

OUTREACH NOTICE

2016 TEMPORARY **CLERICAL** POSITION

KOOTENAI NATIONAL FOREST



June 22, 2016

The Kootenai National Forest is filling a temporary clerical position (NTE 1039 hours) for the remaining 2016 season.

Position is a Customer Service Representative at the GS-4 level in Eureka, MT.

Duties include answering phone, providing support to the public and to the district.

No announcement number is currently assigned. Continue to monitor usajobs.gov for openings.

Announcements will be open for a short period of time and may be open as soon as June 27th and close July 1st. Interested applicants will need to monitor usajobs.gov.

To receive consideration for these positions, you must meet all qualification requirements, as listed in the announcements. Be sure to check the status of your application to ensure it is submitted and complete.

Dates of employment range from July through October depending on the position and funding.

Interested applicants are encouraged to contact our Ranger Districts for additional information on positions and housing possibilities.

Ksanka-Eureka	Eureka, MT	(406) 296-2536	Gov't bunk housing may be available
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How to Apply

Applicants must apply online at usajobs.gov. You will be required to create a USAJOBS account and either create a resume or upload your own. Then, you will need to find the applicable vacancy announcement and apply online to that announcement.

Required Documents

For a **complete list** of required documents, refer to the USAJOBS vacancy announcement.

- Resume that includes the following information:
 - 1) Job information for which you are applying
 - 2) Personal information
 - 3) Education
 - 4) Work experience (list hrs/week and dates of employment)
 - 5) Other qualifications.
- College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application, however, if selected an official college transcript will be required.
- DD-214 and/or SF-15 Application for 10-point Veteran Preference if claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority.



ABOUT THE FOREST

The Kootenai National Forest is located in the northwest corner of Montana, a small portion of northeast Idaho, and encompasses over 2.2 million acres of NFS lands, an area nearly three times the size of Rhode Island. The Forest consists of four Ranger Districts located in Eureka, Troy, Libby (approximately 13 miles north of Libby), and Trout Creek. The engineering organization is located throughout the Forest. The Forest is bordered on the north by British Columbia, Canada, and on the west by Idaho. Of the total acres, 50,384 are within the State of Idaho. Access into the Forest is via U.S. Highways 2 and 93 and Montana State Highways 37, 56, 200, and 508. Additional information may be found on the [Kootenai National Forest website](#).

INDIAN TRIBES

The Kootenai National Forest (KNF) encompasses lands that are part of the Confederated Salish and Kootenai Tribes (CSKT) Aboriginal Territory. In the Hell Gate Treaty of 1855, the CSKT ceded over 22 million acres to the United States Government, retaining 1.2 million acres for their own use that today is the Flathead Indian Reservation. The Flathead Indian Reservation is approximately 85 miles southeast of the Kootenai National Forest. The Tribes retain treaty rights under the Hell Gate Treaty on federal lands such as the KNF. These rights include hunting, gathering, digging plants and roots, fishing, and grazing on Kootenai National Forest lands.

The Kootenai National Forest holds many places in the natural environment that are important to the Kootenai people. These are known as cultural sites and traditional cultural properties. The relationship and bonds that Kootenai people have to these places were established before there was a Kootenai National Forest and the stories, place names, and songs from these sites have been handed down from generation to generation. This is called a cultural landscape and is the basis for or essence of Kootenai identity and culture.

LIBBY AMPHIBOLE

The Libby valley has documented presence of *Libby Amphibole* as determined by the Environmental Protection Agency. Interested applicants are urged to be aware of and research the possible hazards of amphibole to human health. Cleanup and hazard mitigation operations are being conducted by the EPA. Please contact the EPA (EPA.gov), the CARD (Center for Asbestos Related Disease: [CARD](#)), or District Rangers for more information.

ABOUT THE COMMUNITY

Eureka/Fortine: [Eureka Chamber of Commerce](#)

USDA Nondiscrimination Policy, June 2, 2015

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, maybe found on line at [AD-3027](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov ([link sends e-mail](#)).

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