



**Francis Marion & Sumter
National Forests
4931 Broad River Road
Columbia, SC 29212**



OUTREACH NOTICE

Resource Assistant

GS-0303-07

Response Due: August 12, 2016

Francis Marion and Sumter NFs
Duty Station Located in Columbia, South Carolina

Anticipated Job Announcement Date to be Determined

Reference Vacancy Announcement # **(To be determined)**

The Francis Marion & Sumter National Forests is seeking interested individuals to fill a GS-0303 Resource Assistant. This is a permanent full-time position with the duty station located at the Francis Marion and Sumter NFs, Supervisors Office in Columbia, South Carolina. The position is supervised by the Natural Resource Staff Officer.

THE FRANCIS MARION & SUMTER NATIONAL FORESTS

The Francis Marion and Sumter National Forests cover approximately 631,000 acres on four units across South Carolina (one on the coast, one in the mountains and two in the piedmont). The two forests offer a wide range of recreational opportunities, including hunting, fishing, white-water rafting and many other popular recreational pursuits. The forests feature diverse topography, geologic conditions, and numerous streams, ponds and lakes. The Forest Supervisor's Office is located in Columbia, South Carolina. For more information about the forests or districts, visit the website fs.usda.gov/scnfs.

ABOUT THE POSITION:

This position is located on a Forest Service Supervisor's Office, Natural Resources Section of the Francis Marion and Sumter NFs in Columbia, SC. The incumbent is responsible for performing, providing and/or advising on a variety of administrative management services regarding a specialized program the staff supports.

The U.S. Department of Agriculture Forest Service prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status (not all prohibited bases apply to all programs). Persons with disabilities who require means for communication of program information (Braille, large print, audiotapes, etc) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Ave, SW, Washington, DC 20250-9401 or call (202) 720-5964 (voice or TDD). USDA Forest Service is an equal opportunity provider and employer.

The incumbent develops and implements new systems or administrative processes to meet staff needs (e.g., administrative procedure, files maintenance, etc.). Identifies, restructures, and recommends ways of eliminating, combining, simplifying or improving administrative office procedures and processes.

The incumbent prepares and answers correspondence relevant to the specialized programs. Independently prepares responses to inquiries on routine matters. Prepares and develops meeting materials, briefing charts, fact sheets and issue papers, and attends meetings with leadership to coordinate, explain or provide guidance on the specialized programs as necessary.

The incumbent will server as a Unit Collection Officer for the sale of maps and passes, and be a government purchase card holder to support the Natural Resource section and others as needed.

Establishes, maintains and revises the office filing system. Performs other duties as assigned.

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; or driving an automobile, etc. No special physical demands are required to perform the work.

The position reports to the Natural Resources Staff Officer.

[INFORMATION ABOUT: COLUMBIA](#)

Students in Richland and Lexington counties are served by seven school districts as well as several private schools. A key component of downtown Columbia is the University of South Carolina's main camps. Other post-secondary schools in the area include Allen University, Benedict College, Columbia International University, Columbia College, Columbia Junior College, Lutheran Theological Southern Seminary and Midlands Technical College. In addition, Newberry College and South Carolina State College offer educational opportunities at a commutable distance.

Columbia is in close proximity to the mountains (Asheville, N.C. three hours) and the sea (Charleston, S.C. two hours). Other major cities in the east are easily accessible (Atlanta, GA, five hours; Charlotte, N.C. 90 minutes; and Greenville, S.C. two hours).

The Columbia area has long, warm/hot summers and mild winters. The average January temperature is 45 degrees and the average July temperature is 81 degrees. The annual precipitation is 45 inches.

The Columbia area boasts many attractions including Lake Murray, Riverbanks Zoo and Botanical Gardens, Gibbes Planetarium, Columbia Museum of Art, South Carolina State Museum, historical sites, state parks and gardens, cultural events, college sports, a professional hockey team, a minor-league baseball team and various shopping areas. Outdoor recreation includes mountain biking at Harbison State Forest, boating and fishing on Lake Murray, tennis, golf and horse riding.

Air transportation is available at the Columbia Metropolitan Airport. There is an Amtrak station at 850 Pulaski Street, Columbia. South Carolina has an income tax and a sales tax that is 7%.

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Housing prices are variable depending on location, the median home price for a 3 bedroom is \$160, 950 and for apartment rental is \$1,195. Prices for lakefront property/housing are considerably higher than for off-water property, due to high demand and limited availability in some areas. Rentals can be difficult to obtain in some areas and prices vary by location.

If you are interested in this position or need more information, please complete the attached Outreach Form and email to: hsray@fs.fed.us or mail to:

USDA Forest Service
Attn: H. Scott Ray, Natural Resources Staff
4931 Broad River Road
Columbia SC, 29212

Or fax to (803) 561-4004.

Thank you for your interest!

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**FRANCIS MARION AND SUMTER NATIONAL FORESTS
OUTREACH NOTICE FORM
(Please return this form by August 12, 2016)
GS-0303-07 Resource Assistant**

NAME: _____

DATE: _____

Email ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NO: _____

EMPLOYED WITH: _____

Are you currently a Federal employee? Yes___ No___ (If not, please provide a brief description of your qualifying experience/education).

If YES, current Agency and location: _____

TYPE OF APPOINTMENT:___PERMANENT___TEMPORARY___OTHER

CURRENT SALARY OR SERIES/GRADE: _____

CURRENT POSITION TITLE: _____

**Return this form No Later Than August 12, 2016 to:
Scott Ray, Natural Resource Staff Officer, 803-561-4083
e-mail: hsray@fs.fed.us or by FAX (803) 561-4004**

Thank you for your interest!

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