



**Information Receptionist
GS-303-4
Huron-Manistee National Forest
Huron Shores Ranger Station, Oscoda, MI**

The **Huron-Manistee NF** is currently seeking candidates to fill a permanent 13/13 Information Receptionist position at the Huron Shores Ranger Station with a duty station in Oscoda, MI

This positions primary purpose is to provide administrative and clerical support for a variety of functions on the District.

Duties include:

- 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. Evaluates inquiries in order to provide the most useful and appropriate information. Uses good host techniques in all contacts.
- Arranges displays of informational and natural materials in the reception area. Varies or changes displays to coincide with seasonal changes, and special public information. Uses 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. May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.
- Serves as a Collection Officer to sell such items as maps, firewood and Christmas tree permits, and Recreation Passes in accordance with the manual and handbook requirements and is held accountable for the funds collected. Maintains accountability records as required.
- Manages the Eastern National Forest Interpretive Association outlet located at the district office.

About Oscoda

Oscoda, located at the mouth of the Au Sable River on the Lake Huron coast, has a population of approximately 900 and offers many amenities. Most shopping can be done locally but a larger metropolitan area (Alpena) is located less than an hour to the north or (Bay City, Saginaw, and Midland) is located less than two hours away for those seeking expanded opportunities. The Oscoda community is home to churches of various denominations. Many civic and fraternal organizations are also available. The Oscoda Area Schools provide education in grades K-12 with Alpena Community College offering college courses locally. Doctors and dentists are available locally with hospitals located in Tawas (20 miles) and Alpena (45 miles). Outdoor recreation opportunities are abundant with great fishing, hunting, camping, hiking, and winter sports activities. Government housing may be available for a short-term basis within walking





distance of the ranger station. More information about the Oscoda area can be found on the Oscoda web page at <http://www.oscoda.com/>.

PRE-APPLICATION INTEREST FORM

If you are interested in the position at Oscoda and have questions, please contact Deb Boyat. Surface mail should be sent to 5761 N. Skeel Ave., Oscoda, MI 48750. You may email your interest form to dboyat@fs.fed.us or fax to 989-739-0347 ATTN: Deb Boyat

Information Receptionist
Duty Station: Oscoda, MI
Respond by:



Applicant Information

Name: _____ E-Mail Address: _____
Current Title, Series, Grade _____
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:

- Reinstatement
- Disabled Veteran with 30% Compensable Disability
- Veteran's Employment Opportunities Act of 1998
- Other
- Person With Disabilities
- Former Peace Corps Volunteer
- Demonstration Project (external recruitment from the general public)



THANK YOU FOR YOUR INTEREST IN OUR VACANCY.

Non-Discrimination Policy

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





United States Department of Agriculture

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (click the hyperlink for list of EEO Counselors) 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, 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).



Forest Service



Eastern Region