

timely and appropriate action. Reviews all outgoing correspondence for neatness, accuracy, adherence to established format, and adherence to the Forest Service policies. Drafts correspondence, such as routine official correspondence, memoranda regarding confidential union and/or personnel related issues, social and personal acknowledgments, congratulatory letters, and routine office reports. Ensures proper spelling, punctuation, grammar, and formatting.

Records and transcribes the minutes of the Forest Leadership Team meetings, determining and controlling sensitive and confidential matters, and assigning/following up on actions. Gathers material for use in reports, presentations, and responses for the Regional Forester.

When the Forest hosts large conferences, arranges a secure meeting place, and sends information to the participants concerning such matters as hotel accommodations, transportation to and from the meeting location, social arrangements, and administrative matters while the participants are on location.

Serves as a liaison for the Records Manager and files electronic mail in the proper file designations for the program area.

POSITION LOCATION:

Flathead National Forest, Supervisors Office, Kalispell, MT – Northern Region

The Flathead National Forest:



Stretching along the west side of the continental divide from the US Canadian border south approximately 120 miles lies the 2.3 million acre Flathead National Forest. The landscape is built from block fault mountain ranges sculpted by glaciers, and covered with a rich thick forest. By providing abundant recreation and a wealth of natural resources, the Flathead is a perfect place to relax and enjoy your National Forests! The Supervisor's Office is located in Kalispell, MT.

The community of Kalispell is in the heart of the magnificent Rocky Mountains, poised in the northwest corner of Montana and about an hour south of the Canadian border. As Montana's seventh largest city and the seat of [Flathead County](#), it's a progressive, thriving community; the very essence of Big Sky Country - with the best backyard in the country.

A half-hour to the east lies the rugged grandeur of [Glacier National Park](#). Fifteen minutes to the south is Flathead Lake - a glacial jewel - the largest natural freshwater lake west of the Mississippi, and one of the purest anywhere.

Encompassing the valley is the [Flathead National Forest](#) - 2.3 million acres of

federally protected public land, home to abundant wildlife, including grizzly and black bears, moose, deer, elk, mountain goats, bighorn sheep and wolves.

At more than 5,000 square miles [Flathead County's](#) 90,000 residents have plenty of elbow room. About as many people live within the three incorporated towns as outside of them. With a population of 22,000 Kalispell is the largest. It is within a 15-minute drive of the other two, Whitefish and Columbia Falls; and less than 30 minutes from Bigfork and Lakeside, two smaller but vibrant communities nestled on the east and west shores of Flathead Lake.

Northwest Montana's economy is diverse, small-business oriented and growing. And Flathead County has the leading edge as the state's second-fastest growing county. It was named the most diverse, balanced economy in the Rocky Mountain West in the Colorado College State of the Rockies Report.

Investment in infrastructure will be a key component to the Flathead's success. Kalispell is at the junction of U.S. 93 (north-south) and U.S. 2 (east-west). The Reserve Connector, the first four-lane leg of the U.S. 93 bypass around Kalispell was completed in 2007, linking the new [Glacier High School](#) campus with U.S. 93.

The estimated cost of the entire eight-mile project is \$76 million. The southern half, a \$35 million project, began construction in 2009. Progress and planning on the transportation front coupled with an advanced telecommunications system make the Flathead a place where companies can base their businesses while taking advantage of all the recreational opportunities the area has to offer.

Critical to northern Montana's economy, train traffic has increased over the last seven years, and [Amtrak's](#) ridership has increased by nearly 40 percent over the last five. BNSF Railway Co. operates a busy rail yard in Whitefish and has invested \$54.4 million in capital improvements for Montana along its northern route - the mighty Chicago-to-Seattle Empire Builder makes twice-daily stops in Whitefish on its trans-American route.

Delta, Horizon Airlines, Allegiant Air and United Airlines all provide access to major markets from [Glacier Park International Airport](#) - which also features outstanding facilities for [corporate aircraft](#).

Kalispell's infinite vistas with 360 degree views of [Glacier National Park](#), and the Whitefish, Swan and Mission ranges of the Rockies, its thriving economy, and exhilarating, growing community of friendly residents who take great pride in their home, are a few of the many reasons why the quality of life here is exceptional - and why the Flathead's unparalleled beauty is treasured by all who live here.

OTHER
CONDITIONS
OF EMPLOY-
MENT
(Optional):

****OUTREACH RESPONSE****

Interested applicants, or those desiring further information, should contact the supervisor listed below:

Name of Supervisor:	Chip Weber, Forest Supervisor
DUE DATE TO RESPOND:	March 25, 2014
Phone Number:	406-758-5251
e-mail address:	cweber@fs.fed.us
Mailing address:	Flathead National Forest, 650 Wolfpack Way, Kalispell, MT 59901



If you are interested in this position, please complete the attached Outreach Response Form and send it (via hard copy or email) to the above supervisor by the due date.

For information regarding Kalispell and the surrounding communities, please visit the following webpages at: www.kalispellchamber.com or www.fs.fed.us/r1 or call the Flathead Visitors/Convention Center at 1-800-543-3105.

For information regarding Region One's Civil Rights program, please click on the following link: <http://fswb.r1.fs.fed.us/cr/index.shtml>

To complete form, use tab key to move between fields (gray boxes), or left click on any field. Entries in check box fields are made by a single click to select or unselect. Type entries in other fields.

Date:

FLATHEAD NATIONAL FOREST OUTREACH RESPONSE FORM

Position Identification

Position Title: Secretary
Series/Grade: GS-0318-5/6/7/8
Location: R-1, Flathead National Forest,

Applicant Information

Name: _____ E-Mail Address: _____

Current Title, Series, Grade _____

Highest Grade Previously Held (if same as current indicate "same") _____

Current Organization/Location: _____

Current Appointment: Permanent Temporary Term Not Current Employee

If you are NOT a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following authorities:

- | | |
|---|---|
| <input type="checkbox"/> Reinstatement | <input type="checkbox"/> Person With Disabilities |
| <input type="checkbox"/> Disabled Veteran with 30% Compensable Disability | <input type="checkbox"/> Former Peace Corps Volunteer |
| <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998 | <input type="checkbox"/> Demonstration Project (external recruitment from the general public) |
| <input type="checkbox"/> Other | |

Position Interest

I would like to be considered for this position in the series identified.

- Series currently identified and classified
 Other appropriate series for which I am qualified:

I would like to be considered for this position at the grade level identified.

- Target grade level currently identified.
 Other grade level for which I am qualified (below target grade):

I wish to be considered for this position(s) as:

- Permanent Assignment (lateral/promotion/change to lower grade)
 Detail or Temporary Promotion Opportunity

Applicants May Use This Space to Identify Special Qualifications, Interests, Needs or Provide Other Information:

Please send this completed form to:

Chip Weber @ cweber@fs.fed.us
or fax to (406) 758-5351

Thank you for your interest in our vacancies!