scale)

**Salary:** Minneapolis, MN \$48,015 Minimum  
 (Salary shown includes locality pay)

**Type of Appointment:** Excepted Service

**Opening Date:** November 3, 2017

**Closing Date:** November 20, 2017

**Location of Positions:** Minneapolis, Minnesota

**Area of Consideration:** Nationwide

**PRIMARY DUTIES OF THE POSITION:**

This position will require monthly review and analysis of product accountability and examination of financial records of milk processing plants.

Work will include:

1. Examination and analysis of product accountability and compliance with federal regulations.
2. Documentation of product flow.
3. Preparation of audit schedules and work papers using a laptop computer.
4. Communication of audit findings to plant personnel and Market Administrator office staff.

**SPECIAL CONDITIONS OR REQUIREMENTS:**

- **U.S. Citizenship required.**
- Position is in the excepted service under Schedule A authority.
- Selection is subject to completion of a favorable security investigation.
- Overnight travel required. Mileage, lodging and per diem paid.
- Applicants must have their own transportation.
- Physical examination will be required and paid for upon selection.
- Males born after 12/31/1959 must be registered with the Selective Service.

**QUALIFICATION REQUIREMENTS AREAS FOLLOWS:**

Applicant must have a bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least 9 semester hours in accounting

**OR**

A bachelor's degree in any other field with at least 15 semester hours in accounting, business, or economics courses.

Applicants who do not have a degree must have the appropriate semester or quarter hours as described above and experience that, when combined with education, would equal a 4-year course of study

**EVALUATION CRITERIA:**

Eligible applicants will be evaluated against these criteria to determine the best qualified. Include information concerning duties, responsibilities, accomplishments, training, and/or course work pertaining to the following in your resume:

1. Knowledge of financial reporting systems and accounting procedures.
2. Ability to analyze data and draw sound conclusions.
3. Knowledge in use of computers, including a variety of software programs.
4. Ability to communicate effectively both orally and in writing.
5. Ability to work effectively in situations involving deadlines and changing priorities.

## OTHER IMPORTANT INFORMATION:

- You will not be notified of the status of your application until a final selection has been made.
- **If your application does not contain all of the requested information, you may lose consideration for the position.**

## VETERANS' PREFERENCE:

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. If your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans' Preference, plus the documentation required by the form. A copy of this form can be obtained at [www.opm.gov/Forms/](http://www.opm.gov/Forms/) or by contacting Steve Freeberg at (888) 301-8224 ext. 202.

## BENEFITS:

Enrollment in the Federal Employees Retirement System; Federal Thrift Savings Plan 401(k), with employer matching funds; Health and Dependent Care Flexible Spending Accounts; Federal life insurance, Federal health insurance, and dental and vision plans; Thirteen paid sick leave days annually, including sick leave usage options for family-related reasons; Ten paid holidays per year; Thirteen paid days of vacation for the first 3 years of federal service, increasing to 20 days for more than 3 to 15 years of service, and 26 days for more than 15 years of federal service; and Supplemental pay and support for activated Reserve and Guard members. This position is eligible for telework.

## APPLICATION INFORMATION

HOW TO APPLY: Send a resume along with a separate statement clearly addressing each of the evaluation criteria that are described in this announcement. 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.
- Current Federal employees must submit their most recent (within 15 months) performance appraisal.
- Highest education level achieved. Specify:
  - Name of institution,
  - City and state,
  - Date or expected date (month/year) of completion of degree requirements
  - Type of degree received
- **Copy of college transcripts.**
- Paid and nonpaid work experience related to the position.
- **Veterans' Preference (if applicable).**

## 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 education 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.

## APPLICATION INFORMATION

Applicants should submit all of the requested information to:

Steve Freeberg  
Market Administrator's Office  
1600 West 82<sup>nd</sup> Street, Suite 200  
Minneapolis, MN 55431  
Phone: (888) 301-8224 ext. 202  
Fax: (952) 881-6900  
Email: [Employment@fmma30.com](mailto:Employment@fmma30.com)

All application material must be received by the closing date. **If your application does not contain all of the requested information, you may lose consideration for the position.**

## Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

## Reasonable Accommodation Policy

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 Shirley Willis, (888) 301-8224 ext. 201. Determination on requests for reasonable accommodation will be made on a case-by-case basis. A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

-An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.  
-An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

-An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.