



**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
DAIRY PROGRAMS
MARKET ADMINISTRATOR
FEDERAL MILK ORDER NOS. 6 & 7
SOUTHEAST & FLORIDA MARKETING AREA**

JOB OPPORTUNITY
Recruitment Number: 19-01

WHAT IS THE JOB? Auditor, 5101

WHAT IS THE STARTING SALARY? GRADE MA 11-12 (minimum– \$43,187- Atlanta, GA)

PROMOTIONAL POTENTIAL? GRADE MA 14

WHERE IS THE JOB LOCATED (Duty Station)? Duluth, Georgia

AREA OF CONSIDERATION? All Candidates. Relocation expenses will not be paid.

OPENING PERIOD? March 18, 2019 to April 30, 2019 (extended from April 5, 2019)

WHAT ARE THE MAJOR DUTIES? Audit production and financial records of milk processing, manufacturing plants, and cooperative associations to verify compliance with Federal milk order provisions. Duties also include preparing work papers and documentation which support findings and conclusions. Must represent the Market Administrator in contacts with dairy industry, colleagues and staff in a manner which consistently demonstrates respect, fairness, and cooperation in all official business.

WHAT ARE THE BENEFITS? Federal retirement plan; 401(k)-style retirement savings and investment plan; paid vacation, holidays and sick leave; health, life and group rate long term care insurance; group rate dental and vision insurance, telework and other flexible work schedules.

WHAT QUALIFICATIONS DO I NEED?

Qualification Requirements:

- A bachelor's degree from an accredited college or university in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least 9 semester hours in accounting.
- 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 appropriate semester or quarter hours described above, and experience that, when combined with the education, would equal a 4-year course of study. The experience should have equipped the applicant with the necessary skills and knowledge to perform at the grade level to which appointed.

A copy of your college transcript is required.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Must be a U.S. citizen.
- One year probationary period is required.
- Must have a valid driver's license and own transportation.
- Travel up to 50% overnight may be required.
- Males born after December 31, 1959, must be registered with the Selective Service.
- Must be able to carry a laptop computer, work papers and accessories.
- Background investigation and fingerprinting is required upon employment.

HOW DO I APPLY? Apply for this position by submitting a photocopy of your college transcript(s), a resume or any other written format you choose to describe your job-related qualifications. An official college transcript will be required for qualified applicants. **Include the Recruitment Number on all application material.** To receive veterans' preference you must attach a copy of your DD-214 or other proof of eligibility. **Deadline:** Applications and supporting documents submitted by fax or electronically must be submitted by 11:59 pm, Eastern Standard Time, April 30, 2019.

**This is an extension of the announcement. Previous applicants need not reapply. Your application will be considered. **

WHERE DO I SUBMIT MY APPLICATION? *USDA – AMS – Dairy Programs – Market Administrator, Attention: Ebony Smith, 2763 Meadow Church Road Suite 100, Duluth, GA 30097, Phone#: 770-682-2515, Fax #: (770) 545-8851, E-mail: esmith@fmmatlanta.com*

To apply for this position, you must provide a complete Application Package, which includes **both** of the following parts:

Your resume and any other documents (photocopy of your college transcript(s)) specified in the *HOW DO I APPLY?* Section of this job announcement.

APPLICATIONS MUST BE POSTMARKED BY: April 30, 2019

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