

# Applying to the USDA through [www.USAJOBS.gov](http://www.USAJOBS.gov)

Use of the online application system may require the submission of basic applicant information, vacancy specific questions and submission of supporting documentation online. Please see the specific vacancy announcement for guidelines regarding submission deadlines and requirements. This flyer is a general overview on how to use USAJOBS and should not be considered a substitute for the instructions listed in individual vacancy announcements.

**USAJOBS is located at the following website address:**  
[www.usajobs.gov](http://www.usajobs.gov)

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## Website Information

If you are new to USAJOBS, you need to complete the initial registration information. Registration includes your contact information and the option to create or upload a resume. Once completed, your information is stored and you may apply to all of our positions announced through USAJOBS. As you continue to apply to vacancies through USAJOBS, you want to make certain you have the most current information updated in your profile.

As a registered user, 24 hours a day, you will be able to:

- Check the status of announcements to which you have applied;
- Upload, create, update and store resumes in USAJOBS allowing you to personalize your resume towards a particular position;
- Update your contact information;
- Change your password;
- Edit and update finished applications until midnight (Eastern Time) on the closing date of the announcement and;
- View current vacancies and electronically apply to positions.

## Establishing an Account

If you are not registered with USAJOBS you may go to the USAJOBS website and complete your initial user information and then apply to positions announced through USAJOBS:

1. To get started, click **[CREATE AN ACCOUNT]** located near the top of the screen.
2. Complete the user information and click **[I agree. Create my account]**.
3. You can build a resume by clicking **[Build New Resume]** or you can upload a resume by clicking **[Upload New Resume]**.
4. If you choose to build a resume, follow the prompts to complete your resume. If you are unable to complete your resume at this time and need to return to it later, you may click **[Save for Later]**.
5. After building or uploading a resume you will be ready to apply for a job.

## Applying for Jobs

1. If you are searching for a specific job, you may enter in the announcement number or job title in the "Keyword Search." Otherwise, you may select your search criteria.
2. Select the vacancy to which you wish to apply by clicking on the job title.
3. After carefully reading the vacancy announcement, begin the application process by clicking **[Apply online]** located on the right side of the announcement.
4. Select the resume you would like to submit along with any uploaded documents and click **[Apply for this position now!]**. You will automatically be transferred to our system where you will complete the application process.

5. Once you have been transferred, follow the on-screen prompts. Be certain to read the on-screen instructions thoroughly before continuing.
6. Next, you may be asked to respond to questions specific to this vacancy. If so, you must respond to all questions in order to save or proceed with the application process. If you would like guidance on how to save your application and return later to finish the questions, refer to the section titled *Saving Your Application*.
7. You will then be taken to a page containing a list of supporting documents. You have the option to submit your documents by uploading them to the website, downloading them from USAJOBS or sending them in via fax. Please see the vacancy announcement for specific information regarding supporting documentation. You may choose to submit documents at a later time. Click **[Next]** to continue your application.
8. The final step is to review your personal information, eligibility questions, vacancy questions and resume for accuracy and completeness.
9. Once you are satisfied with your application click **[Finish]** located at the bottom of the webpage to submit your application.

10. Upon submission of your application you will be redirected to USAJOBS where you may view your application status, continue to browse for open positions and/or apply for additional positions.

**Even after you have clicked **[Finish]** you will still be able to return and update or edit your application at anytime until midnight Eastern Time on the closing date of the announcement.**

## Saving Your Application

In order to save your application and return to finish answering the questions at a later time, you must place answers in all of the vacancy specific questions. Our announcements require all questions be answered prior to saving your application. Once you reach the end of the questions you will be allowed to save your application.

## Return to Continue/Edit Your Application or Update Your Resume

1. Go to the USAJOBS website and log in to your account.
2. If you would like to update your resume, do so by clicking on the "Resumes" section on your profile page.
3. Once your resume is updated or if you would like to go directly to the questions specific to the vacancy click **[Application Status]**.
4. Click on the job title of the position you would like to continue/edit.
5. Click **[Apply Online]** located on the right side of the announcement.
6. You will have to re-select the resume you would like to submit with your application. This resume will replace the resume that was previously sent. Then click **[Apply for this position now!]**. USAJOBS will transfer your resume to our system where you will complete / edit your application.
7. You may review/update your eligibility questions at this time or submit documents by selecting **[My Account]** or click **[Edit Your Application]** to move to the vacancy specific questions.

The preceding steps will bring you into your application. You are allowed to return and make changes to your application questions, update your eligibility questions, submit supporting documentation and edit your resume until midnight Eastern Time on the closing date of the an-

nouncement to which you are applying. You must click **[Finish]**. If you do not click **[Finish]** your application will not be submitted for consideration.

**Applications for the Federal workforce must be complete. Submitting a complete application package is very important as decisions regarding whether your application will be considered further are determined entirely upon the information you initially submit. Eligibility and qualification determinations cannot be made when requested information is missing. Incomplete applications will not be given further consideration for employment.**

## Supporting Documentation

The documentation required with your application may vary from announcement to announcement, and not all of the document types listed will pertain to you. You need only submit documents required to complete your individual application package. For example, the Schedule A Certification would only be submitted by individuals applying for appointment based on eligibility due to a disability, the SF-50 (a form applicable to current and former Federal employees) would only be submitted if needed to document Federal employment status, etc. Please be certain to read each vacancy announcement in its entirety. You only need submit your supporting documentation into the system one time. Once submitted, it will be automatically applied to any future positions you apply for with USDA. You only need to resubmit documentation if you want to replace a previous document with an updated version. A complete list of instructions on what to submit will be included in the announcement. As a general guideline, supporting documentation may include the following:

## Documentation of Education

Documentation of Education is required if there is an education requirement (specific coursework needed or degree in a specific field) or if you are qualifying for the position based on your education (rather than, or in addition to, experience). If either of these are true, you will need to provide the following:

- College transcripts;
- A copy of your college diploma reflecting the field of study, if required);
- A list of all college courses with grades and credits (indicate quarter/semester hours and GPA). (NOTE: If the position you are applying to requires specific hours of coursework you MUST submit a transcript or a list of college courses). Selected applicants who are determined to be qualified on the basis of lists of college courses or copies of diplomas MUST submit copies of college transcripts BEFORE selection may be confirmed.

**NOTE:** Foreign education must be evaluated by an approved organization. The U.S. Department of Education may be of some help in providing information on these organizations. Visit the U.S. Department of Education website

**\*All transcripts must be in English.\***

## Documentation of Eligibility for Veterans' Preference or Veterans' Appointing Authority:

If you are claiming Veterans' Preference or want to be considered under a Veterans' Appointing Authority (i.e., VRA, VEOA, 30% disabled veteran), you should submit the following proof of eligibility:

- DD-214 (Please submit the DD-214, Member Copy 4, for the period of service for which you are claiming Veterans' Preference and/or appointment eligibility.)

