



Stanislaus-Tuolumne County Farm Service Agency

3800 Cornucopia Way, Suite E – Modesto, CA 95358-9494

Phone: (209) 287-3669 Fax: (844) 206-6989

Position: Program Technician (PT) CO-1101

Job Type: Full Time Temporary Position

Beginning salary: \$29,847/yr

Location: Stanislaus County FSA Office, 3800 Cornucopia Way Suite. E, Modesto,
CA Phone: 209-287-3642 Fax: (844) 206-6989

Description of Duties: Responsible for carrying out office activities and functions pertaining to technical assistance and program support related to FSA farm programs at the field level. Utilizes various types of computer and software systems (including Word, Excel and PC based programs) to maintain producer data and process automated program forms. Uses a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.

General Qualifications: All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates. Agricultural knowledge/experience preferred but not required; willingness to work as a team is a must. Background checks will be conducted.

Knowledge, Skills and Abilities (KSA): Eligible candidates will be screened on the following knowledge abilities:

1. Ability to communicate orally.
2. Ability to communicate in writing.
3. Ability to identify and solve problems.
4. Knowledge of FSA Farm Programs, practices, customs.
5. Skill in using computers.

*Note: There are no special forms for these statements. They may be submitted on plain paper with your name at the top. You should include specific tasks performed, the dates you performed them, and where you were working at that time. KSA statements may not be more than 2 single-spaced pages per KSA. **Candidates who do not submit the supplemental KSA statements will not be considered.***

How to apply: Resumes along with requested KSA statements may be dropped off at or mailed to the location address.

Basis of Rating: All applicants will be considered on the basis of their education, experience, Knowledge, Skills and Abilities (KSAs) and other characteristics for this position.

Application Closing Date: February 2, 2018

For questions or assistance please contact Maria Juárez, County Executive Director at the above number.