Summary

This position is located in the United States Department of Agriculture (USDA), Agricultural Research Service (ARS), Plant Genetic Resources Unit, located in Geneva, New York.
The mission of the Plant Genetic Resources Unit is to acquire, maintain, characterize, and distribute plant genetic resources of selected fruit and vegetable crops, including apple, grape, onion, tomato, and vegetable Brassica crops; and to develop new and productive apple rootstocks resistant to pests, diseases, and environmental stresses. The Biological Science Aid will perform a variety of standardized duties in support of the research projects conducted by the Unit.

Duties

Major Duties may include, but are not limited to:

- Performs simple repetitive tasks associated with plants in the field and greenhouse.
- Assists in land preparation, sowing of seeds, transplanting, and harvest.
- Assists in threshing, seed cleaning, treatment, and storage of quality seeds.
- Incorporates basic principles of biological science to perform limited procedures and processes in support of higher-graded technicians of the overall research assignment.
- Operates a tractor to perform necessary field operations for seed increase of germplasm accessions.
- Uses personal computers and software packages to maintain logs for various seed increases and to enter data.

Travel Required

- Not Required

Relocation Authorized

- No

Job Requirements

Key Requirements

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.
Qualifications

Applicants must meet all qualifications and eligibility requirements by 11:59 pm Eastern Time on the closing date of the announcement including the following specialized experience and/or education, as identified by grade level.

Specialized Experience

At the GS-3:
Qualifying experience for GS-03 includes (6) months general experience. For this position general experience is defined as (1) any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. General experience can be obtained in a laboratory, field, or greenhouse.

OR

Education: Successful completion of one full year of study that included 6 semester hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics.

OR

A combination of education and experience as described above.
May be subject to satisfactory completion of one year probationary period.

Security Clearance

Not Applicable

Additional Information

What To Expect Next

If you set up your USAJOBS account to send automatic email notifications, you will receive an email acknowledging: 1) the submission of your online Occupational Questionnaire and resume was successful, 2) if you were referred to the selecting official for consideration, and 3) if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.
BENEFITS


Other Information

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility to include your most recent performance appraisal, SF-50, and proof of eligibility such as a RIF separation notice or letter from OPM/your agency. CTAP/ICTAP eligibles will be considered well-qualified if achieving a rating of 85 or above. Information about CTAP/ICTAP eligibility is on OPMs Career Transition Resources website at http://www.opm.gov/ctap/index.asp.

More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.

This position is eligible for telework and other flexible work arrangements. Employee participation is at the discretion of the supervisor.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA’s TARGET Center at 202-720-2600 (voice and TDD).

Direct Deposit – Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choosing.

E-Verify: Federal law requires agencies to use the E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form 1-9 on your entry-on-duty date will be verified through the DHS E-VERIFY system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.
It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. See more information at: http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=6465
This job originated on www.usajobs.gov. For the full announcement and to apply, visit www.usajobs.gov/GetJob/ViewDetails/436831300. Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

How to Apply

Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.

- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

**Step 1:** Create a USAJOBS account (if you do not already have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2:** Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

**Step 3:** Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required. You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue. **NOTE:** Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the
Agency’s staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

**How You Will Be Evaluated**

- Applications will be evaluated in accordance with Office of Personnel Management's (OPM) Delegated Examining Procedures using category rating. The category rating procedure is used to rank and select eligible candidates. Under category rating, applicants who meet basic minimum qualification requirements established for the position and whose job related competencies have been assessed are ranked by being placed in one of the following categories: Best Qualified, Well Qualified, and Qualified. Preference eligibles are listed ahead of non-preference eligibles within each category.

- You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:
  - Biology
  - Technical Competence

- We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

**Note:** If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To view the application form, visit:
Required Documents

The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. **Failure to submit required, legible documents may result in loss of consideration.**

- **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisors phone number, e-mail address for each work period listed, and whether or not we may contact them for reference checks; and 5) other qualifications.

- **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education web site at [http://www.ed.gov](http://www.ed.gov). All transcripts must be in English or include English translation.

You must submit the documents below if you claim any of the following:

- **Veterans**, if claiming preference: DD-214, Certificate of Release from Active Duty showing dates of service and type of discharge. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

- **CTAP/ICTAP**: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from.

- **Workers Compensation Separation**: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.

- **Disability Annuity Termination**: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a
military department or National Guard Bureau AND Separation SF-50 of the last position held.

**NOTE:** If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBs transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).