- Standard Form 15 - *Application for 10- Point Veterans' Preference* and the proof requested on that form (needed only if you are claiming 10-Point preference or are eligible for appointment as a 30% disabled Veteran. For an on-line version of the Standard Form 15, visit:  
[www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)

**NOTE:** For more information about Veterans' Preference or Veteran Appointing Authorities please visit: OPM's VetGuide at [www.fedshirevets.gov/hire/hrp/vetguide/index.aspx](http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx)

#### Documentation of other Appointing Authority Eligibility:

If you are eligible for appointment based on: a disability, service in the Peace Corps, or another special authority, please submit proof of eligibility. Please visit [www.aphis.usda.gov/mrpbbs/hr/job\\_opportunities/hiring\\_authorities.shtml](http://www.aphis.usda.gov/mrpbbs/hr/job_opportunities/hiring_authorities.shtml)

#### Documentation of Federal Employment:

With the exception of current AMS, APHIS, and GIPSA employees, **ALL current and former Federal employees MUST** submit a copy of an SF-50B, Notification of Personnel Action when applying under merit promotion procedures, documenting competitive status: Tenure "1" or "2" (Block 24) and Position Occupied "1" (Block 34).

If your current grade is not your highest permanent grade, submit an additional SF-50 showing the highest grade held on a permanent basis.

#### Submitting Supporting Documentation:

After transferring you will be given the option to select **[My Account]** located on the left side of the screen. By clicking **[My Account]**, you will be prompted with a list of options. Select **[Documents]**. You will then be prompted with a list of possible documents. Your supporting documenta-

tion may be sent one of the three ways. You may upload your documents, download any stored documents from USAJOBS, or print a fax cover sheet and fax your documents into the system. If you have previously submitted supporting documentation the status of those documents will indicate *Received*. There is no need to resubmit documents which show a status of received unless you are submitting an updated copy. (If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing, a previous submission, you must fax both the old document and the new document for them both to be accessible to HR.)

- To upload your document(s), simply click **[Upload]** next to the type of document you would like to submit. You will then have the option to enter a document description. Once you have entered your description, click **[Browse]** to locate the document on your computer and click **[Upload Document]**.
- To download any documents you previously uploaded to the USAJOBS website, click **[USAJOBS]**. You will then reach a drop down menu where you may select from your USAJOBS documents. Select the appropriate document and click **[Download from USAJOBS]**.
- You may also fax them into the system. To do this, click **[Fax]**. Then click **[Generate Fax Cover Sheet]**. A fax cover sheet will open in a new window. (Be sure your pop-up blockers are disabled.) Fax your documents to the number listed on the fax cover sheet. Each document type should be faxed separately. For example, if you are faxing transcripts and a performance appraisal rating, you would need to send two separate faxes, one transmission for the transcripts and one transmission for the performance appraisal rating.

To ensure your status still reads "Resume Received", click through the remainder of the application process until you reach and click the finish button. The system will then return you to USAJOBS.

Submit only documents which are clear and legible. Original documents with light or faded print and/or dark or patterned backgrounds may not be legible upon receipt. Illegible documents cannot be used for qualification or verification purposes.

If your documents are faxed, you will receive an e-mail confirming the fax has been successfully received by Human Resources. You should retain your e-mail confirmation and confirmation of your fax transmittal report as proof of submission.

You will not receive an email confirmation if your documents are uploaded to the system or downloaded from USAJOBS.

Your application will be considered incomplete and you will be found ineligible if you fail to submit the required documentation as specified under the required documents section by midnight Eastern Time on the closing date of the vacancy announcement.

**USAJOBS offers excellent online guides and step by step help on topics such as: creating your account, searching for jobs, and managing your career. Visit the USAJOBS Info Center at: [www.usajobs.gov](http://www.usajobs.gov)**

**For more information, please contact the Agency Contact located in the vacancy announcement.**



## Most Effective Resumes — From USAJOBS

The most effective résumés when applying for federal jobs are those that clearly articulate how an applicant's skills and experiences align to the selection criteria defined by the vacancy announcement or job opportunity announcement (JOA). Applicants should always tailor their résumé to the job opportunity to which they are applying. Consider these additional tips in ensuring you've created and are using the most effective résumé.

### **Pay Attention to Keywords**

Whether you're writing your first résumé or updating an existing one, stop and think about which keywords you need to add based on the Knowledge, Skills, and Abilities required for the position. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

### **A Single Keyword Communicates Multiple Skills and Qualifications**

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

### **Study Vacancy Announcements**

This is the best way to determine important keywords. Review several vacancy announcements, similar to your ideal position – even those in other geographic areas. You're looking to find skills, experience, education and other credentials important in that occupation. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

### **Be Concise**

Managers (or hiring officials) often receive dozens or even hundreds of applications for certain positions. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. Look at your résumé and ask:

Can a hiring manager see my main credentials within 10 to 15 seconds?

Does critical information jump off the page?

Do I effectively sell myself on the top quarter of the first page?

### **The Sales Pitch**

It is crucial that your résumé effectively sells your credentials. Key selling points need to be prominently displayed at the top of the first page of the résumé and directly address each question asked in the KSA section. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a résumé.

### **Use an Editor's Eye**

A résumé doesn't have to contain every detail of your work experience. So be judicious. If your high school days are far behind you, does it really matter that you organized a car wash fundraiser or delivered pizza? The editing step will be difficult if you are holding on to your past for emotional reasons.

## Use Numbers to Highlight Your Accomplishments

If you were a Manager looking at a résumé, which of the following entries would impress you more?

Wrote news releases.

Wrote 25 news releases in a three-week period under daily deadlines.

Clearly the second statement carries more weight, because it uses numbers to quantify the writer's accomplishment. It provides context that helps the reader understand the degree of difficulty involved in the task. Numbers are powerful résumé tools that will help your accomplishments draw the attention they deserve from prospective employers. With just a little thought, you can find effective ways to quantify your successes on your résumé.

## Think Money & Numbers

All agencies/organizations are concerned about money and numbers. So think about and articulate ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities. A few possibilities may include:

Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent.

Wrote prospect letter that has brought in more than \$25,000 in donations to date.

Managed a student organization budget of more than \$7,000.

In Natural Resource related work, also use numbers (e.g. 500 acres treated, 3 miles surveyed, 17 plans reviewed or developed, etc.)

