



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

**JOB OPPORTUNITY**  
Recruitment Number: 10-04

**WHAT IS THE JOB?** Temporary Producer Payroll Assistant (5130), not to exceed 12 months. Temporary employees serving under appointments limited to 1-year or less are subject to termination at any time without use of adverse action or reduction-in-force procedures.

**WHAT IS THE STARTING SALARY?** GRADE MA 7 (\$29,639)

**WHERE IS THE JOB LOCATED (Duty Station)?** Boston, Massachusetts

**AREA OF CONSIDERATION)?** Boston commuting area. Relocation expenses will not be paid.

**WHAT ARE THE MAJOR DUTIES?**

- Data input
- Updating electronic records
- Data verification
- Interdepartmental communication

**WHAT ARE THE BENEFITS?** Paid vacation, holidays and sick leave.

**WHAT QUALIFICATIONS DO I NEED?**

- MA 7, six months experience or high school graduate or equivalent.
- 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 Producer Payroll Assistant.
- Must be a U.S. Citizen.

**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 photocopy (original is NOT required) of your college transcript(s), 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 and the attached Supplemental Qualifications Statement. **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:** Applications

and supporting documents submitted by fax or electronically must be submitted by 11:59 pm, Eastern Standard Time, Wednesday, March 24, 2010.

**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) 464-6468. Voice #: (518) 452-4410 ext. 1635 e-mail: lromania@fedmilk1.com

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

1. Your responses to the attached Supplemental Qualifications Statement, and
2. 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: March 24, 2010**

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