

USDA Forest Service Pacific Southwest Region



Outreach Notice Klamath National Forest

Customer Service Representative GS-0303-05 TEMPORARY FULL-TIME (1039)

The Klamath National Forest is seeking qualified applicants to fill temporary full-time (1039) positions for possible locations of the Supervisor's Office in Yreka, CA; Goosenest Ranger District in Macdoel, CA; Happy Camp/Oak Knoll District in Happy Camp, CA; or Salmon/Scott Ranger District in Fort Jones, CA. Government provided housing or barracks space **may** be available in some locations. Applicants must be at least 18 years of age.

The vacancy announcement will be posted to USAJobs. Any one responding to this Outreach will be notified once the Vacancy Announcement is open.

To express an interest in the position(s), please complete the attached voluntary Outreach Interest Form and return to Louis Roy at lroy@fs.fed.us by the close of business on **July 22, 2016**.

Pay Scale Info: All position(s) are paid on an hourly rate.

Duties: Provides a full range of standard and non-standard assignments resolving a variety of non-recurring problems. Work includes a variety of assignments involving different and unrelated steps, processes, or methods. The incumbent must identify and understand the issues involved in each assignment and determine what steps and procedures are necessary and the order of their performance. Completion of each transaction typical involves selecting a course of action from a number of possibilities.

Reads and keeps apprised of organizational and Agency-wide directives and procedures in order to be aware of changes and new requirements affecting the work of the organization. Such procedures concern preparation and processing of correspondence, reports, and forms; hard-copy and electronic filing; mail procedures; preparation of travel vouchers; and, security procedures.

Provides answers to a wide variety of inquiries. Provides explanations of office functions, describing specific requirements, providing basic instructions, or a similar degree of detail. Performs data entry and typing tasks as needed.

Greets visitors and answers the telephone. Provides routine information and answers many types of inquiries on all research and/or forest activities such as the whereabouts of key personnel and directions to facilities. Refers difficult, technical, or special questions to the appropriate staffs.

Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists. May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.

Serves as Collection Officer to sell such items as National Forest maps, Christmas tree permits, 2400-4's (Forest Product Sale Permits), and Golden Age Passports in accordance with manual and handbook requirements. Is held accountable for the funds collected. Maintains accountability records as required.

May performed other duties as assigned.

How to apply: Applicants must access the vacancy announcements through USAJobs – <http://usajobs.gov/>

Applicants must establish a profile and build or upload a resume in the USAJobs site. For assistance in navigating USAJobs reference the following site: https://help.usajobs.gov/index.php/Main_Page.

Once you have established your profile and resume, that data will be used in all future applications without the need to reenter. It is recommended that applicants complete the on-line resume and attach a document/resume with past supervisor's contact information to expedite reference checks. Applicants are required to recertify their application every 60 days. Applicants will need to attach any required supporting documents (IQCS Master Record, DD-214 to claim Veterans Preference, Transcripts, etc.) for each job applied to – they are not automatically added to your application from your profile. If your application documents are too large (more than 3MB) to upload into USAJOBS, you can convert your documents into a Portable Document Format (PDF) file to reduce the file size. Please read the entire vacancy announcement carefully and follow all directions. Applicants respond to a series of questions to determine Core Eligibility and Minimum Qualifications. Your responses will be evaluated by Subject Matter Experts (SMEs) and Human Resources to confirm supporting documentation and experience from your resume. Any level of Knowledge, Skills, Abilities and Competencies (KSACs) claimed in the Assessment questionnaire must be supported and documented in your resume and attachments.

Veterans are encouraged to apply on the USAJobs web site where Veterans Preference is applied to eligible applicants. Veterans MUST submit a DD-214 if claiming Veteran's Preference.

For additional information, please see the Klamath National Forest <http://www.fs.fed.us/r5/klamath/>.

ABOUT THE FOREST:

The Klamath National Forest covers an area of 1,700,000 acres located in Siskiyou County in northern California and Jackson County in southern Oregon. The Forest is divided into two sections separated by the Shasta Valley and the Interstate 5 highway corridor. In the mountains to the west, the terrain is steep and rugged while the east side has the relatively gentler, rolling terrain of volcanic origin. With elevations ranging from 450 to 8,900 feet above sea level, the Forest is one of America's most biologically diverse regions, situated in a transition region between the hotter and drier areas of the south and the colder and wetter locale of the north.

This central position of the Klamath in relation to the Cascades, Sierra Nevada, Coast Range and the Great Basin has fostered complex climatic patterns and led to an unparalleled diversity of plant life found nowhere else in California. More species of conifers live near or in the Klamath's Marble Mountain and Russian

Wilderness Areas than anywhere else on earth. An astounding 17 conifer species co-exist within one square mile! The Forest is also home to one plant that lives nowhere else on earth, the Siskiyou Mariposa Lily.

