

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Agricultural Marketing Service  
Dairy Programs

FEDERAL MILK ORDERS 124 & 131

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**RECRUITMENT ANNOUNCEMENT**

**Position Title, Series, & Grade:** Auditor, MA-5101, MA 11-12 (This is not equivalent to GS pay schedule)  
**Vacancy Number:** 18-01

**Salary Range:** \$42,450 - \$61,600 (Includes locality adjustment) Salary commensurate with qualifications  
**Promotion Potential:** MA-16

**Opening Date:** February 12, 2018

**Closing Date:** March 5, 2018 (extended from February 26, 2018)

**Duty Location:** Phoenix, Arizona

**Area of Consideration:** All Market Administrator Offices and the Phoenix Commuting Area (No Relocation Expenses Paid)

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**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 receipts and production, sales, inventory and financial records of individual milk handlers.
- 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.

**Qualification Requirements:**

- Applicants must have received 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.
- Applicants who do not have a degree must have the 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. **A copy of your college transcript is required when applying for the position (unofficial copies are sufficient).**

**Evaluation Criteria:**

Candidates who meet the requirements described above will be evaluated on the following criteria to determine the best qualified:

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

**Special Requirements:**

- Must be a United States citizen.
- Local and out-of-town travel required.
- Must be a licensed driver with own transportation.
- Mileage, per diem, and lodging paid.
- Medical examination required.
- Males born after December 31, 1959, must be registered with the Selective Service.
- Subject to satisfactory completion of one-year probationary period.

**Application Procedures:**

Previous applicants need not re-apply. Applicants must submit copies of their *unofficial college transcripts, a cover letter and detailed resume*, which includes personal contact information, education history, work history, and military history. Please submit requested information by fax, mail, or email to the attention of Joanna Day, Federal Milk Market Administrator, 1930 - 220th Street S.E., Suite 102, Bothell, WA 98021, or fax 425-415-7140, or e-mail: [admindept@fmmaseattle.com](mailto:admindept@fmmaseattle.com). Complete applications must be received or postmarked by **March 5, 2018**.

To claim veterans' preference, veterans are required to provide a copy of their DD-214, Certificate of Release or Discharge from active Duty. Veterans with service-connected disability and others claiming 10-point preference are required to submit form SF-15, Application for 10-point Veterans' Preference. (Standard forms may be downloaded at OPM's website <http://www.opm.gov/forms/standard-forms/>. **These documents are required & must be submitted when applying for the position in order to receive veteran's preference consideration.**

**Failure to submit all required documents will result in elimination from consideration. All application material must be postmarked, faxed, or emailed by the closing date.**

**Federal Benefits:**

Eligibility for benefits depends on the type of appointment and work schedule. They include: retirement plan, health and life insurance, Thrift Savings Plan (Government 401(k) with matching contributions, holidays, vacation & sick leave. Optional programs include: dental and vision insurance, flexible spending accounts (health and dependent care), long term care insurance, telework eligible, and mass transit/van pool reimbursement.

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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, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue S.W., Stop 9410, Washington, D.C. 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). 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.

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