

Outreach Notice

USDA Forest Service • Eastern Region

WHITE MOUNTAIN NATIONAL FOREST

Campton, New Hampshire

Administrative Support Services Specialist, GS-342-5

Reply by April 21, 2014

The White Mountain National Forest will soon be advertising to fill a Support Services Specialist position located in the Forest Headquarters (Supervisor's Office and Pemigewasset Ranger District) in Campton, NH. The level of interest to this outreach notice will help determine the area of consideration.

About the Position:

- Performs duties independently, following established policies to ensure that clerical and administrative requirements are accomplished effectively in accordance with established procedures. Advice and guidance is available on unusual, difficult or controversial issues. Work is reviewed through general observation for compliance, effectiveness, and complaints received.

Administrative and support duties:

- The primary purpose of this position is to assist with the management and coordination of the clerical and administrative functions and provide support services to both Supervisor's Office and District personnel.
- Performs a variety of duties which include, but are not limited to, records management, correspondence, procurement (Integrated Acquisition System Requisitioner and Micro-purchase cardholder), property management, mail processing, and clerical support. Plans and organizes all tasks to accomplish workload in a timely fashion.
- Additional responsibilities include acting as the unit expert for the Point of Sale System (POSS) and performing Unit Collection Clerk duties for the Pemigewasset Ranger District. Property management duties include those related to selling maps, passes and other forest products. Position provides guidance to and assists organization personnel on all of the above, as well as other related administrative functions.

Records Manager:

- Ensures proper filing of publications, directives and disposition of records; determines overall file methods and plans; the preservation of records and the systematic elimination of all other records according to the District and Forest file plan.

Additional information regarding the White Mountain National Forest can be found at the website:

<http://www.fs.usda.gov/whitemountain>

This position will be advertised at: <https://www.usajobs.gov>

For more information about this position, contact Lola Morse at 603 536-6204 or by mail lmorse@fs.fed.us.



OUTREACH NOTICE REPLY
Administrative Support Services Specialist, GS-342-5
Campton, NH

Replies must be received by: April 21, 2014. The level of interest to this outreach notice will help determine the area of consideration.

If you are interested in this opportunity and/or plan on applying for this vacancy, please return this Outreach Response Form electronically to Lola Morse at lmorse@fs.fed.us

Contact Information:

Name:

E-mail address:

Contact Number:

Current Federal Employees:

Agency/Forest:

Series:

Grade:

Position Title:

Type Appointment:

Non-Federal Employees

Current Occupation:

Agency/Company:

Are you eligible to be hired under any of the following special authorities?

Person with Disability

Veterans Recruitment Authority (VRA) If you would like to be considered for a VRA appointment include your resume, DD214 and transcripts (if available) with your reply.

Former Peace Corp Volunteer

Other _____

We appreciate your interest in the White Mountain National Forest