## Think Time

"Time is money." Organizations are constantly looking for ways to save time, perform work more efficiently, and meet internal and external deadlines. So, whatever you can do on your résumé to show that you can save time, make time or manage time will grab the Manager's immediate attention. Here are some time-oriented examples:

Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.

Attended high school basketball games, interviewed players and coaches afterward, and composed 750-word articles by an 11 p.m. deadline.

Suggested procedures that decreased average order-processing time from 10 minutes to five minutes.

## Tips for Writing Resume Content

**Give examples that show:**

**Initiative:** you saw a problem and resolved it

**Innovation:** you developed a new system; used software for a new purpose

**Leadership:** you mentored less experienced employees

**Complexity:** you experienced challenging times on the job

**Scope:** you were involved in a variety of work that covered many functional areas (e.g. budget, planning, surveying, office operations, field site work, fleet maintenance, etc.)

**Teamwork:** you were part of a team activity whose members possessed different skills and abilities, shared a common purpose, and worked together to achieve clearly identifiable goals (remember when showing team activity to identify YOUR role in the team, not the role of the team)

Highlight work/project assignments, your role, quantify wherever possible, and show outcomes/results. Include any recognition and/or awards received.

**Special Skills:** Bilingual, course trainer, facilitator, CPR/First Aid certified, Operate ATV, GPS/GIS, Computer skills, communication (oral/writing), etc.

**Keep this thought in mind:** My resume should suggest a certain degree of humility...but not a lot!! My resume needs to be strong, comprehensive, and competitive.

**Be honest**—don't lie, but be complementary of your skills, talents, experiences, and accomplishments.





## **Pathways for Students and Recent Graduates**

### **Internship Program: Fact Sheet**

#### **Introduction**

The Internship Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. Additional information about the Internship Program can be found at [www.usajobs.gov/studentsandgrads/](http://www.usajobs.gov/studentsandgrads/). Here are some key provisions of the Internship Program:

#### **Eligibility**

- Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

#### **Program Administration**

- The Internship Program is primarily administered by each hiring agency.
- Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement.
- Interns may work part- or full-time.
- Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship.
- Intern's job will be related to the Intern's academic career goals or field of study.
- When the final Pathways rule takes effect this July, agencies will have to provide OPM with information regarding their internship opportunities and post information publicly on [www.usajobs.gov/studentsandgrads/](http://www.usajobs.gov/studentsandgrads/) about how to apply for specific positions.

## Program Completion and Conversion

- Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program.
- To be eligible for conversion, Interns must:
  - Complete at least 640 hours of work experience acquired through the Internship Program
  - Complete their degree or certificate requirements
  - Meet the qualification standards for the position to which the Intern will be converted
  - Meet agency-specific requirements as specified in the Participant's Agreement, and
  - Perform their job successfully.
- Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
- In addition, students working in agencies through third-party intern providers may count up to 320 of the hours they work toward the 640 hour requirement.
- Time spent under previous Internship Program appointments may count towards required work experience hours.



## **Pathways for Students and Recent Graduates**

### **Recent Graduates Program: Fact Sheet**

#### **Introduction**

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree completion to apply). Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program). Here are some key provisions of the Recent Graduates Program:

#### **Eligibility**

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

#### **Program Administration**

- The Recent Graduates Program is administered primarily by each hiring agency.
- Each agency must sign a Participant Agreement with the Recent Graduate that sets forth the expectations for the Program.
- When the final Pathways rule takes effect this July, agencies will have to provide OPM with information regarding their opportunities and post information publicly on [www.usajobs.gov/studentsandgrads](http://www.usajobs.gov/studentsandgrads) about how to apply for specific positions.

#### **Training and Development**

- Orientation program for Recent Graduates hired for the Program.
- Mentorship throughout the Program.

- Individual Development Plan to create and track the Recent Graduate's career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the Program.
- Positions offer opportunity for career advancement.

### After Program Completion

- Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).
- To be eligible for conversion, Recent Graduates must have:
  - Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
  - Demonstrated successful job performance.
  - Met the qualifications for the position to which the Recent Graduate will be converted.



## **Pathways for Students and Recent Graduates**

### **Presidential Management Fellows Program: Fact Sheet**

#### **Introduction**

[The Presidential Management Fellows \(PMF\) Program](#) is a flagship leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the Program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders. Here are some key provisions of the PMF Program:

#### **Eligibility**

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree).
- An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, if an individual becomes a Finalist and subsequently applies for the PMF Program during the next open announcement, the individual will forfeit his or her status as a Finalist.

#### **Program Administration**

- The PMF Program is centrally administered by the PMF Program Office within OPM.
- OPM announces the opportunity to apply for the PMF Program (usually in the late summer or early fall).
- Applicants go through a rigorous assessment process to determine Finalists.
- OPM selects Finalists based on an evaluation of each candidate's experience and accomplishments according to his or her application and results of the assessments.
- OPM publishes and provides agencies with the list of Finalists.
- Agencies provide OPM with information about their PMF opportunities and can post PMF appointment opportunities for those who are Finalists on the PMF website year-round. In addition, a job fair is typically held for Finalists each year.
- Finalists who obtain an appointment as a PMF serve in a two-year excepted service position.

## Training and Development

- The PMF Program Office provides newly hired PMFs an opportunity to participate in its Orientation and Training Program.
- Senior-level mentorship throughout the Program.
- Individual Development Plan to create and track a PMF's career planning, professional development, and training activities.
- Developmental opportunities in the occupation or functional discipline the PMF would most likely be placed.
- At least 80 hours of formal, interactive training each year of the Program, for a total of 160 hours.
- PMFs are placed on a performance plan and must obtain a successful rating each year.

## After Program Completion

- After successful Program completion and job performance, the PMF may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years) in the competitive service.



# Federal Careers

U.S. Office of Personnel Management



USAJOBS® is the Federal Government's official one-stop source for **Federal jobs** and **employment information**.

Search for jobs by keyword, locations, job category, or agency.

Set up an account on USAJOBS to:

- **Complete** and **submit applications** directly to the agency online
- **Check** application **status**
- **Receive** customized **job alerts**



Check us out! **[www.usajobs.gov](http://www.usajobs.gov)**

*a New Day for Federal Service*



# Navigating USAJOBS.gov

***The Federal Government wants to hire you! Many Federal agencies are looking to hire right now! Here's how you can learn more:***

**USAJOBS** is the official jobsite for the Federal Government. You can search **USAJOBS** to find thousands of available Federal jobs, and use our search tools to narrow your results down to find your perfect job. Focus your search on jobs that best match your interests and for which you are likely to be qualified.

