

# Job Opportunity - Outreach Notice

Not-To-Exceed 1039 hour Temporary Position

Information Receptionist

GS-0304-04 \$11.57/hour plus 23% COLA

1 position to be filled

Chugach National Forest – Glacier Ranger District  
**Girdwood, Alaska**

This position is located on a Forest Service unit to provide information receptionist services.

The duties include but are not limited to:

- Greets visitors and answers the telephone (multi-line phone system).
- Uses good host techniques in all contacts.
- Responsible for opening of visitor reception area at 8AM and closing at 5PM daily.
- Provides answers to a wide variety of inquiries both in person and over the telephone, using reference materials available on hand as well as electronic sources. Refers difficult, technical or special questions to the appropriate staffs located at the District office or in other agencies.
- Assists in resolving inconsistencies in available information.
- Arranges informational material in the reception area keeping racks stocked and in good order.
- May use word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of standard documents. May use database or spreadsheet software as well.
- Sells interpretive association materials and keeps a thorough record, balancing sales & receipts on a weekly basis & a monthly inventory.

**The tour of duty is Monday thru Friday 8 AM to 5 PM with a 1 hour lunch.**

**The incumbent will be expected to work during the holiday season (Thanksgiving thru New Years).**

We are looking for a responsible & dependable individual with good customer services skills; who is a self-starter and able to work independently and at times alone. We anticipate filling this position by mid-November or later.

For additional information about the position, please contact:  
Tom Gray 907-754-2313, Kay McCoy 907-754-2312 or Tim Charnon 907-754-2320

All vacancy announcements are posted on the Office of Personnel Management's Federal Job Opportunity Board at  
[www.usajob.opm.gov](http://www.usajob.opm.gov)

Interested applicants should apply to this specific job announcement **TEMP-OCR-304-4-INFO**  
No later than October 20, 2009