

Outreach Notice



USDA Forest Service -R2 Rocky Mountain Region
Grand Mesa, Uncompahgre and Gunnison NF
DELTA, COLORADO



OFFICE AUTOMATION CLERK
GS-0326-03

USAJOB ANNOUNCEMENT NUMBER: 17-TEMP-S2-0326-3OACL-DT
Vacancy Opens 10/12/2016 and Closes on 10/17/2016

www.usajobs.gov

POSITION:

THE GRAND MESA, UNCOMPAHGRE AND GUNNISON (GMUG) NATIONAL FOREST (NF) LOCATED IN WESTERN COLORADO WILL BE ADVERTISING AN OFFICE AUTOMATION CLERK. THIS A TEMPORARY/SEASONAL POSITION WHICH IS LOCATED IN THE SUPERVISORS OFFICE IN DELTA, COLORADO. THIS OUTREACH NOTICE IS BEING CIRCULATED TO INFORM PROSPECTIVE APPLICANTS OF THE UPCOMING OPPORTUNITY AND THE POSTING OF THE VACANCY ANNOUNCEMENT.

Major Duties: Office Automation Clerk position to provide clerical support to a staff of 4 employees. General Clerical duties will include filing for reports, official documents for contracts, responsible for accountable property items, data entry into spreadsheets and databases, use of word processing and related formats.

What we are looking for in a Candidate: The Grand Mesa, Uncompahgre, and Gunnison National Forests in Delta, Colorado is looking for enthusiastic, self-motivated, and willing to be a team member. To be successful in this job you must be able to follow through with assignments, attention to detail and provide customer service to staff group.

About the GMUG Forest: The GMUG National Forest encompasses 5,000 square miles on the Western Slope of the Colorado Rockies, about 250 miles west of Denver, in west-central Colorado. This forest has five Ranger Districts: Grand Valley with offices in Collbran and Grand Junction, Paonia office is located in Paonia, Gunnison office is located in Gunnison, Ouray office is located in Montrose, and Norwood office is located in Norwood. The Supervisor's Office is located in Delta, Colorado.

The GMUG NFS contain 3,163,131 acres with some of the most spectacular scenery in the Rockies with elevations ranging from 6,000 feet to over 14,000 feet. The climate at lower elevations is warm and arid while

the high country is cold in the winter and warm most of the summer months. The Forest is an ideal winter and summer recreation area. The Forest has three ski areas, 43 communities, and a 12,000 square mile area of influence that includes a 250,000 population. Cost of living is one of the lowest in the country in lower elevations and among the highest in the country near the ski areas. For additional forest information, visit the internal website: <http://fsweb.gmug.r2.fs.fed.us/> and external web site: <http://www.fs.usda.gov/GMUG>.

Community Information: The largest Community in Delta County is the city of Delta. It lies at the confluence of the Gunnison and Uncompahgre rivers. Delta is home to approximately 8,500 residents. Another 4,000 inhabitants can be found within a five-mile radius of Delta. The county has a population of approximately 26,700. Scenic Delta is situated just west of Black Canyon of the Gunnison, where the 2,900-foot gorges carved by the snaking Gunnison River will leave you breathless.

Delta is a great place to visit and a wonderful place to live. It is a small, rural agricultural community, but not so small that you have to go out of town to obtain the "necessities of life." Grand Junction is about 42 miles north of Delta on Hwy. 50; Montrose lies 21 miles south on Hwy. 50. There are 15 elementary, middle and high schools, as well as a vocational-technical center within the county. Delta has an excellent modern general medical and surgical hospital with many doctors and dentists available. A regional hospital is available in Grand Junction.

The climate is exceptional with warm summer temperatures in the 90s, accompanied by a cool breeze. Autumn is crowned with beautiful colors that lead into our "Banana Belt" winter where daytime temperatures are normally in the high 20s to low 40s with the overnight lows rarely below 0. Snow is minimal, and it's usually melted by mid-morning. For additional information on Delta, visit the Chamber of Commerce website <http://www.deltacolorado.org/>.

Please contact Michele Schaal at 970-874-6601 or mschaal@fs.fed.us for additional information about the position.