

Updated November 19, 2015

**2016 Temporary / Seasonal Positions
USDA Forest Service, Pacific Northwest Region
Umpqua National Forest in Southwest Oregon**

Vacancies open in USAJobs.gov from Nov. 30 – Dec. 7, 2015

The Umpqua National Forest intends to fill temporary positions for the 2016 summer season in the following duty stations located in Oregon:

**Diamond Lake Ranger District – Idleyld Park | Tiller Ranger District – Tiller
Cottage Grove Ranger District & Dorena Genetic Resource Center – Cottage Grove
North Umpqua Ranger District – Glide | Supervisor’s Office – Roseburg**

All positions will be posted and searchable on the USA Jobs website (www.usajobs.gov) November 30 through December 7, 2015. If you are interested in a position, send a completed outreach form (page 9) to the contact person listed. Email an outreach form to the supervisor for each job that interests you. Feel free to ask questions about the position.

Our unique purpose

Employees of the Forest Service are inspired to care for more than 193 million acres of our nation’s National Forests and Grasslands. Together, we help to meet the needs of people and communities today and ensure that these natural resources remain healthy and productive for future generations. We call this the greatest good, and we’ve been united by this purpose for more than 100 years. It’s a tremendous responsibility with many opportunities to contribute.

Is the Forest Service a good fit for you?

Diamond Lake Ranger District – Idleyld Park (Office & housing located in Toketee)

Forestry Technician (Wilderness/Trails) (GS-0462-04) 1 position for Apr. 17 – Sept. 16, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-04WLDTR-DT](#)

Position involves physically arduous work in trail maintenance. Schedule includes weekends. Government housing is available. Need ability to obtain federal driver’s license. Contact is Jennifer Taylor at jenniferltaylor@fs.fed.us or (541) 496-4177.

Forestry Tech (Recreation) (GS-0462-04) 1 position for May 15 – Sept. 16, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4REC-DT](#)

Duties will be to lead a team of GS-3 seasonal employees at the Diamond Lake Gatehouse processing campground reservations, answering questions, and providing customer service. Additional duties include recreation site maintenance. Government housing is available. Work schedule may include weekends and holidays. Contact is Kevin Woods, kmwoods@fs.fed.us or (541) 496-4061.



for the greatest good

PAGE 2: Temporary Positions on the Umpqua National Forest for 2016

Diamond Lake Ranger District – Idleld Park (Office & housing located in Toketee)

Forestry Tech (Recreation – River Ranger) (GS-0462-04) 1 position for May 15 – Sept. 16, 2016

[Apply to vacancy announcement 16-TEMP-R6-0462-4REC-DT](#)

Position is the “River Monitor”, which involves collecting data on river use, recreation site cleaning and maintenance. Government housing at Toketee is available. Contact is Janie Pardo at jpardo@fs.fed.us or (541) 496-4178.

Forestry Aid (Recreation) (GS-0462-03) 1-5 positions for May 15 – Sept. 16, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-3FTAID-DT](#)

These positions will work at the Diamond Lake Gatehouse processing campground reservations, answering questions, and providing customer service. Additional duties include recreation site maintenance. Government housing is available. Work schedule may include weekends and holidays. Contact is Kevin Woods, kmwoods@fs.fed.us or (541) 496-4061.

Biological Aid (Plants) GS-0404-03 2 positions for May 1 – Nov. 2, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-3BIOL-DT](#)

Position involves mechanically removing weeds from roadsides and some forested areas along with survey and mapping of weeds. Interest in plants and good attention to detail required. Government housing is available. Schedule will be compressed to four 10-hour days, Mon.-Thurs. Contact is Bryan Benz, bbenz@fs.fed.us, or (541) 496-4047.

Biotech (Plants) GS-0404-04 2 positions for May 1 – Nov. 2, 2016

[Apply to Vacancy Announcement 16TEMP-R6-0404-4PLANT-DT](#)

All positions involve mechanically removing weeds from roadsides and some forested areas along with survey and mapping of weeds. Interest in plants and good attention to detail required. Government housing is available. Schedule will be compressed to four 10-hour days, Mon.-Thurs. Contact is Bryan Benz, bbenz@fs.fed.us, or (541) 496-4047.

Biotech (Plants) GS-0404-05 2 positions for May 1 – Nov. 2, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-5PLANT-DT](#)

All positions involve mechanically removing weeds from roadsides and some forested areas along with survey and mapping of weeds. Interest in plants and good attention to detail required. Government housing is available. Schedule will be compressed to four 10-hour days, Mon.-Thurs. Contact is Bryan Benz, bbenz@fs.fed.us, or (541) 496-4047.

