USDA Forest Service
Southwestern Region R3
Prescott National Forest

GENERAL INFORMATION: The Prescott National Forest will be filling multiple temporary seasonal positions for the 2017 field season; duty stations may include Chino Valley, Camp Verde, and Prescott, Arizona.

These positions will work full time (40 hours per week) with varying weekly schedules. Dates of employment typically begin the first part of April and end mid/late-September depending on work load and funding.

These positions may be filled at one of several grade levels described below:

GRADE	HOURLY WAGE	DESCRIPTION
GS-03	$12.33	Most common entry-level grade. To qualify, an applicant is required to have six (6) months of general experience in any field. Education can be used to qualify as well.
GS-04	$13.84	To qualify, an applicant is required to have six (6) months of general experience in any field and six (6) months of specialized experience in the field being applied for. Education can be used to qualify as well.
GS-05	$15.49	To qualify, an applicant is required to have six (6) months of general experience in any field and twelve (12) months of specialized experience in the field being applied for. Education can be used to qualify as well.
WG-03	$12.56	There is no specific length of training or experience required. However, the applicant must be able to demonstrate, through experience shown in the written application, that you possess sufficient knowledge, skills and abilities to successfully perform the duties of the position.
WG-05	$16.01	There is no specific length of training or experience required. However, the applicant must be able to demonstrate, through experience shown in the written application, that you possess sufficient knowledge, skills and abilities to successfully perform the duties of the position.

POSITION INFORMATION: Listed below are descriptions of positions that may be filled on the Prescott National Forest.

Biological Science Technician (Wildlife) GS-0404-05

Duties: Performs duties in support of the wildlife management program. Collects facts for development of wildlife management plans and coordination of wildlife needs for environmental analysis reports.

Forestry Aid (Recreation) GS-0462-03

Duties: Serves as a resource crew member in support of unit programs in recreation. Performs the full range of standardized recreation support duties.

Forestry Technician (Wilderness/Trails) GS-0462-04

Duties: Performs a variety of work in support of unit wilderness program. Assures wilderness areas and trails are maintained to established trail standards. Gathers specific data on wilderness conditions.

Forestry Technician (Wilderness/Trails) GS-0462-05

Duties: Performs a variety of duties in support of the unit's wilderness program in the area of recreation. Inspects assigned areas to determine compliance with regulations or specifications. Identifies restoration projects for planning future restoration projects. Trains crew members in re-vegetation techniques.

Hydrologic Aid GS-1316-03

Duties: Serves as a technical assistant in the performance of routine hydrology tasks, as a crew member.

Hydrologic Technician GS-1316-04 and GS-1316-05

Duties: Serves as a technical assistant in the performance of routine hydrology tasks, as a crew member or individual worker.

Forestry Aid (Fire Suppression) GS-0462-03

Duties: Performs wildland firefighting work on a fire crew. These crews perform work directly related to wildland fire suppression and control activities including suppression, preparedness, prevention, monitoring, and hazardous fuels reduction.

Forestry Technician (Fire Suppression) GS-0462-04

Duties: Performs as a member of a fire crew assigned to suppress the full range of difficulty and complexity of fires. Basic knowledge of fire behavior, causes of fire, influence of local wind, slope, and fuel moisture and methods of extinguishing fire.

Forestry Technician (Fire Suppression) GS-0462-05

Duties: Serves as a senior firefighter performing wildland fire suppression/management/control, as a firefighter on an engine, hotshot, helitack or hand crew. Other wildland fire related duties might involve fire prevention, patrol, detection, or prescribed burning. The incumbent will also be involved with the maintenance and repair of firefighting tools equipment and facilities, and will receive firefighting training.

Forestry Technician (Lookout) GS-0462-05

Duties: Serves as a Lookout coordinating information between two Interagency Dispatch Centers and oversees two communities. The purpose of the position is to provide fire detection services to district fire suppression personnel.

Materials Handler WG-6907-05

Duties: Performs a wide range of warehousing and materials handling activities that include receiving, storing, repairing, refurbishing, and shipping a variety of supplies, equipment and materials. Additionally, the incumbent may package and repackage and configure into kits a variety of stocked and manufactured items.

For more information on positions available log onto our website at: www.fs.usda.gov/prescott or you can contact Janice Minarik 928-443-8211, email jminarik@fs.fed.us, or Brian Steinhardt (positions specific to fire) 928-567-1150, email bsteinhardt@fs.fed.us for information and/or help with the application process.

Job Fair at Prescott Fire Center, 2400 Melville Drive, Prescott on Saturday, November 5 from 10 a.m. - 1 p.m. for help with USAJobs and general information.

Application Instructions:
Please read the entire announcement and all the instructions before you begin.

Step1 – Create a USAJOBS account (if you do not already have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2 - Create a Resume with USAJOBS or upload a resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3 - Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.
You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

Required Documents:
The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for non-compatible software, illegible fax transmissions, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. **Resume** that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications

2. **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.

3. **DD-214** (Member 4 Copy) 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.

4. **SF-50** Notification of Personnel Action if you are a current or former Federal employee that will verify your federal status, position title, series and grade. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher.

5. **Annual Performance Appraisal** if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.

6. **Certification of Disability** if you are eligible for appointment based on a disability under the Schedule A hiring authority. This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must also describe any needed reasonable accommodation. You can review additional information at: https://www.opm.gov/disability/appempl.asp.

7. **Proof of eligibility** for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority.

8. **CTAP/ICTAP documentation** if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or Certificate

of Expected Separation, SF-50 that documents the RIF separation action or most recent SF-50 (that is not an award), and latest performance appraisal (dated within the last 18 months) or a statement advising why one is unavailable.

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. It is highly suggested that all documents be combined into one file for upload into the system to insure all are attached to your application.

Thank you for your interest!