

**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:** Marketing Specialist, MA-1146, MA 11 (This is not equivalent to GS pay schedule)

**Vacancy Number:** 19-01

**Salary Range:** \$44,595 - \$57,916 (Includes locality adjustment) Salary commensurate with qualifications

**Opening Date:** January 22, 2019

**Closing Date:** February 12, 2019

**Duty Location:** Bothell, Washington

**Area of Consideration:** All Market Administrator Offices and the Pacific Northwest Region (No Relocation Expenses Paid)

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The objective of a Federal Milk Market Administrator's office is to administer the terms and provisions of regulations referred to as a Federal milk order. Federal milk orders establish minimum prices that regulated dairy plants and milk handlers must pay Grade A dairy farmers for milk, based on how the milk is used. The milk order requires that these payments be pooled so that dairy farmers under an order are paid an average price for their milk, regardless of how it is used.

**Primary Duties of the Position:**

Maintain publications and internal reports of statistical material using databases of reported information. Generate reports and analyses. Act as a liaison between the dairy industry and the Market Administrator's office concerning reported information. Duties may also require processing handler information including pool reports, handler statements, and producer payrolls.

**Qualification Requirements:**

- Applicants must hold a bachelor's degree from an accredited college or university in economics, business administration, agriculture, agricultural economics, agricultural business, accounting, statistics, mathematics, marketing, or dairy science.
- Applicants who do not have a degree must have at least 2 ½ years general experience in one or more aspects of agricultural marketing functions such as distribution, inspection, storage, transportation, merchandising, standardizing, etc. The duties and responsibilities should have equipped the applicant with the necessary skills and knowledge to perform at the grade level of the position to be filled.

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 unofficial college transcript is required when applying for the position.**

**Evaluation Criteria:**

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

- Ability to communicate in an effective and professional manner, both in written and oral presentation.
- Ability to analyze, evaluate and interpret complex data/information and draw appropriate conclusions.
- Ability to work independently and as part of a team.
- Proficiency in word processing, spreadsheet, and/or database software.
- Knowledge of the terms and provisions of Federal milk orders is helpful.

**Special Requirements:**

- Must be a United States citizen.
- Males born after December 31, 1959, must be registered with the Selective Service.
- Required to pass a background investigation and fingerprint check.
- Subject to satisfactory completion of one-year probationary period.

**Application Procedures:**

Complete applications must be received or postmarked by **February 12, 2019**. 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@fmmseattle.com](mailto:admindept@fmmseattle.com).

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 veterans' 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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