United States Department of Agriculture

Understanding the Job Announcement

For Federal Applications

Job announcements provide information for potential applicants. While they might look different from Federal agency to Federal agency, the content should be similar.

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 grad 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

For More Information

For information about NRCS, visit the website at tx.nrcs.usda.gov. You will also find employment information there under About Us > Careers with NRCS.

All job announcments will be posted on www.usajobs.gov.

To search for positions with NRCS in Texas on USAJobs, search key word NRCS and location Texas

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 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 Forest Service 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.

Texas

Natural Resources Conservation Service

tx.nrcs.usda.gov

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