Forestry Aid (Fire Suppression) GS-0462-03 Up to 20 positions for May 15 – Oct. 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-3SUP-DT](#)

This position participates in wildland firefighting and fuels activities on either engine modules or as part of 20-person initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing is available. Contact is Ryan Gregg, rgregg@fs.fed.us, (541) 294-0878.

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Diamond Lake Ranger District – Idleyld Park (Office & housing located in Toketee)

Forestry Tech (Fire Suppression) GS-0462-04 Up to 10 positions for May 15 - Oct. 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4SUP-DT](#)

This position participates in wildland firefighting and fuels activities on either 7 day effective engine modules or as part of a Type II initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing is available. **Applicants must have at least 6 months experience as a GS-03 to qualify.** Contact is Ryan Gregg, rgregg@fs.fed.us, (541) 294-0878.

Forestry Tech (Fire Suppression) GS-0462-05 Up to 7 positions for May 15 - October 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5SUP-DT](#)

This position participates in wildland firefighting and fuels activities as the lead firefighter on either a 7 day effective engine module or on a 20 person Type II Initial Attack crew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing is available. **Must be qualified as FFT1 (Firefighter Type 1). Possessing and maintaining a valid state driver's license is required for this position.** Contact is Ryan Gregg, rgregg@fs.fed.us, (541) 294-0878.

Forestry Tech (Lookout) GS-0462-05 1 position for May 15 – October 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5LOUT-DT](#)

This position is established on a Ranger District and serves as a Lookout coordinating information between Dispatch Centers. The purpose of the position is to provide fire detection services to district fire suppression personnel. Contact is Ryan Gregg, rgregg@fs.fed.us, (541) 294-0878.

Tiller Ranger District – Tiller, OR (please note: no cell phone reception in Tiller)

Biological Aid (Botany & Wildlife) GS-0404-03 1 position for May 15 – Sept. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-3BIOL-DT](#)

Position involves doing Northern Spotted owl surveys, red tree vole surveys, mollusk surveys, and camera surveillance for Sierra red fox along with mechanically removing weeds from roadsides and some forested areas along with survey and mapping of weeds. Need ability to obtain federal driver's license. Contact is Andre Silva, amsilva@fs.fed.us or (541) 825-3132.

Biological Science Tech (Fisheries) (GS-0404-06) 1 position from May 15 – Sept. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-6FISH-DT](#)

Position serves as crew leader managing daily duties of smolt trapping, snorkel counts, and electrofishing. Government housing is available. Need ability to obtain federal driver's license. Contact is Casey Baldwin at ctbaldwin@fs.fed.us or (541) 825-3133.

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Tiller Ranger District – Tiller, OR (please note: no cell phone reception in Tiller)

Biotech (Fisheries) (GS-0404-05) 1 position from May 15 – Sept. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-5BFISH-DT](#)

Position involves smolt trapping of juvenile salmonids, juvenile salmonid snorkel counts, adult salmonid snorkel counts, and assisting with electrofishing. Need ability to obtain federal driver's license. Contact is Casey Baldwin at ctbaldwin@fs.fed.us or (541) 825-3133.

Forestry Aid (Fire Suppression) GS-0462-03 Up to 12 positions for May 15 - October 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-3SUP-DT](#)

Positions participate in wildland firefighting and fuels activities on either engine modules or 20-person initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing is available. Contact is Jimmer Hunt, jimmerhunt@fs.fed.us, (541) 825-3161.

Forestry Tech (Fire Suppression) GS-0462-04 Up to 7 positions for May 15 - October 28

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4SUP-DT](#)

This position participates in wildland firefighting and fuels activities on either 7 day effective engine modules or as part of a Type II initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing is available. **Applicants must have at least 6 months experience as a GS-03 to qualify.** Contact is Jimmer Hunt, jimmerhunt@fs.fed.us, (541) 825-3161.

Forestry Tech (Fire Suppression) GS-0462-05 Up to 5 positions for May 15 - October 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5SUP-DT](#)

This position participates in wildland firefighting and fuels activities as the lead firefighter on either a 7 day effective engine module or on a 20-person Type II Initial Attack crew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing is available. **Must be qualified as FFT1 (Firefighter Type 1). Possessing and maintaining a valid state driver's license is required for this position.** Contact is Jimmer Hunt, jimmerhunt@fs.fed.us, (541) 825-3161.

