



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

**VACANCY ANNOUNCEMENT 23-09**

**Auditor**

**Series/Grade:** OCC – 5101 MA 12  
(Note: Not GS equivalent)

**Starting Salary:** \$51,672 - \$75,035

**Type of Appointment:** Excepted Service

**Who May be Considered:** Open to all qualified U.S. citizens

**Supervisory Status:** None

**Opening Date:** November 13, 2023

**Closing Date:** December 1, 2023

**Duty Location:** Madison, Wisconsin

**Position Type:** Permanent Full-time

**Promotion Potential:** MA 16

**Duties**

As the Auditor in this position, you will:

- Complete systematic examination and appraisal of production, sales, inventory, and financial records of dairy plant operations to determine the accuracy of reported data.
- Determine audit adjustments, changes to plant records, and recommend procedures to minimize report errors and audit adjustments.
- Prepare work papers and related documentation that support audit findings and conclusions.
- Represent the Market Administrator office in contacts with the dairy industry and co-workers in a manner which consistently demonstrates fairness, cooperation, and respect in the performance of all official business.

NOTE: These positions travel throughout the local area in order to audit dairy plants. The work is primarily performed in the area of the duty location they are assigned. Only applicants who reside in the local commuting area of the duty location will be eligible for this position.

NOTE: The selectee for this position must be able to walk in manufacturing plant environments with wet floors and moving equipment.

NOTE: This position falls under pay bands MA 10-16. Selectee's pay will be set between the MA 12-13 pay bands based on years of education and/or experience.

## **Qualifications**

**In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience. If qualifying based on education, a copy of your unofficial transcripts must be provided with your application.**

### **Basic Requirement:**

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

## **Special Conditions or Requirements**

- You must be a U.S. citizen
- You will be required to pass a background investigation and fingerprint check.
- Males born after 12/31/1959 must be registered or exempt from Selective Service (see Legal and regulatory guidance below).
- Direct Deposit of pay is required.
- There is a required one-year probationary period.
- This is a non-bargaining unit position.
- Driver's license is required.
- Must have a personal operating vehicle and valid insurance.

## **Telework**

This position is eligible for telework as determined by agency policy.

## **Travel Required**

50% or less - Some overnight travel may be required. Mileage, lodging and per diem paid.

## **Relocation Expenses**

No relocation expenses will be paid.

## **Application information**

**How to Apply:** Send a resume and other application materials to the address listed below. The following information is needed to evaluate your qualifications:

- Full name, mailing address and day and evening phone numbers (with area codes) and e-mail address.
- Highest education level achieved. Specify:
  - Name of educational institution, city, state
  - Date or expected date of completion of degree requirements
  - Type of degree received
- Copy of technical certifications. (if applicable)
- Copy of college transcripts.
- Paid and nonpaid work experience related to basic qualifications including specialized experience requirements.
- Veterans' Preference. (if applicable)

**Applicants should submit all of the requested information to:**

Linda Silvola  
Market Administrator's Office  
1600 W. 82<sup>nd</sup> Street, Suite 200  
Minneapolis, MN 55431-1420  
Phone (952) 277-2346  
Fax: (952) 881-6900  
**Email: [employment@fmma30.com](mailto:employment@fmma30.com)**

**All application materials 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.**

## **Benefits**

The full-time benefits of this position include enrollment in the Federal Employees Retirement System (FERS) and Federal Thrift Savings Plan 401(k), health, life, dental and vision insurance. Health and Dependent Care Flexible Spending Accounts; flexible work schedules; annual (vacation) and sick leave; Federal paid holidays.

## **Veteran's 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, submit 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 Linda Silvola at (952) 277-2346.

## **Equal Employment Opportunity Policy**

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, audiotope, 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.

## **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 Linda Silvola, (952) 277-2346. 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 customarily done that provides an equal employment opportunity to an individual with a disability. Under the rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- When an applicant with a disability needs an accommodation to have an equal opportunity to complete for a job;
- When an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace: and
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g. details, trainings, office-sponsored events).

## **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.