



FSA is Hiring!

Clinton County Farm Service Agency (FSA) is seeking applicants for a temporary Program Technician. Applications and resumes must be received by the Clinton County Service Center no later than close of business on August 10, 2018.

FSA is an exciting and rewarding place to gain experience in the Agricultural industry. FSA implements agricultural policy, administers credit and loan programs, and manages conservation, commodity, disaster and farm marketing programs through a national network of offices. Our mission is to equitably serve all farmers, ranchers and agricultural partners through the delivery of the effective, efficient agricultural programs for all Americans.

Candidates must show a high degree of initiative and judgment in planning and carrying out assigned tasks, have advanced skills in computer applications, organization, and communication, perform general office clerical work, and be able to resolve problems.

Key requirements include:

- Ability to manage digital files, work with Microsoft applications and learn new computer applications. Experience in Geographic Information Systems (GIS) is preferred.
- Organizational skills to manage a filing system, track incoming and outgoing correspondence while coordinating the flow of paperwork around the office.
- Multi-tasking ability for the completion of various tasks throughout a day, including assisting customers, taking applications, adding customer information into a database using a custom application, creating and printing maps and editing farm record data.
- Good communication and public relation skills; the ability to interact with a wide range of people frequently exchanging information.
- Ability to take direction, but with enough initiative to be able to identify necessary tasks when no guidance is immediately available.
- Agricultural background would be preferred but is not required.

All candidates must be a U.S. citizen, a high school graduate or equivalent, and undergo a background investigation. Veterans' preference does not apply.

Applications (FSA-675) may be obtained at the Clinton County Service Center, at 2343 N US-27, or online at https://www.fsa.usda.gov/Internet/FSA_File/fsa0675.pdf. For more information, contact County Executive Director Anita Perkins at 989-224-3720 Ext 2, or anita.perkins@mi.usda.gov.