Forestry Tech (Lookout) GS-0462-05 1 position for May 15 – October 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5LOUT-DT](#)

This position is established on a Ranger District and serves as a Lookout coordinating information between Dispatch Centers. The purpose of the position is to provide fire detection services to district fire suppression personnel. Contact is Jimmer Hunt, jimmerhunt@fs.fed.us, (541) 825-3161.

Cottage Grove Ranger District – Cottage, OR

Forestry Tech (Recreation) (GS-0462-06) 1 position for April 18 – Sept. 30th, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-6FTREC-DT](#)

Leads a two-person crew to collect recreation fees, clean campgrounds, maintain trails, and interact with miners including some inspection work. Government housing may be available but is limited. Contact is Melissa Swain, mbswain@fs.fed.us or 541-767-5015.

Forestry Tech (Recreation) (GS-0462-04) 1 position for May 16th – Sept. 30th, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4REC-DT](#)

Part of a two-person crew to collect recreation fees, clean campgrounds, maintain trails, and interact with miners including some inspection work. Government housing may be available but is limited. Contact is Melissa Swain, mbswain@fs.fed.us or 541-767-5015.

Biological Tech (Natural Resource Team Lead) (GS-0404-05)

1 position for April 18 – Sept. 30th, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-5BIONR-DT](#)

Works as a team lead for a four-person crew accomplishing a variety of tasks including invasive weed removal and mapping, stream location mapping within proposed timber harvest areas, wildlife surveys, snag creation and reforestation work. Position involves physically arduous work. Ability to obtain federal driver's license is required. Government housing may be available but is limited. Work week is typically Mon-Thurs, 7 a.m. – 5:30 p.m. Contact is Krista Farris, klfarris@fs.fed.us or 541-767-5041.

Biological Technician (Natural Resource Team) (GS-0404-04)

Up to 4 positions for April 18 – Sept. 30th, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-4NATR-DT](#)

Works on a four-person crew accomplishing a variety of tasks including invasive weed removal and mapping, stream location mapping within proposed timber harvest areas, wildlife surveys, snag creation and reforestation work. Position involves physically arduous work. Ability to obtain federal driver's license is required. Government housing may be available but is limited. Work week is typically Mon-Thurs, 7 a.m. – 5:30 p.m. Contact is Krista Farris, klfarris@fs.fed.us or 541-767-5041.

Information Receptionist (GS-0303-4) 1 position for April 18 – Sept. 30th, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-1001-4VIS-DT](#)

Greet visitors, answers questions, and responds to phone calls in an office setting. Work week is Mon.-Fri., 8 a.m. – 4:30 p.m. Government housing may be available but is limited. Contact is Juliana Sowell, jsowell@fs.fed.us or (541) 767-5002.

Physical Science Tech (Minerals) (GS-1311-05) 1 position for April 18 – Sept. 30th, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-1311-5PSTM-DT](#)

Serves as a minerals technician applying various techniques and work procedures in providing technical support of the unit minerals program. The incumbent will be involved with various mineral operations that may include locatable and mineral material activities, abandoned mines and trespass structures. Government housing may be available but is limited. Contact is Melissa Swain, mbswain@fs.fed.us or (541) 767-5015.

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Cottage Grove Ranger District – Cottage, OR

Forestry Aid (Fire Suppression) GS-0462-03 Up to 2 positions for May 15 - Oct. 29, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-3SUP-DT](#)

Positions participate in wildland firefighting and fuels activities on either 7 day effective engine modules or 20-person initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing may be available. Contact is Tracy Martindale, tmartindale@fs.fed.us, (541) 767-5021.

Forestry Tech (Fire Suppression) GS-0462-04 Up to 3 positions for May 15 - Oct. 29, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4SUP-DT](#)

This position participates in wildland firefighting and fuels activities on either 7 day effective engine modules or as part of a Type II initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing may be available. **Applicants must have at least 6 months experience as a GS-03 to qualify.** Contact is Tracy Martindale, tmartindale@fs.fed.us, (541) 767-5021.

Forestry Tech (Fire Suppression) GS-0462-05 Up to 2 positions for May 15 - Oct. 29, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5SUP-DT](#)

This position participates in wildland firefighting and fuels activities as the lead firefighter on either a 7 day effective engine module or on a 20 person Type II Initial Attack crew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing may be available. **Must be qualified as FFT1 (Firefighter Type 1). Possessing and maintaining a valid state driver's license is required for this position.** Contact is Tracy Martindale, tmartindale@fs.fed.us, (541) 767-5021.

