

Animal & Plant Health Inspection Service

Job Title: Veterinary Program Assistant

Department: Department Of Agriculture

Agency: Animal and Plant Health Inspection Service

Job Announcement Number: 24VS-2013-0082

SALARY RANGE: \$31,315.00 to \$45,376.00 / Per Year

OPEN PERIOD: Wednesday, May 08, 2013 to Wednesday, May 15, 2013

SERIES & GRADE: GS-0303-05/06

POSITION Full Time - Permanent

INFORMATION:

PROMOTION POTENTIAL: 06

DUTY LOCATIONS: 2 vacancies - Montgomery, AL, US [View Map](#)

WHO MAY APPLY: This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6VS-2013-0093.

For more information or to apply, go to: <https://www.usajobs.gov/GetJob/ViewDetails/343091100>

JOB SUMMARY:

Relocation expenses will not be paid.

The duties and factor descriptions below apply to the Veterinary Program Assistant Position located in the Alabama Area Office of Veterinary Services. The position involves performing specialized paraprofessional work associated with Veterinary Services animal health programs as needed. The duties will vary according to the scope of the specific programs, as well as composition and organization of staff within individual Area Offices. However, the factor descriptions remain constant in all circumstances.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS.

KEY REQUIREMENTS

- U.S. Citizenship

DUTIES:

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.

The duties may include, but are not limited to:

- Coordinates and performs import and export activities for the Area.
- Implements international export of livestock, pets, other animals and animal products, ensuring that correct documentation and procedures are followed.
- Provides program support to VS Animal Health programs at the Area Office level.
- Plans and utilizes information for management of VS programs at Area level.
- Applying advanced query design and data retrieval techniques gathers and maintains information for specific program diseases. Properly documents, cites, and stores information obtained for specific analyses.
- Manages the Veterinary Accreditation Program in accordance with CFR Part 161.1 and other VS policies and guidelines.
- Analyzes patterns, recognizes emerging trends, and alerts AVIC to possible controversies or program deficiencies. Prepares documentation related to program violations.
- Processes time and attendance reports.

- Develops documentation or presentations in support of specific programs.

QUALIFICATIONS REQUIRED:

To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the **EDUCATION** requirements specified below **and/or** the **SPECIALIZED EXPERIENCE** requirements.

EDUCATION

GS-05: Completion of four years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

TRANSCRIPTS are required if:

- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.

This education must have been successfully completed and obtained from an accredited school, college, or university.

SPECIALIZED EXPERIENCE AT THE GS-05,06, GRADE LEVELS Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience at the GS-05 and GS-06 Grade Levels include, but are not limited to:

- Assembling, reviewing, reconciling and maintaining payroll, travel, procurement, property, and other administrative documents.
- Reviewing, entering, and maintaining animal disease documents in a database and preparing reports.
- Recording and tracking various administrative transactions, entitlement rules, documentation requirements, and schedules to ensure compliance and recommended actions.
- Researching and/or investigating problems or errors that require reconciling and reconstructing incomplete information and conducting extensive searches for required information.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-05 GRADE LEVEL: Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify an applicant for that grade level.

THERE IS NO EDUCATION SUBSTITUTION FOR THE GS-06 GRADE LEVEL.

Special Conditions:

- Males born after 12/31/59 must be registered with the Selective Service.
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference.
- As a condition of employment, a background investigation may be required for this position.
- Travel may be required.
- Subject to satisfactory completion of one year probationary period.
- We understand that accepting a position with Veterinary Services may require the need for spousal career placement assistance. To help you and your family make a successful career transition, Veterinary Services is dedicated to providing information on career placement assistance.
- This position is subject to unscheduled overnight details of undetermined lengths in the event of animal health emergencies or other conditions requiring immediate response, as required by the Agency. (Extensive periods of time may be designated for overnight details.)

AGENCY CONTACT INFO:

DO NOT EMAIL DOCUMENTS

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Agency Information:

Animal and Plant Health Inspection Service

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