## ***Conducting your job search***

- Go to <http://www.USAJOBS.gov>.
- Enter a keyword or job category, and location.
- Click the "Search Jobs" button to see your results.
- Use the "Refine Your Results" categories located on the left side of the search results page to refine your search even further.
- Click on the position title to see the full job announcement.

## ***Create a USAJOBS Account***

Ensure you have an active email address. Your email address corresponds to a single person and can only be used once.

- Go to <http://www.USAJOBS.gov>.
- Select "Create an Account" located in the upper-right hand corner.
- Complete the biographical data page
- Create a Username and Password. You can create a unique username or use your email address. Select three questions and answers to help reset your **USAJOBS** account if you forget your password or get locked out.
- Select "I Agree. Create My Account" after completing all sections of the form.

## ***Upload/Create a USAJOBS Resume***

You can create or upload resumes and store up to 5 different ones to use to apply to Federal Job Opportunity Announcements. Make one resume searchable to allow agencies to find you.

- Go to [www.USAJOBS.gov](http://www.USAJOBS.gov) and select "Sign In" located in the upper-right hand corner.
- Log in using your username (email address) and password, and then select "I Agree, Sign Me In."
- Select "Build New Resume" or "Upload Resume" and follow the instructions.

## ***Applying for a Job***

Search and review the "Search Results pages," decide which jobs you are interested in, read the job opportunity announcement (job posting), make sure you are eligible to apply, and follow the instructions under "How to Apply". There you will find a list of any additional forms required and a contact name and phone number at the hiring agency. Use this contact information to ask questions about the vacancy.

Plan ahead and take time to carefully prepare your application. You can apply for most jobs using your **USAJOBS** online resume. Each agency has different requirements and application procedures.

- When you find a position that you would like to apply for, select "Apply Online," located to the right of the job opportunity announcement.
- Log into your **USAJOBS** account, if not already logged in. Select one of your stored resumes and any other required forms (e.g., college transcripts, DD-214) and submit for the vacancy.

**USAJOBS** will then reroute you to the Talent Acquisition System (application website) used by the hiring agency where you will complete the rest of the application process.

- Some Talent Acquisition Systems (application websites) may require you to create an account on their site.
- Complete the biographical data pages.
- Complete the Assessment Questionnaire\*.
- After completing the Assessment Questionnaire, follow the prompts to submit answers, and view/print answers.

\*The Assessment Questionnaire collects information about your experience, education, knowledge, and skills to determine your qualifications for the position.

# UNDERSTANDING THE *JOB* ANNOUNCEMENT



★ *Job announcements provide information for potential applicants about positions being advertised. While they might look different from Federal agency to Federal agency, the content should be similar **Vacancy Announcements**:*

**POSITION TITLE** – provides the official position title for the position being advertised. Some jobs being advertised may show more than one position title. These jobs are what we consider to be interdisciplinary in nature. For example, if the position title is shown as Agricultural/Mechanical Engineer, we are seeking candidates from either of these occupational fields. Sometimes similar positions can have different position titles so it's important that you also read the duty statements and qualification requirements in vacancy announcements.

**SERIES AND GRADE** – provides information on the occupational series used in the Federal Government for positions and the grade level that has been *assigned* to the position. **All positions** in the Federal Government have a position title and a four-digit occupational series number. All similar positions are grouped according to their occupational series. For example, all secretary positions are in the 0318 occupational series, all chemist positions are in the 1320 occupational series. Therefore, as you start looking for possible positions in the Federal Government you should pay close attention to the position title and occupational series of positions you are interested in and look for other positions in these occupational series.

**SALARY RANGE** – provides the range of salaries for the grades of the position being advertised. For example, if the position is announced as GS-11/12, you will see the salary range for both the GS-11 and GS-12 grade level.

**PROMOTION POTENTIAL** – indicates the highest-grade level for the position being advertised. Employees competing for jobs with promotion potential may be promoted to the higher levels without having to compete for promotions. Promotions are not entitlements; employees must be performing at the next higher grade level to earn a promotion to that level.

**TYPE OF APPOINTMENT** – indicates whether the position is permanent or temporary and whether it is full-time or part-time.

**LOCATION OF POSITION** – provides the name of the location, the city and state where the position is located.

**ANNOUNCEMENT NUMBER** – provides the announcement number for the position being advertised. Each position has a different announcement number. You should always indicate the announcement number on the application you are submitting and on any documents submitted separately from your application so that the documents can be matched to the correct case file.

**OPENING AND CLOSING DATES** – provides the opening and closing dates for the announcement. The vacancy announcement will indicate whether the application must be to the contact person by the closing date or if postmarked applications will be accepted. You should pay close attention to the closing date – if your application is late you will probably be excluded from consideration.

**AREA OF CONSIDERATION** – indicates the area from which applications will be accepted. For example, if the area of consideration is:

**ALL U.S. CITIZENS** – all U.S. citizens are eligible to apply.

**ALL U.S. CITIZENS in the Local Commuting Area** – only those U.S. citizens within the particular commuting area would be considered.

**STATUS APPLICANTS ONLY** (in the local commuting area or nationwide) – only current Federal employees (in the local commuting area or nationwide) may apply.

**Forest Service Employees Only** – only current FS employees may apply.

**DUTIES** – describes the main duties and responsibilities for the position being advertised.

**QUALIFICATIONS** – describes the main qualification requirements for the position being advertised. In this section you'll find information about education and experience requirements. You will see KSAs (knowledge, skills, and abilities) expressed in this section in terms of "Specialized Experience" and in some instances as "Selective Factors."

**APPLICATION INFORMATION** – lists what must be included in your application package for you to be eligible for consideration. Failure to submit required information may result in your not being considered for a position.

**OTHER IMPORTANT INFORMATION** – provides other information related to the application process and Federal hiring rules and regulations.

**CONTACT INFORMATION** – provides information on where and how your application can be submitted. Also provides contact information that can be used if you have a question about the position or your application.

## **QUALIFICATION REQUIREMENTS**

The Office of Personnel Management (OPM) is responsible for establishing basic qualification requirements for every occupation in the Federal Government. Your experience and education are evaluated against the qualification standards to determine whether you are qualified for positions. The qualification standards identify the level of education and/or experience required for an applicant to meet the minimum qualification requirements of the occupation. Some qualification standards have a "positive education" requirement, which is shown in a degree required or a specified number of course hours, that must be met.

Your experience and education are evaluated to determine whether you are "basically qualified," "highly qualified," or "not qualified" for a position or occupation.



