



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
DAIRY PROGRAMS  
MARKET ADMINISTRATOR  
FEDERAL MILK ORDER NO. 1  
NORTHEAST MARKETING AREA

***JOB OPPORTUNITY***  
***Recruitment Number: 12-01***

***WHAT IS THE JOB?*** Laboratory Assistant, 1311

***WHAT IS THE STARTING SALARY?*** GRADE MA 7– MA 10 (minimum \$27,112 - commensurate with experience and education).

***WHERE IS THE JOB LOCATED (Duty Station)?*** Lebanon, New Hampshire

***AREA OF CONSIDERATION?*** New Hampshire, Vermont, Massachusetts & New York and Market Administrator employees. Relocation expenses will not be paid.

***WHAT ARE THE MAJOR DUTIES?***

- Assist laboratory supervisor with laboratory performance as directed.
- Assist laboratory staff in laboratory duties.
- Perform routine laboratory duties for preparation of milk samples and packaged product testing.
- Pick up milk supplies at farms and stores, sub sample milk, assist in sample preparation.
- Organize and ship samples and test results.
- Prepare laboratory logs, sample reports, and transmit data.
- Order supplies, prepare purchase orders and invoices, and maintain files.
- Clean laboratory equipment, maintain orderly and safe environment.

***WHAT ARE THE BENEFITS?*** Our outstanding benefits package includes: Federal retirement plan; 401(k)-style retirement savings and investment plan; paid vacation, holidays and sick leave; leave transfer program; tuition assistance; health, life and group rate long term care insurance; group rate dental and vision insurance.

***WHAT QUALIFICATIONS DO I NEED?***

- MA 7-8, six months experience or high school graduate or equivalent.
- MA 9, one year general experience or one year of education above high school.
- MA 10, one year general experience and six months specialized experience in a dairy laboratory or two years of education above high school.
- Education may be substituted for experience.
- The experience and/or education must have equipped the applicant with the necessary knowledge and ability to perform fully the work of Laboratory Assistant.
- Must be a U.S. Citizen.

***SPECIAL CONDITIONS AND REQUIREMENTS?*** Applicants must be able to lift 50 lbs. Must have valid driver's license and a good driving record.

***HOW DO I APPLY?*** For a complete application package (including forms) – go to [www.fmmone.com](http://www.fmmone.com) – Employment Opportunities. You may apply for this position by submitting a resume and/or the Optional Application for Federal Employment (OF-612), or any other written format you choose to describe your job-related qualifications. A photocopy of your college transcript(s) is suggested. ***Include the Recruitment Number on all application material.*** To receive veteran's preference you must attach a copy of your DD-214 or other proof of eligibility. ***Deadline:*** This posting will be open until January 31, 2012 or until filled.

***WHERE DO I SUBMIT MY APPLICATION?*** USDA – AMS – Dairy Programs – Market Administrator – Northeast Marketing Area, Attention: Lynn Romania, 302A Washington Avenue Extension, Albany, New York 12203. Fax #: (518) 464-6467. Voice #: (518) 452-4410. E-mail: [lromania@fedmilk1.com](mailto:lromania@fedmilk1.com)

To apply for this position, you must provide a complete Application Package, including your resume and any other documents (photocopy of your college transcript(s)) specified in the *HOW DO I APPLY?* section of this job announcement.

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