



POSITION

- **GS-0303-05/06/07 Administrative Support Assistant**

SALARY

- **GS-05 \$44,001.00 to \$57,198.00 per Annum**
- **GS-06 \$49,049.00 to \$63,766.00 per Annum**
- **GS-07 \$54,505.00 to \$70,859.00 per Annum**

New Hires to the federal government normally start at the lowest rate of the salary range for the grade selected.

PROGRAM AREA

- **Plant Protection and Quarantine, Field Operations**

DUTY LOCATION

- **Fort Collins, CO**

WORK SCHEDULE

- **Full-time**

TYPE OF APPOINTMENT

- **Permanent**

NUMBER OF VACANCIES

- **1**

TRAVEL REQUIRED

- **Occasional – Some travel may be required for training and work assignments.**

REQUIREMENTS

- Must be a US Citizen or US National.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one-year trial period or probationary period as applicable.
- Direct Deposit: Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Individuals who were born male after 12/31/1959 must be Selective Service registered or exempt.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>

WHO MAY APPLY

Non-competitive Hiring Authorities. Veterans – VRA or 30% or More Disabled Veterans, Schedule A (persons with disabilities), Military Spouses, Peace Corps or VISTA Volunteer.

OVERVIEW

APHIS is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources, and related issues.

Plant Protection and Quarantine (PPQ) is a program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products. Join our team and gain valuable experience working in the field to stop this invasive species from harming our nation's agriculture.

This position serves as an Administrative Support Assistant (ASA) and provides all administrative duties for the assigned Associate Executive Directors (AED) and the Plant Protection and Quarantine Field Operations Staff. The incumbent is responsible for providing and/or securing a variety of program, clerical and administrative services.

DUTIES AND RESPONSIBILITIES

- Implements the national records management program.
- Prepares correspondence and reports, drafting replies on routine requests for information.
- Prepares various program and administrative reports, and refers inquiries/individuals to specific functional areas.
- Maintains an ongoing needs list for timely procurement of supplies, forms, and equipment.
- Maintains inventories and a procurement pending/tracking system in order to facilitate checking the status of orders.
- Maintains and/or prepares travel authorizations/advances and vouchers, arranges for domestic and international travel for all employees.
- Reviews travel records to assure estimated costs are not exceeded and amends records as appropriate.
- Coordinates with IT and computer specialists on solving installation problems or problems with software, loading new programs or configurations.
- Maintains computer records, including creation of regular backups.

QUALIFICATION REQUIREMENTS

- **FOR THE GS-05 LEVEL:** One year of specialized experience (equivalent to the GS-04 level) that may have been obtained in the private or public (local, county, state, Federal) sectors working in an administrative office environment.
OR; 4-year course above High School leading to a bachelor's degree.
OR; Combinations of education and experience are qualifying for this grade level.
- **FOR THE GS-06 LEVEL:** One year of specialized experience (equivalent to the GS-05 level) that may have been obtained in the private or public (local, county, state, Federal) sectors working in an administrative office environment.
- **FOR THE GS-07 LEVEL:** One year of specialized experience (equivalent to the GS-06 level) that may have been obtained in the private or public (local, county, state, Federal) sectors working in an administrative office environment.
NOTE: Education is generally not creditable above GS-05; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

HOW TO APPLY

Applicants are required to submit the following items for consideration PPQ.Recruitment@usda.gov

Please list the Position Title in the email Subject line.

- Applicants are required to submit the following items for consideration.

- **Resume** that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) other qualifications or certifications; and 5) supervisors name and phone number for each work period listed and whether or not they may be contacted for reference checks.
- **When claiming Veterans' preference**, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active-duty service under honorable conditions within 120 days after the date the certification is submitted.
- **Disabled Veterans** must also submit a VA Disability Letter (if applicable) for verification of service-connected disability.
- **Schedule A** candidates must include a Schedule A Letter for eligible disabled persons. To be eligible for Schedule A, you must provide a proof of a disability letter stating that you have an intellectual disability, severe physical disability, or psychiatric disability. You can get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist or any federal, state, or local agency that issues or provides disability benefits. Letter must be on office Letterhead.
- **Military Spouses** must provide a copy of: Spouse ID card, Copy of Active-Duty spouses military orders, and marriage certificate.
- **Peace Corps or VISTA Volunteers** must provide their NCE letter.
- Must submit a copy of **Transcripts *if qualifying with education as listed in qualifications section.*** Transcripts can be unofficial but, if selected, candidates will be required to submit official transcripts before start date.

[Equal Opportunity \(EEO\) Policy](#)

[Reasonable Accommodation Policy](#)

[Privacy Act](#)