The program of work for the Forest is centered on the restoration of fire adapted ecosystems. We have an active and strongly integrated vegetation management and fuels program that works to protect communities, infrastructure and critical wildlife and fisheries habitat. We work with local communities, Fire Safe Councils, and interested groups and individuals in developing projects using Healthy Forest Restoration Act authorities. In 2010, the Forest was honored to be recognized as having treated the greatest amount of hazardous fuels reduction acres in the Pacific Southwest Region.

The appropriate management of naturally occurring wildfire across the Forest is also an important program component. The Klamath is known as a leader in using wildfire to benefit landscape conditions as well as having a highly skilled and experienced fire suppression workforce.

The Forest includes all or part of five wilderness areas: Marble Mountain, Russian, Trinity Alps, Red Buttes and Siskiyou. Trailheads are numerous and hikes range from easy to arduous. There are 200 miles of river system for rafting and 152 miles of wild and scenic rivers in the Forest. The Forest has 28 campgrounds, and world-class hiking, fishing and wildlife viewing. With the Klamath, Salmon, and Scott Rivers meandering from one end of the Forest to the other, recreationists have found a playground that offers virtually everything (except crowds) to the outdoor enthusiast.

The management of area streams and rivers, and range, botanical, heritage, cultural and mineral resources rounds out the active and interesting programs included on the Klamath.

More information on the Klamath National Forest is on our website: <http://fs.usda.gov/klamath/>.

ABOUT THE COMMUNITIES:

YREKA, California (pronounced Y-Reeka) has been designated as 48th in the top one-hundred small communities in the U.S. and is located twenty-two miles south of the California/Oregon border along Interstate 5. Yreka is a quiet little city located in an area rich in history and generous in natural resources, nestled in the northern most corner of the majestic Shasta Valley. Serving as the governmental seat of Siskiyou County, geographically the fifth largest county in the state, Yreka is the largest full service community between Ashland, Oregon and Redding, California. The population base provides support for professional services, medical facilities, all governmental offices and a full range of retail businesses which make Yreka the trade center for the county. Yreka is abundant in its intrinsic beauty and enjoys the diversity of a four season climate.

Yreka is home to several retail shopping areas, many restaurants, auto service stores and 14 motels. Several primary and secondary schools, a high school, and a modern hospital are located in Yreka. A two year Community College maintains a satellite campus in Yreka and the main campus in Weed is about 30 minutes away. Housing costs vary depending on location, residence size, and property, averaging \$180,000-\$250,000 for a typical 3 bedroom home on a city parcel. Rental housing for a typical 3 bedroom home starts at about \$800/month. Medford, Oregon is an easy 45 minute drive and has a full array of large retail and warehouse shopping centers and home improvement centers. The airport in Medford is full service.

Outdoor recreation opportunities are abundant and include fishing, hunting, camping, boating, whitewater rafting, Nordic and Alpine skiing, golf, and just about any other outdoor activity imaginable. Two ski parks, Mt. Ashland and Mt. Shasta, are each about 1 hour away. Several golf courses are within Siskiyou County and

nearby counties. The coast and beaches are about 3 hours away. Trout, salmon and steelhead fishing are nearby. Duck and goose viewing and hunting occur in the nearby Klamath Basin and Tulelake Wildlife Refuge. Two large reservoirs, Shasta and Trinity Lakes, are about 1 hour away. Cultural events include Siskiyou Performing Arts in Yreka, the nationally acclaimed Shakespeare Festival in Ashland, and the Britt Festival in Jacksonville, Oregon. Crater Lake National Park, Oregon Caves National Monument and Lava Beds National Monument are about 1 1/2 hours away.

MACDOEL, California: The Goosenest District Ranger Office is located in the beautiful Butte Valley, 4 miles south of Macdoel, California on State Highway 97 in Siskiyou County. The office is 35 miles south of Klamath Falls, Oregon and 15 miles south of Dorris, California. The total population of Butte Valley is about 2,500 and the population of Klamath County, Oregon is around 63,000. The cost of living in this area is lower than the national average making this area very appealing to potential residents and businesses.

The Goosenest Ranger District administers 341,000 acres of the total 514,000 acres within the district boundary. Of the remaining acreage, the butte Valley National Grassland, designated in 1991, is on 18,500 acres. This is a district with a very active vegetation management, wildlife and ecosystem restoration program.

The district enjoys sunshine on the average 275 days per year. The elevation is 4,300 feet which produces a high, dry climate. Winter snowfall is normally light and melts quickly. The average annual temperature is 48 degrees F and average annual precipitation is 14 inches.

Recreational opportunities and facilities are abundant in the Butte Valley. The Goosenest Ranger District has 3 campgrounds, including Juanita Lake, Martin's Dairy, Medicine Lake and Shafter Campgrounds. For winter recreation, there are 2 snowmobiles parks available. Juanita Lake Campground offers a fully groomed cross country ski trail.

