

TITLE: Program Technician

Introduction

This position is located in the Barton County Office. The incumbent, working under close supervision, performs a variety of activities to assist in the Compliance Program. The incumbent will also assist in other program areas as assigned.

Selected candidates will be fingerprinted and must pass a background check as a condition of employment.

Primary Duties

Working under the close supervision of CED or other higher graded employees, performs office activities under the Compliance Program. Such duties include assisting the higher graded employees with routine tasks such as filing, data entry, preparing and pulling program folders for producers' appointments and other tasks as needed. Submits calculations to CED or another employee for review before providing information to producers. Refers questions and problem matters to a higher graded employee for assistance.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works under the close supervision of CED or other higher graded employees. Detailed instructions are provided on assigned tasks and job priorities. The employee makes decisions only on routine, well-precedented matters; problems are referred to a higher graded employee for assistance or resolution. Work is spot-checked in progress and closely reviewed upon completion.

Knowledge Required

The work requires limited working knowledge of Agency policies and procedures related to the Compliance Program. The employee must be able to perform routine aspects of the work independently and to recognize situations requiring referral to others.

Knowledge Skills and Abilities (KSA)

Applicants must provide, along with the FSA-675 employment application, a set of KSA's on the following 5 items.

- (1) Ability to communicate orally.
- (2) Ability to communicate in writing.
- (3) Ability to identify and resolve problems.
- (4) Knowledge of FSA Farm Programs and practices.
- (5) Skill in using computers.

HOW TO WRITE A KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training, awards and education as it relates to the qualification requirements and on the knowledge, skills, and abilities (KSA's).

There are no special forms for these statements. They may be submitted on plain paper with your name and "Barton County Temporary Job Application" at the top. You should include specific tasks performed, the dates you performed them, and where you were working at the time.

KSA statements may not be more than 2 single-spaced pages per KSA.

Candidates who do not submit the supplemental statements will not be considered.