



Who we are ... The Natural Resources Conservation Service (NRCS) is an agency under the Department of Agriculture that targets natural resource conservation on private land with agricultural producers across the United States (US) and territories.

NRCS is a welcoming workplace!



*USDA and NRCS Civil Rights and Anti-Harassment Policies specifically prohibit discrimination based on sexual orientation and sex including gender identity and expression.

*NRCS recognizes the value of a diverse workplace. Our Special Emphasis Programs focus on recruitment, retention and employee engagement of the following groups:

- American Indian/ Alaska Native
- Asian American & Pacific Islander
- Hispanic
- Women
- Veterans
- People with disabilities
- African American
- Lesbian, Gay, Bisexual & Transgender

If you are interested in agronomy, range science, soils, engineering, water quality, or wildlife biology NRCS has great employment opportunities for you! NRCS and USDA also employ a wide range of administrative staff in financial management, human resources, public affairs, purchasing and contracting. Join more than 11,500 NRCS employees in field offices in every county across the nation as we work to protect our natural resources to create productive lands and a healthy environment.

Interested in learning more about NRCS?

Check out possible careers at:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/careers>



Photo: NRCS employees gather survey data in the field

Interested in Working for NRCS?

Apply for jobs at:

<https://www.usajobs.gov/>

USAjobs.gov is a free web-based job board enabling the United States Government to post thousands of job opportunities across hundreds of federal agencies and organizations. It's your one-stop source for Federal jobs and employment information.

Create an USAjobs account:

- *Go to <https://www.usajobs.gov/>
- *Upper right hand corner click on SIGN IN OR CREATE AN ACCOUNT
- *Enter primary email then confirm primary email
- *Create a username (you can sign into USAJobs with either your email address or username)
- *Hit the “I agree. Create my account.”
- *USAjobs.gov will send a link to the email address you provided when setting up your account. Check your email and click on the link to activate your USAjobs account.
- *Enter your name, telephone number and a password for your USAJobs account. Then set your Password Questions and Answers.
- *Click “Finish My Profile”

Set up vacancy alerts:

- *Select search jobs in upper left hand corner
- *Choose either basic or advanced search options
- *Enter your search criteria
- *Hit the save search on the left hand side of the screen
- *At the bottom of the screen name your saved search and choose how often you want to receive email notifications
- *Hit save search



Upload a resume:

You can store up to 5 resumes in your account and may be a combination of uploaded resumes you've created or built in the resume builder. You can view a more detailed tutorial at <https://www.usajobs.gov/Content/pdfs/Tutorials-Resume.pdf>

There are two ways you can create a resume in USAjobs

*Create a resume in GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or COCX) with all the required announcement information then upload the document into your resume profile. This document is not editable once uploaded and must be less than 3 MB. If you find errors or want to make adjustments you must delete the attachment, make/save the changes outside of USAjobs, then re-upload the document in USAjobs

OR

- *Create a resume in USAjobs Resume Builder, by adding the required information into the set format in USA jobs. Once this information is entered into your resume profile, it can be saved, viewed, edited, deleted or copied at a later date
- *Sign into your account, click the Resume tab on the left
- *Select “build a new resume”, title your resume and enter the required information. Spell check the information you have entered then click save experience. Once you have entered all the appropriate employment history, click next at the bottom
- *Enter the required fields for your education, spell check the entered information and click “save education”. Once all your education information has been entered, click next at the bottom of the page
- *Enter all “Other” relevant information here such as job related training, organizations or affiliations you are a part of, second language skills, leadership abilities, awards received. Be sure to click on blue links at the bottom of each section to spell check or add language/affiliation. When you are satisfied with this section, click next at the bottom of the page
- *References are the next section of the resume builder. Complete all the required fields then click the “save references”
- *In the final section you can preview how your resume looks to the selecting official. Review all information and make sure it is correct. Click “previous” to go back and edit other sections or “finish” to complete the resume.