Join  
our  
Team

WE ARE  
**HIRING**

## FARM PRODUCTION AND CONSERVATION

FARM SERVICE AGENCY | NATURAL RESOURCES CONSERVATION SERVICE | RISK MANAGEMENT AGENCY | BUSINESS CENTER

## Your Career Supporting the Nation's Farmers

### Who We Are:

The U.S. Department of Agriculture directly serves America's farmers and ranchers through a variety of farm programs and technical assistance. USDA's Farm Production and Conservation (FPAC) mission area includes four agencies – the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Risk Management Agency (RMA), and FPAC Business Center – that offer programs that help farmers manage risk, get access to capital, recover from natural disasters, and conserve natural resources. FSA, NRCS, and RMA deliver those farm programs, often through one-on-one assistance with farmers. The Business Center supports the operations for those agencies.

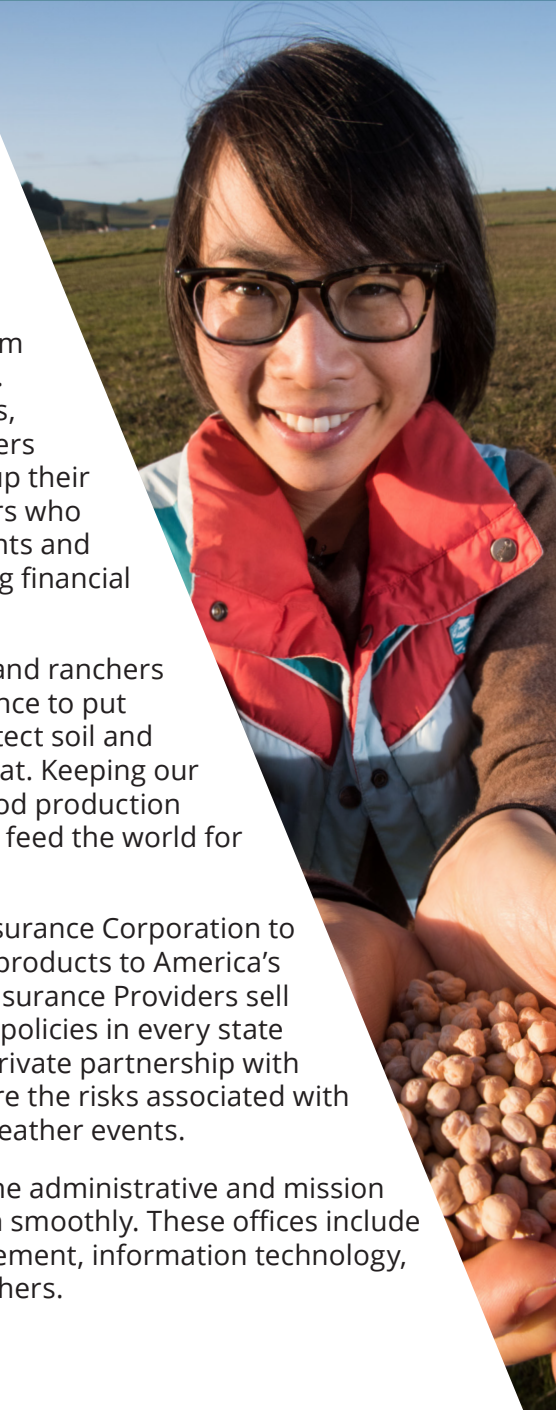
### Specifically:

**FSA** has two primary functions: farm programs and farm loan programs. These programs support producers, from beginning farmers and ranchers who need access to loans to start up their operations to established producers who endured catastrophic weather events and need disaster assistance or a strong financial safety net.

**NRCS** provides America's farmers and ranchers with financial and technical assistance to put conservation on the ground to protect soil and water while providing wildlife habitat. Keeping our soil healthy is very important as food production increases to ensure we'll be able to feed the world for generations to come.

**RMA** manages the Federal Crop Insurance Corporation to provide innovative crop insurance products to America's farmers and ranchers. Approved Insurance Providers sell and service federal crop insurance policies in every state and Puerto Rico through a public-private partnership with RMA. RMA backs the AIPs who share the risks associated with catastrophic losses due to major weather events.

The **Business Center** ensures all the administrative and mission support offices collaborate and run smoothly. These offices include human resources, financial management, information technology, customer experience, and many others.



# Your Career Supporting the Nation's Farmers

## Where We Are:

Our agencies are headquartered in Washington, D.C., and we have nearly 23,000 employees across 3,100 offices nationwide to serve USDA customers. Many of these offices include our service centers, where we provide one-on-one service to farmers. Other offices include our state and regional offices as well as our technical centers.

## Your Career with Us:

Do you want a career that can make a difference? We're looking for highly motivated and skilled individuals interested in meeting the challenges of the dynamic and innovative field of agriculture.

Our agencies have career opportunities for:

- Professionals who like to spend their time working with farmers, ranchers, forest managers, and other private landowners
- Individuals with an agricultural background or experience
- Individuals who have finance, business administration, economics, accounting, banking, and/or credit experience
- Experts in scientific fields such as biology, environmental science, physical and earth science, plant, animal, soil, and geospatial sciences
- Those interested in research, technical writing, and management
- Professionals involved in the many aspects of conservation on working lands, including efforts to improve soil health, water and air quality, and wildlife habitat

## Some of Our Key Positions Include:

- Accountants, Economists, Management Analysts, and Statisticians
- Farm Loan Assistants and Farm Loan Program Technicians who advise customers about requirements for farm loans and help them evaluate financial factors when making decisions about loans
- Compliance Investigators who help protect the integrity of USDA programs
- Risk Management Specialists who help shape insurance programs to better serve America's farmers and the challenges they face
- Engineers, District Conservationists, Soil Conservation Technicians, Soil Scientists, and Soil Conservationists who offer conservation planning and technical help to everyone from family farmers to local government officials
- Farm Program Technicians who assist producers and provide information on available farm programs
- Farm Loan Managers and County Executive Directors who manage FSA programs and supervise employees for a specific county or counties

## Are You Ready to Take the First Step?

If you're ready to serve our nation's farmers and ranchers, consider the opportunities here with FSA, NRCS, RMA, and the Business Center!

As a USDA employee, you'll enjoy a rewarding career in a supportive working environment with unique learning opportunities. We value diversity and inclusion, and leverage the unique talents, abilities, and perspectives of our employees.

Outstanding benefits include:

- Competitive starting pay with regular increases, including locality pay and career ladders where applicable
- Advancement opportunities
- Family-friendly work and leave policies
- Flexible work schedules
- Paid Federal holidays and vacation leave
- Opportunities for recognition and awards
- Comprehensive medical benefits
- Health, wellness, and fitness programs
- Paid medical leave (including maternal and paternal leave)
- Affordable health and life insurance
- Domestic and international travel opportunities
- Attractive retirement benefits and pension plan
- Thrift Savings Plan (where USDA matches a portion of your contributions to a 401K-type program)

Join  
our  
team

## APPLY NOW

We encourage all interested individuals to apply for positions at USDA, including veterans, people with disabilities, and surplus or displaced Federal employees. For more information about our careers, visit [USAJobs.gov](https://USAJobs.gov) and search for Farm Service Agency, Natural Resources Conservation Service, Risk Management Agency, or Farm Production and Conservation Business Center to apply for current openings.