Dorena Genetic Resource Center – Cottage Grove

Biotech (Plants) (GS-0404-4) 2 positions for May 1 – Oct. 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-4PLNTS-DT](#)

Duties include disease-resistance screening of native conifers, inoculating seedlings and assessing disease symptoms in nursery, greenhouse and field trials. Extensive travel required. Other responsibilities include breeding and seed production efforts. Key responsibilities include data collection and management and report writing. No government housing available. Work week is typically Mon.-Thurs., 7 a.m. – 5:30 p.m. Contact is Angelia Kegley, akegley@fs.fed.us or (541) 767-5711.

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Dorena Genetic Resource Center – Cottage Grove

Biological Science Technician – Seed Extractory (GS-0404-4) 1 position for April 1 – Sept. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0404-4SEED-DT](#)

Duties include pollinating flowers, collecting fruits and cones, extracting seeds, collecting and analyzing data, and performing statistical manipulations. Worksite is a nursery site at Dorena Genetics Resource Center. Some field work at remote sites restoring native plants. Travel required. No government housing available. Work week is typically Mon.-Thurs., 7 a.m. – 5:30 .pm. Contact is Erin Hooten, ehooten@fs.fed.us or (541) 767-5720. Location is Dorena Genetic Resource Center.

North Umpqua Ranger District – Glide

Wolf Creek Hotshots 3 positions at GS 3, GS 4 & GS 5 for April 17 – Oct. 28, 2016

Forestry Tech (Hotshot) GS-0462-05 [Vacancy Announcement 16-TEMP-R6-0462-5HSHC-DT](#)

Forestry Tech (Fire Suppression) GS-0462-04 [16-TEMP-R6-0462-4SUP-DT](#)

Forestry Aid (Fire Suppression) GS-0462-03 [16-TEMP-R6-0462-3SUP-DT](#)

Wolf Creek Hotshots are seeking seasonal applicants with some fire experience. Individuals must be team players, highly motivated, self-disciplined, hardworking and in top physical condition. Crewmembers participate in all phases of fire suppression activities including initial attack and extended attack, fire line construction, hose lay construction, firing operations and mop-up. Crewmembers participate in daily calisthenics followed by crew hikes in full gear for 2-10 miles in length. Running is also a part of the crew physical training program that ranges anywhere from 7 to 10 miles. The incumbent must pass the Work Capacity Test at the arduous level as a condition of hire. Contact is Jake Garate, jegarate@fs.fed.us, (541) 496-4165

Forestry Aid (Fire Suppression) GS-0462-03 Up to 6 positions for May 15 – Oct. 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-3SUP-DT](#)

Positions participate in wildland firefighting and fuels activities on either 7 day effective engine modules or 20-person initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing may be available. Contact is Fhurer Orejuela, forejuela@fs.fed.us, (541) 680-2031.

Forestry Tech (Fire Suppression) GS-0462-04 Up to 6 positions for May 15 – Oct. 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4SUP-DT](#)

This position participates in wildland firefighting and fuels activities on either 7 day effective engine modules or as part of a Type II initial attack handcrew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing may be available. **Applicants must have at least 6 months experience as a GS-03 to qualify.** Contact is Fhurer Orejuela, forejuela@fs.fed.us, (541) 680-2031.

North Umpqua Ranger District – Glide

Forestry Tech (Fire Suppression) (GS-0462-05) Up to 4 positions for May 15 - Oct. 28, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5SUP-DT](#)

This position participates in wildland firefighting and fuels activities as the lead firefighter on an engine module or a 20-person Type II Initial Attack crew. TAKING and PASSING the Work Capacity Test at the ARDUOUS level is a condition of employment. The Arduous fitness (WCT) test consists of a three-mile hike within 45 minutes while carrying a 45-pound pack. You are strongly encouraged to begin training immediately if you are applying for these positions. Government housing may be available. **Must be qualified as FFT1 (Firefighter Type 1). Possessing and maintaining a valid state driver's license is required for this position.** Contact is Fhurer Orejuela, forejuela@fs.fed.us, (541) 680-2031.

Supervisor's Office – Roseburg, OR

Archeology Technician (GS-0102-07) 1 position for May 15 – Sept. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0102-7ARC-DT](#)

This position works with the Forest Archaeologist to conduct on-the-ground cultural resource surveys of areas designated for various projects. Identifies and records historic and prehistoric cultural resource sites. Work week is negotiable. Position involves arduous work in tough terrain and remote locations. Contact is Chris Kelly at cjkelly@fs.fed.us or (541) 957-3350.

Hydrologic Technician (GS-1316-04) 1 position March 01 - November 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-1316-4HYDRO-DT](#)

The position serves as a technical assistant in the performance of a variety of hydrology tasks. Includes data collection, compilation and tabulation of technical data which serve as a base for more complex studies made by hydrologists, other physical science specialists or higher-level technicians. Substantial GIS and NRM data entry duties related to end of year reporting for the Ecosystems group. Some field work in remote locations. Contact is Debra Gray at dgray@fs.fed.us or (541) 957-3405.

