



**Department of
Agriculture**

Marketing and
Regulatory
Programs

Animal and
Plant Health
Inspection
Service

Plant Protection and
Quarantine

Jose Santana Ave.
150 Central Sector
Bldg C2 Warehouse
#3 Carolina PR
00979

(787)-710-7443
FAX: 253-4514

JOB ANNOUNCEMENT

POSITION: *Limited Appointment PPQ Aid*

PAY PLAN/SERIES/GRADE: *GS-0421-03-01*

SALARY: *(Based on experience)*

TYPE OF SCHEDULE: Part Time

TYPE OF APPOINTMENT: Intermittent

LOCATION: Plant Protection and Quarantine, Field Operations *(Carolina, P.R.)*

OVERVIEW: APHIS is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources, and related issues. Plant Protection and Quarantine (PPQ) is a program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products.

DUTIES: The incumbent serves as an Aid for Plant Protection and Quarantine (PPQ) Technicians and Officers. This position performs repetitive tasks to support accomplishment of the Agriculture Quarantine Inspection (AQI).

The incumbent assists by doing the simpler tasks relative to the above PPQ programs.

Guides passengers thru the inspection procedures and explain regulations as needed. Direct travelers to place luggage on conveyor belts to be inspected by x-ray machines. Place inspection stickers on cleared baggage.

Under supervision, the incumbent assist in inspection for prohibited or restricted items.

Removes garbage or contraband for transport to examination and disposal facilities.

Disposes of contraband after inspection by PPQ Officers or Technician.

Other duties related to the position description may be required.

SPECIAL CONDITIONS:

- Males born after 12/31/59 must be registered with the selective service.
- Must have a valid driver's license.
- Successful completion of 1 year of college.
- At least 4 credits semester hours in science (i.e. agriculture, biology, chemistry, physics, among others)

- Must be able to work alone and/or in teams.
- Exertional activities (sitting, standing, walking, lifting, carrying, pushing, and pulling).
- Work may require lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

REQUIRED DOCUMENTS FOR APPLICATION: Applicant should provide:

- Current Resume which lists position title, company name, dates of employment, number of hours worked per week, and a summary of duties and responsibilities for each position held and include a list of references,
- Official or Unofficial Transcripts (*if applicable*)
- Open a USA Jobs account and include email used for the account.
- Criminal Record Certificate Issued by the Puerto Rico Police Department

Deliver via email to: Ana.HernandezBurgos@usda.gov **Or physically to** # 25 Jose Tony Santana Rd., Carolina PR 00979

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Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

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