

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at [pfeifer@dsc.edu](mailto:pfeifer@dsc.edu) or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

**Job Title: County Program Technician, Full-Time, Permanent**

**Business/Location: USDA – Pemiscot County Farm Service Agency in Caruthersville, MO**

**Responsibilities include but are not limited to:**

- Carrying out office activities and functions pertaining to one or more of the program areas administered in the county.
- Interpreting and explaining procedures, program regulations and forms to producers and other agency personnel.
- Utilizing various web-based software applications to maintain producer data and processing automated forms.
- Using a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.
- Occasional travel - You may be expected to travel for this position.

**Requirements:**

- You must be a US Citizen or US National.
- Males born after 12/31/1959 must be Selective Service Registered or Exempt.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one year probationary period, unless previously served.
- Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit <https://www.e-verify.gov/>.
- Must be a high school graduate, or have a GED.
- Must be 18 years of age, or 17 years of age for high school graduates.
- Grade potential will be based on education, work experience, agriculture knowledge, and background.
- Applicants should possess strong customer service skills, a positive attitude and computer knowledge.

**Apply between these dates: Wednesday April 24, 2019 to Wednesday May 15, 2019**

**Please contact Calvin Elder at [calvin.elder@usda.gov](mailto:calvin.elder@usda.gov) or 573-333-1923 x 2 for information on applying for the position. USDA-FSA is an Equal Opportunity Provider, Employer and Lender.**

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email [pfeifer@dsc.edu](mailto:pfeifer@dsc.edu). Check out the DSCC [Career Counseling](#) webpage. Upload your resume to [www.jobs4tn.com](http://www.jobs4tn.com).