WAYNE NATIONAL FOREST

VACANCY ANNOUNCEMENT

Information Receptionist, GS-0303-03
Temporary position, Athens Ranger District, Nelsonville, OH

Vacancy Announcement is open March 21, 2014 through March 25, 2014.

Wayne National Forest

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The Wayne National Forest is located in the hills of southeastern Ohio. This small national forest, in the heart of the heavily populated Midwest, covers almost a quarter million acres of Appalachian foothills. The Wayne is divided into three blocks administered by two Ranger Districts at Athens and Ironton. A field office is also located east of Marietta.

Visitors to national forest lands are welcome to camp, hike, hunt and fish. The Forest boundaries surround a checkerboard pattern of ownership, with public and private ownership interspersed. There are over 300 miles of trails on the Forest for hiking, all-terrain vehicle (ATV) riding, mountain biking, or horseback riding.

The Wayne National Forest is seeking qualified applicants to fill one (1) seasonal, full-time position. This position is located on a Forest Service unit to provide information services such as greeting visitors, answering telephones, responding to routine inquiries from a variety of customers and providing overall support to the administrative staff on the unit. This position is temporary and has a Not-to-Exceed date. However, an extension of the appointment may be possible without further competition. It may also end early due to lack of work or funds. **Vacancy Announcement is open March 21, 2014 through March 25, 2014.**

One (1) temporary position as GS-0303-3, Information Receptionist, Nelsonville, OH

Announcement Number: 14-TEMP110914-028841LS-DT

This position is posted on the U.S. Government's official website for employment opportunities at www.USAJobs.gov from March 21 through March 25, 2014. Referral Lists for this position will

be issued to the selecting official upon closing of the vacancy announcement. All applicants found qualified, and in the quality group will be referred for consideration.

Position Duties:

DUTIES:

Greets visitors and responds to phone and written inquiries, which often requires an explanation in general terms of functions of the Agency to distinguish among and between function related to the subject of the inquiry. Uses good host techniques in all contacts. Evaluates inquires in order to provide the most useful and appropriate information or to suggest other productive sources of specific information applicable to the nature and subject of inquiry. Resolves inconsistencies in available information and if necessary, refers difficult questions to the supervisor for resolution. Assists in arranging displays of informational and natural materials in the reception area. Varies or changes displays to coincide with seasonal changes, and special public information programs. Uses imagination and good taste to achieve desirable results. 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.

QUALIFICATIONS REQUIRED:

You must possess the Basic Requirements identified below to be considered eligible for this position. Transcripts must be provided for qualifications based on education. Your application or resume must clearly show that you possess the appropriate experience requirements.

GS-03: 6 months general experience. Examples include: performing office work such as answering telephone calls, filing, typing, checking e-mails, opening mail, routing mail, making copies and scheduling meetings-OR Successful completion of 1 year of study above high school. (One year of full-time academic study is defined as 30 semester hours, 45 quarter hours)-OR Completion of an intensive, specialized course of study of less than one year at a technical school or through a military training program. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, are of at least three months duration, and are specific to the work in the position.- OR A combination of education and experience listed above.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: http://www2.ed.gov/admins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency accordingly.

*** If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. ***

To receive consideration for this position, you must meet all qualification requirements on the closing date of this announcement.

Relocation expenses are not authorized.

For additional information about the duties of the position, please contact Connie S Macek at 740-753-0554 or csmacek@fs.fed.us

HOW TO APPLY: go to https://www.usajobs.gov/
Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.
-You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.
-This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

Step 1: 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:
You must submit a complete Application Package, prior to 11:59, ET, on the closing date of this announcement. The following documents must be submitted for your application package to be considered complete. It is your responsibility to ensure all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents will result in loss of consideration, eligibility, or priority consideration.
- Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications.
-College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience and/or if you are using education to meet the criteria for the quality category. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required prior to entering on duty.
- DD-214 (Member 4 copy or statement of service) if claiming Veterans' Preference. Veterans claiming 10 point preference must also submit an SF-15 Application for 10-point Veteran Preference and all supporting documentation (such as letter of compensable disability from the

Veterans Administration). Current Active Duty members must submit a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.
Other required documents may include:
- CTAP/ICTAP Required Documentation Reduction-In-Force: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from.
-Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.
-Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.
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. Please verify that documents you are uploading from USAJOBs transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

AGENCY CONTACT INFO:
HRM Contact Center, Phone: 877-372-7248 option 2
Fax: 866-339-2695; TDD: 800-877-8339
Email: fsjobs@fs.fed.us

Agency Information:
USDA Forest Service

Do not mail in applications, see instructions above under how to apply.

Albuquerque, NM,
87109, United States
Fax: 866-339-2695

Non-Discrimination Statement
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To File an Employment Complaint
If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Persons with Disabilities
Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).