# Getting Started with MyNRCSCareer: For Employees

Grow your career with NRCS!

You can use MyNRCSCareer to:

- ✓ Explore many possible career options
- ✓ Identify your next steps and developmental opportunities
- ✓ Access resources to help you take your next step

Visit us on the Careers page of  
[www.nrcs.usda.gov](http://www.nrcs.usda.gov)

Watch a [brief video](#) to help you get started

Careers

## MyNRCSCareer

Your Field. Your Future.


**Welcome to MyNRCSCareer!** Whether you are an established Natural Resources Conservation Service (NRCS) employee looking for career path information or you are browsing potential careers with NRCS for the first time, this website will provide the information you are seeking. You can:

- > **Join:** Learn about life at NRCS, Federal employment, or current job openings with NRCS
- > **Plan:** Plan your career using career maps and career guide information for NRCS occupations
- > **Learn:** Learn about our current employment programs for students and recent graduates

**join**  
the NRCS team

**plan**  
your career at NRCS

**learn**  
about student and recent graduate programs

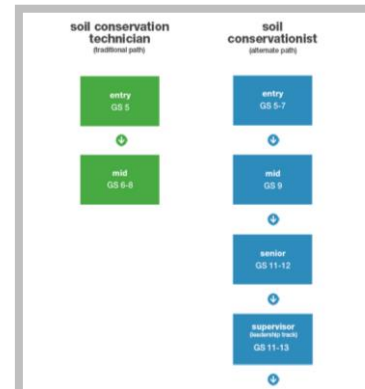


**Who we are ...** Our agency's mission is to provide resources to farm owners and land owners to aid them in conservation. NRCS employs approximately 11,500 people in its 2,900 offices, 90 percent of whom work outside of the Washington, D.C. area. NRCS operates in numerous communities across North America, working hand-in-hand with landowners and our partners to improve our natural resources. Our passion is derived from stewardship of the land and the benefits we all enjoy as a result, such as cleaner air and water, improved soil, and abundant wildlife habitat.

**Our history ...** What originally began as the Soil Conservation Service in 1935 is now known as the Natural Resources Conservation Service (NRCS), a name change that highlights our broader mission of conservation. Bringing 60 years of scientific and technical expertise to the conservation industry, we are involved with activities that help benefit soil, water, plants, air, and animals. With seventy percent of U.S. land privately owned, partnership with private landowners is critical to the health of our nation's land. By providing assistance to landowners, we help to cultivate productive lands and healthy ecosystems.

## Explore many possible career options

- Explore various career groups and occupations at NRCS.
- View visual maps of the traditional career path for an occupation at NRCS, as well as alternate paths.



## Identify your next steps and developmental opportunities

- See summary and detailed position information from subject matter experts at NRCS.
- Talk to your supervisor about the work experiences and trainings that are right for you.

### Recommended Qualifications

- Successful completion of a bachelor's degree (a) majoring in forestry, range management or a field directly related to the position, or (b) that included at least 24 semester hours in any combination of courses such as those shown above
- Experience can replace bachelor's degree

### Sample NRCS Work Experience

- Teaches entry-level Soil Conservation Technicians how to perform their primary job duties
- Completes a survey job from start to finish independently with few or no errors
- Implements a design completed by someone else
- Conducts project follow-up

### Sample NRCS Training

- Continuous Learning
- Initiative
- Integrity and Honesty
- Oral Communications
- Interpersonal Skills
- Decisive Judgment and Decision Making
- Information Management
- Customer Service

Occupational Experience	Career Level	Occupation
Completes a survey independently	Entry	Conservation Collector, Surveyor
Completes a survey job from start to finish independently with few or no errors	Mid	Conservation Collector, Surveyor, Design, Implementation
Implements a design completed by someone else	Mid	Conservation Implementation
Conducts project follow-up	Mid	Conservation Maintenance

## Access resources to help you take your next step

- If your next job requires you to apply, you can see tips to help you prepare to apply.
- Quickly and easily search current job openings at NRCS so you can apply when you're ready.

The screenshot shows the USAJOBS website with a search for 'Resource Conservationist (Wetlands Specialist)'. It displays job details including salary (\$47,923.00 - \$62,297.00), location (Multiple Locations), and announcement number (NRCSDE-1A-14-1083400-ET).

discover the benefits of the federal gov

learn about applying as a veter

explore employment progr individuals with dis

view resume and interviewing tip

# Helping People Help the Land



United States Department of Agriculture  
Natural Resources Conservation Service

## Is that something you would like to do?


Picture Yourself



### Quick Qualification Guide for Typical USDA Natural Resource Conservation Service (NRCS) Positions

USDA is an equal opportunity employer and provider.

# Quick Qualification Guide for Typical USDA Natural Resource Conservation Service (NRCS) Positions

Position	Degree	Curriculum
<b>Rangeland Management Specialist, GS-454</b> 	Range management or a related discipline	<p>Study must have included at least 42 semester hours in a combination of the plant, animal, and soil sciences, and natural resources management, as follows:</p> <ul style="list-style-type: none"><li>• Range Management: At least 18 semester hours of course work in range management, including courses in such areas as basic principles of range management, range plants, range ecology, range inventories, range studies, range improvements, and ranch or rangeland planning.</li><li>• Directly Related Plant, Animal, and Sol/ Sciences: At least 15 semester hours of directly related courses in the plant, animal, and soil sciences, including at least one course in each of these three scientific areas, i.e., plant, animal, and soil sciences. Courses in areas such as plant taxonomy, plant physiology, plant ecology, animal nutrition, livestock production, and soil morphology or soil classification are acceptable.</li><li>• Related Resource Management Studies: At least 9 semester hours of course work in related resource management subjects, including courses in areas such as wildlife management, watershed management, natural resource or agricultural economics, forestry, agronomy, forages, and outdoor recreation management.</li></ul>
<b>Soil Conservationist, GS-457</b>	Soil conservation or a related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering	Study must have included 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.
<b>Soil Science, GS-4 70</b>	Soil science or a closely related discipline	Study must have included 30 semester hours or equivalent in biological, physical, or earth science, with a minimum of 15 semester hours in such subjects as soil genesis, pedology, soil chemistry, soil physics, and soil fertility.
<b>Agronomist, GS-471</b>	Agronomy or related discipline of science	Study must have included at least 30 semester hours of course work in the basic plant sciences, including at least 15 semester hours in agronomic subjects, such as those dealing with plant breeding, crop production, and soil and crop management.
<b>Civil or Agricultural Engineers, GS-810 or 890</b>	Professional engineering	To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.
<b>Contracting Specialist, GS-1102</b>	Any bachelor's degree	To be acceptable, the curriculum must have: At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

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1



Join  
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- Pathways Student Internship Program



- Pathways Recent Graduate Program



## U.S. Department of Agriculture's (USDA) Farm Production and Conservation (FPAC)

FPAC has 4 agencies: Natural Resources Conservation Service (NRCS),  
Farm Service Agency (FSA), Risk Management Agency (RMA),  
and the FPAC Business Center.

