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AGRICULTURAL MARKETING SERVICE
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RECRUITMENT ANNOUNCEMENT

Position Title, Series and Grade:

IT Analyst, OCC 3340, MA 14

(Note: This is not equivalent to GS pay scale)

Vacancy Number:

18-01

Starting Salary Range:

\$58,238 Minimum-salary commensurate with experience

(Includes Locality Adjustment)

Full Time (40 hours per week)

Opening Date:

January 9, 2018

Closing Date:

January 23, 2018

Type of Appointment:

Excepted

Duty Station:

Brunswick, Ohio

Area of Consideration:

Local Commuting Area

Major Duties of the Position:

Responsibilities will include but are not be limited to:

- Develop, analyze, and program applications in a multi-operating system environment using COBOL, Microsoft Access, SQL, and Visual Basic programming languages.
- Design, code, and test programs for in-house systems.
- Consult with users and management to identify current operating procedures and clarify program objectives.
- Maintenance and modifications of existing in-house applications to keep systems running at peak levels.
- Debug and troubleshoot application issues in a timely and accurate manner.
- Thorough testing of computer programs before releasing them into production.
- Installation, testing, upgrading, and troubleshooting personal computers.
- Proficient using and supporting the Microsoft Office suite.
- Other duties as assigned.

Qualifications:

The experience and/or education must have equipped the applicant with the necessary knowledge and ability to perform fully the work of IT Analyst.

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the essential functions of the position:

1. Strong programming background including but not limited to COBOL, Microsoft Access, SQL, Visual Basic, and Visual Studio. Some COBOL programming skills preferred.
2. Experience installing, testing, maintaining, upgrading, and troubleshooting personal computer operating systems and software.
3. Experience using and supporting the Microsoft Office Suite.
4. Proven ability to provide end-user support. Ability to communicate with technical and non-technical personnel both orally and in writing.
5. Experience in the following areas are a plus: COBOL programming, experience with Linux operating systems, Linux shell scripting, or Web development.

General Experience:

Experience in administrative or technical work such as (1) work which required a general understanding of administrative functions or management practices and processes, or (2) an ability to work or deal effectively with individuals or groups of persons, or (3) skill in analyzing problems, identifying relevant factors, gathering pertinent information, and recognizing solutions. At least three years general experience required.

Specialized Experience:

In addition to the general experience, applicants must have the required amount of specialized experience performing duties that are **directly related to the primary duties of the position listed above**. One year of specialized experience as an IT Analyst or similar position. Specialized experience may be gained by performing a variety of information technology functions when the work requires an in-depth knowledge of systems procedures.

Education:

Successfully completed studies in an accredited college or university above the high school level may be substituted for general experience at the rate of 1 year of education (i.e., 30 semester or 45 quarter hours) for 1 year of experience, up to a maximum of 3 years of education for 3 years of experience. Only directly related graduate education may be substituted for specialized experience, at the rate of 15 semester hours or 18 quarter hours for 6 months of experience.

A copy of your college transcript may be required if applicable.

Special Requirements:

- Must be a U. S. Citizen.
- Medical examination required. (will be reimbursed)
- Subject to satisfactory completion of one-year probationary period.
- Occasional overnight travel is required. Per diem and paid mileage for official travel.
- Males born after December 31, 1959, must be registered with the Selective Service.
- As a condition of employment, appropriate security clearance is required for this position.

Federal Benefits:

Our federal benefits include: Retirement plan, Social Security, 401(k) with matching contributions, holidays, vacation and sick leave, health and life insurance, and optional programs such as: Dental and Vision, Flexible Savings Accounts (health and dependent care), Long Term Care insurance. Telework eligible.

Application Procedures:

Applications must be postmarked or received by 5:00 P.M. January 23, 2018

To be considered for this position applicants must submit a detailed resume and cover letter addressing the evaluation criteria and special requirements.

Official college transcripts may be requested from the most qualified applicants. Please submit requested information by mail, email or fax to the attention of **Michele Crowe, Market Administrator's Office, P. O. Box 5102, Brunswick, Ohio 44212.**

Email mcrowe@fmmaclew.com or Fax 440.220.6783. To claim veterans' preference, veterans need to provide a copy of their DD- 214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service-connected disability and others claiming 10-point preference will need to submit form SF-15, Application for 10-point Veterans' Preference.

(Standard forms may be downloaded at OPM's website www.opm.gov/forms/html/of.asp.)

If all information is not provided, applicant may be disqualified from consideration.

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