Forestry Tech (Fire Dispatch) (GS-0462-05) 1 position for May 19 – Oct. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-5DISP-DT](#)

Requirement: 90 days of wildland fire experience. This position receives fire reports, determines location, land status and current fire information. It also dispatches personnel, equipment, aircraft and supplies. Duties include processing incident information to support fire operations, interpreting weather information, and inputting data into fire-related computer applications. Applicants must be proficient at typing and multi-tasking in a busy, often stressful setting with ability to talk on the radio and phone receiving fire information. Contact is Carla King at carlalking@fs.fed.us or (541) 957-3303.

Forestry Tech (Fire Dispatch) (GS-0462-04) 2 positions for June 12 – Oct. 30, 2016

[Apply to Vacancy Announcement 16-TEMP-R6-0462-4DISP-DT](#)

This position receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and supplies. Duties include processing incident information to support fire operations, interpreting weather information and inputting data into fire-related computer applications. Applicants must be proficient at typing and multi-tasking in a busy, often stressful setting with ability to talk on the radio and phone receiving fire information. Contact is Carla King at carlalking@fs.fed.us or (541) 957-3303.

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Note: Most positions require the operation of Forest Service vehicles or equipment. A valid state driver's license is required in order to obtain a government driver's license.

GS-3 requires 6 months general experience successful completion of 1 year of study above high school that included at least 6 semester hours of related course work.

GS-4 requires 6 months of experience related to the position or successful completion of 2 academic years of post-high school education which included at least 12 semester/18 quarter hours of related coursework or a combination of education and experience listed above.

GS-5 requires 1 year of specialized experience at the GS-4 level or successful completion of a full 4-year course of study leading to a degree related to the position or a combination of education and experience.

Statement of Interest (Outreach Response)

Name: _____

Email Address: _____

Phone Number: _____ Work, Home or Cell: _____

Location/Duty Station Preference: _____

Position(s) interested in (include series and grade such as GS-0462-04): _____

How did you hear about this position? _____

Agency Contact _____ Other _____

If not a current permanent employee, are you eligible to be hired under any of the following special authorities?

____ Schedule A (Person with Disabilities) ____ Veterans Recruitment Appointment (VRA)

____ Veterans with 30% Compensable Disability ____ Former Peace Corps Volunteer

____ Pathways Program (Students and Recent Graduates)

Please email this page to the contact person listed for the job(s) in which you are interested or paste the information into an email message.

Applicant Guide

These appointments are temporary seasonal positions. The vacancy announcements are posted on USAJOBS at www.usajobs.gov/.

To apply for a job, there are four basic steps:

1. **Create an account** - Enter your profile information and create or upload a resume. Please note that you do not need to create a “My Account” to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.
2. **Search Jobs** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search by vacancy announcement number or series and grade. Review the job opportunity announcements and note of those of interest. Carefully review the “Qualification and Evaluation” section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications.
3. **Apply for Jobs** – Carefully follow the instructions in the “How to Apply” section for each announcement. You may store up to five uploaded or “resume builder” created resumes in your profile. Submit any additional documentation to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action (if you have previously worked for the federal government), and/or Veterans’ Form DD-214. *Please see the “Additional Information” below regarding supplemental documentation and resumes.*
4. **Manage Your Career** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement. You may also contact District personnel regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have requested a list of candidates. Only those applicants that are qualified for the position will be referred to the hiring official.

ADDITIONAL INFORMATION

Regarding Applications:

- **If you are basing any of your qualifications on your education, you must attach valid transcripts.** There is no method to verify education (including coursework completed and GPA) without these.
 - Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
 - Transcripts altered in any way (i.e. written on, edited) are not considered valid.

- Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.
- **If you are claiming Veteran's preference, you must attach your DD-214.**
- It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

REGARDING RESUMES:

Your resume is the basis for determining qualifications, so be as complete as possible. Include the following items to improve your chances of making the referral list and being selected for a seasonal/temporary position with the USDA Forest Service.

Work Experience:

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e., 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything:** duties, responsibilities, equipment and tools used. It is important to remember that the people determining your qualifications are comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).
- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

Certifications:

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

References:

- References are checked during the selection process. Be sure to include at least two professional references.

For more information, contact the Supervisor's Office at (541) 957-3200 or visit the Umpqua National Forest website at www.fs.usda.gov/umpqua