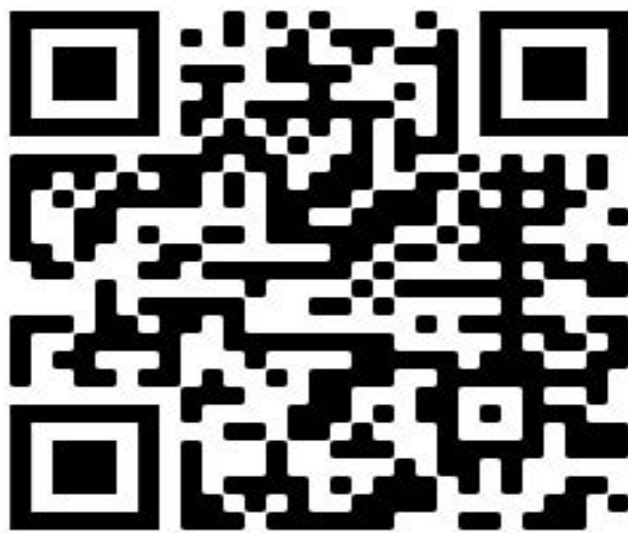
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Join  
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Team



**FPAC Career Information Website:**  
Career Types and Employment Benefits



## **U.S. Department of Agriculture's (USDA) Farm Production and Conservation (FPAC)**

**FPAC has 4 agencies:** Natural Resources Conservation Service (NRCS),  
Farm Service Agency (FSA), Risk Management Agency (RMA),  
and the FPAC Business Center.

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Tennessee NRCS  
Careers Website:



USAJobs  
(careers in Tennessee):



# Join our team!

Are you interested in applying for a federal job with the  
USDA Natural Resources Conservation Service in Tennessee?

A career with us is having the chance to be a part of  
something bigger and to positively influence  
people, landscapes, and communities.

No matter what career field you choose,  
you will become a part of a diverse culture of dedicated  
employees who share a passion for conservation and  
a love for the work they do.

USDA is an equal opportunity provider, employer, and lender.





# Government Benefits:



## Salary

- Salaries are competitive with annual compensation increases

## • Job Security

## Vacation and Holidays

- Eleven (11) a year! Over the course of a career federal employees receive nearly 1.5 years more in paid vacation and holidays than the average private sector employee

## Generous Health & Retirement Benefits

- Multiple health care plans to choose from and a competitive retirement system with many investment options

## • Locations

- FPAC agencies located in every State & US Territory (NRCS & FSA)
- More than 2500 offices throughout the US
- Jobs for many interest and challenging work opportunities
- Work/Life Balance
- Flexible Work Schedules
- Opportunities to advance and move within the government
- Opportunities for professional development
  - Lots of Training (formal & OJT)
  - Temporary Assignments
  - Stretch Assignments



**Salary Table 2023-RUS**  
**Incorporating the 4.1% General Schedule Increase and a Locality Payment of 16.50%**  
**For the Locality Pay Area of Rest of U.S.**  
**Total Increase: 4.37%**  
**Effective January 2023**

*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 24,464	\$ 25,285	\$ 26,097	\$ 26,908	\$ 27,720	\$ 28,195	\$ 29,000	\$ 29,811	\$ 29,844	\$ 30,608
2	27,508	28,163	29,074	29,844	30,180	31,068	31,956	32,844	33,731	34,619
3	30,015	31,016	32,017	33,017	34,018	35,019	36,019	37,020	38,021	39,022
4	33,693	34,816	35,939	37,062	38,185	39,308	40,431	41,554	42,677	43,801
5	37,696	38,953	40,210	41,467	42,724	43,981	45,238	46,495	47,752	49,009
6	42,022	43,422	44,822	46,223	47,623	49,023	50,424	51,824	53,224	54,625
7	46,696	48,252	49,808	51,365	52,921	54,478	56,034	57,591	59,147	60,703
8	51,713	53,437	55,162	56,886	58,610	60,334	62,058	63,783	65,507	67,231
9	57,118	59,021	60,925	62,828	64,732	66,636	68,539	70,443	72,347	74,250
10	62,898	64,995	67,092	69,189	71,286	73,383	75,480	77,577	79,674	81,771
11	69,107	71,410	73,713	76,016	78,319	80,623	82,926	85,229	87,532	89,835
12	82,830	85,591	88,352	91,113	93,875	96,636	99,397	102,158	104,919	107,680
13	98,496	101,779	105,062	108,345	111,628	114,911	118,194	121,477	124,760	128,043
14	116,393	120,272	124,152	128,031	131,911	135,790	139,670	143,549	147,428	151,308
15	136,908	141,472	146,035	150,598	155,162	159,725	164,288	168,852	173,415	177,978

Applicable locations are shown on the 2023 Locality Pay Area Definitions page:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/locality-pay-area-definitions/>





## Become an Earth Team Volunteer

### Natural Resources Conservation Service

#### Make a Difference! Join the Earth Team!

The USDA Natural Resources Conservation Service (NRCS) is looking for motivated volunteers, ages 14 and up, to help in county field offices over the summer.

The Earth Team provides a variety of opportunities: full- or part-time; outdoor or indoor activities; and as an individual or part of a group. There is something for everyone.

Gain valuable work experience while helping protect America's natural resources!

#### What will I be doing?

As an Earth Team volunteer, you will be working side by side with professional conservationists to plan and deliver conservation on private lands.

Duties vary based on interests and availability, and include clerical work and field study.

You will share your skills, learn new ones, meet new people and be part of a dedicated, national conservation effort.

The Earth Team will provide you with experience in a variety of different natural resource fields including: conservation, soil quality, water quality, tree planting, brush management and more.

#### Where will Earth Team take you?

Several NRCS employees began their careers as Earth Team volunteers. Join today and gain valuable knowledge and workplace experience that will help build your resume.