The wide variety of wildlife draws a large number of hunters to our area. Mule and black-tailed deer, along with bands of antelope, are seen throughout the year. Butte Valley lies in the major stopping off place for waterfowl in the Pacific Flyway. At the peak of migration (October), the numbers of waterfowl are estimated between 3 to 4 million birds. The Lower Klamath Refuge (bordering the District) and the Butte Valley Wildlife Area are 2 of the wildlife refuges in our area. Bird watchers and photographers enjoy Canada Geese, many species of ducks, bald and golden eagles, goshawks and swans, just to name a few. More information about the forest can be found on the Klamath National Forest website:

<http://fs.usda.gov/klamath/>

HAPPY CAMP, California is a community of about 1,000 people located 70 miles west of Yreka, California, 104 miles south and west of Medford, Oregon, and 40 miles south of O'Brien, Oregon. The Happy Camp/Oak Knoll Ranger District is located in the Klamath River Valley at Happy Camp. Happy Camp has year-round access to Medford and Yreka via paved highway, Interstate 5 and State Highway 96. During the summer months (May-October), Happy Camp is accessible via 40 miles of paved road from O'Brien and Cave Junction, Oregon, located on Highway 199. The climate is generally mild. Rainfall averages nearly 55 inches per year. Temperatures below 15 F are very rare. Snowfall in the valley is normally light and of short duration. The elevation at the Ranger Station is 1080 feet.

There are public schools in Happy Camp for all grades, kindergarten through the twelfth grade. A three-thousand foot asphalt runway and airport are available and suitable for small airplanes during daylight hours. There is bus service between Happy Camp and Yreka twice weekly and the nearest national bus connection is located in Yreka. Medical services are available. Happy Camp is also serviced by Redding Medical air

ambulance. There is also a local ambulance service. Other facilities and services available in Happy Camp include automotive service and repair shops, restaurants, motels, river boat guide services, market, general store, clothing store and various other businesses. Recreational activities include hunting elk, black tail deer and black bear and fishing for salmon, steelhead, and rainbow trout. Happy Camp has a thriving art community. The following church services are available: Happy Camp Community Bible Church, Catholic, Lutheran, Jehovah's Kingdom Hall, and Latter Day Saints. Housing costs vary depending on location, residence size, and property, averaging \$125,000-\$250,000 for a typical 3-bedroom home on a city parcel and there are local real estate firms in the area. Government housing may be available.

FORT JONES, California is located in the Scott River Valley; a small, rural area dependent on agriculture and forest products. It encompasses several small communities, the largest being Etna and Fort Jones. The total population is about 5,000, many of which commute to Yreka for work. Scott Valley is primarily served by state Highway 3, connecting it to Yreka about 25 minutes away. Etna High School serves the Scott Valley area (Yreka High School serves the Yreka area). There are several elementary and middle schools within these areas. College of the Siskiyou's, a two year community college, is located in Weed, CA with a satellite campus in Yreka. Scott Valley offers a basic selection of automotive, motels, restaurants, banking, food, and hardware stores and services. Fairchild Medical Center is located in Yreka. There are several private doctor and dentist practices, including several specialties. There are also some family clinics including Scott Valley Rural Health Clinic.

The Salmon/Scott River Ranger District main office is located in the town of Fort Jones. The District is bisected by the Salmon River on the south and the Scott River on the north and has three wilderness areas, the Trinity Alps, Russian, and Marble Mountain wilderness areas. The District includes approximately 585,000 acres.

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OUTREACH INTEREST FORM
Customer Services Representative, GS-0303-05
Klamath National Forest
Temporary Full-Time (1039)

Please respond by **7/22/2016**

If you are interested in this position and would like notification of the job announcement when it is issued, please complete this Outreach Interest Form and email to **Louis Roy** at lroy@fs.fed.us. If you do not have email, complete the form and mail to: KNF Supervisor's Office, Attn: **Louis Roy**, 1711 S. Main Street, Yreka, CA 96097.

NAME:

E-MAIL ADDRESS:

MAILING ADDRESS

TELEPHONE NUMBER

AGENCY EMPLOYED WITH: USFS BLM OTHER

TYPE OF APPOINTMENT PERMANENT TEMPORARY TERM

 VRA PWD OTHER

CURRENT REGION/FOREST/DISTRICT

CURRENT SERIES/GRADE IF APPLICABLE

CURRENT POSITION TITLE

WHERE DID YOU HEAR ABOUT THIS VACANCY

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- PERSON WITH DISABILITIES (SCHEDULE A APPOINTING AUTHORITY)
- VETERANS RECRUITMENT APPOINTMENT (VRA)
- 30% OR MORE DISABLED VETERAN
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998, AS AMENDED (VEOA)
- FORMER PEACE CORPS VOLUNTEER
- PATHWAYS PROGRAM (STUDENTS, RECENT GRADUATES, AND PMF)
- OTHER

Submission of this form is voluntary. Thanks for your interest.