If you're considering a career in natural resources, consider joining the Earth Team to kick start your career!

#### What is the Earth Team?

The Earth Team is a component of the USDA's Natural Resources Conservation Service, the federal government's primary private lands conservation agency.

Earth Team volunteers help the agency fulfill its commitment to support farmers and ranchers in their voluntary conservation efforts to keep working lands working, boost rural economies, and increase the competitiveness of American agriculture.

The Earth Team offers numerous volunteer opportunities for students, retirees, veterans and others who care about conservation and are seeking to make a difference in their communities.

With nearly 3,000 offices in communities nationwide, volunteers are needed in virtually every State and territory.

#### Contact

For more information on the Earth Team, visit: [www.nrcs.usda.gov/earthteam](http://www.nrcs.usda.gov/earthteam).



# MyNRCSCareer

Your Field. Your Future.

## Applying as a Veteran



### What is Veterans' Preference?

If you are a veteran, you may be eligible for something called Veterans' Preference, a preference during the application and hiring process, which provides assistance in competing for a federal job.

Veterans' Preference was established by Congress to

recognize those who have served our country and, in doing so, have suffered economic loss and, in some cases, have become disabled. It is designed to give veterans extra assistance in competing for federal job. Typically veterans must have served on active duty for at least two years during a period of war or be disabled in order to be eligible for Veterans' Preference. Veterans receive an additional 5 to 10 points which is added to their score on the competitive civil service examination. *Veterans' preference does not guarantee the veteran a job.*

### What does the Veterans' Preference program at NRCS seek to do?

- Eliminate concentrations of veterans in single interval series to diversify and create advancement opportunities.
- Encourage the participation of veterans in all NRCS sponsored programs and activities.

- Provide a network of professional support at NRCS for veterans.
- Ensure that NRCS' veteran's community receives equal treatment in all aspects of employment.
- Provide opportunities to participate in training and training programs such as career enhancement, graduate studies, and others.

**For more information about Veterans' Preference please**

**visit:** <http://www.fedshirevets.gov/job/vetpref/index.aspx> 

**For more assistance, please contact:**

*NRCS National Veterans Emphasis Program Manager*

[Doug Rose](#)

[101 S. Main Street](#)

[Temple, TX 76501](#)

[Office: 254-742-9932](#)

[Fax: 844-496-8111](#)



United States  
Department of  
Agriculture



Engineer

NATURAL RESOURCES CONSERVATION SERVICE  
FARM PRODUCTION AND CONSERVATION



## Engineer

USDA employs many engineers with specialized skills in erosion control, water management, structural design, construction, hydraulics, soil mechanics, and environmental protection. We also employ those with general engineering skills. Your job assignments may include restoring streams, controlling erosion, developing water systems for livestock, improving and conserving irrigation water, or restoring wetlands. As an engineer, you will help solve a host of natural resource problems and may also become involved in helping communities recover from natural disasters.

**Qualifications:** A four-year course of study leading to a bachelor's degree or a bachelor's degree in engineering from an accredited college or university.

To be acceptable, the program must: (1) lead to a bachelor's degree in a school of engineering with at least one program accredited by ABET; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. Specialties include agricultural, environmental and civil engineering.

For more information about our careers, visit [USAJobs.gov](https://USAJobs.gov).

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**Soil Conservationist**

**NATURAL RESOURCES CONSERVATION SERVICE  
FARM PRODUCTION AND CONSERVATION**



## Soil Conservationist

As a Soil Conservationist, most of your time is spent in the field working with farmers, ranchers, foresters, and other land users. You'll offer conservation planning and technical help to everyone from family farmers to local government officials.

You'll suggest ways to help them conserve the soil, improve water quality, manage nutrients, restore wetlands, and protect and improve wildlife habitat.

You'll make presentations and demonstrate conservation to clubs and organizations and provide outreach for agency programs. You'll assist in setting local conservation priorities and then help carry them out. And you'll be able to see the results of your work on the land.

**Qualifications:** A four-year course of study leading to a bachelor's degree or a bachelor's degree that includes a major field of study in soil conservation or a related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering from an accredited college or university. To be acceptable, the program must have included 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science of which three semester hours must be in soils and three semester hours in crops or plant science.

For more information about our careers, visit [USAJobs.gov](https://USAJobs.gov).

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A photograph of two men standing in an orchard. The man on the left is wearing a dark blue t-shirt and glasses, holding a book. The man on the right is wearing a red polo shirt, sunglasses, and jeans, pointing at the book. They are surrounded by trees with green leaves and some yellow fruit. The ground is covered with grass and fallen fruit.

## Soil Conservation Technician

**NATURAL RESOURCES CONSERVATION SERVICE  
FARM PRODUCTION AND CONSERVATION**



## Soil Conservation Technician

Soil Conservation Technicians work directly with farmers, ranchers, and foresters. You'll advise landowners about applying soil and water conservation practices. You'll survey and design conservation practices, oversee their installation, and ensure they meet our quality standards. Your work is key to agency success, because your one-on-one time with producers result in on-the-ground practices that directly improve, conserve, or restore our natural resources.

**Qualifications:** Knowledge of farm or ranch operations or work experience that makes you familiar with conservation practices such as installing and maintaining soil and water conservation measures on farms, ranches, or agricultural land.

Knowledge of installing and maintaining conservation measures on public or privately-owned land including parks, shoreline, refuse waste sites, dams and reservoir areas, water and sewer sites, road embankments, forests, and wildlife habitats.

For more information about our careers, visit [USAJobs.gov](https://www.usajobs.gov).

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## Soil Scientist

NATURAL RESOURCES CONSERVATION SERVICE  
FARM PRODUCTION AND CONSERVATION



## Soil Scientist

As a Soil Scientist, you'll map and classify soils. You'll educate our employees, partners and customers about the principles of soil health management. You'll use digital and satellite imagery to map soils and write descriptions. You'll sample soils and evaluate their quality, and work with information on watersheds, water quality, and changes in land-use patterns. Your work will include scientific work in the investigation of soils, their management, and their adaptation for alternative uses. Such work requires knowledge of chemical, physical, mineralogical and biological properties and processes of the soils and their relations to climate, physiographic, and biological influences.

**Qualifications:** A four-year course of study leading to a bachelor's degree or a bachelor's degree in soil science or a closely related discipline from an accredited college or university.

To be acceptable, the program must have included 30 semester hours or equivalent in biological, physical, or earth science with a minimum of 15 semester hours in such subjects as soil genesis, pedology, soil chemistry, soil physics, and soil fertility.

For more information about our careers, visit [USAJobs.gov](https://www.usajobs.gov).

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