

WAYNE NATIONAL FOREST

Outreach Announcement

Realty Specialist, GS-1170 -7/9
Supervisors Office, Nelsonville, OH

Wayne National Forest



Wayne National Forest

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 will soon be filling a permanent full-time Realty Specialist, GS-1170-7/9 with a duty station in Nelsonville, OH.

INTRODUCTION

Serves as a Forest realty specialist with responsibilities in a variety of lands activities, including special use permits, leases, land status, withdrawals, title claims, rights-of-way, procurements and grants, and appraisals.

MAJOR DUTIES

Conduct's on-the-ground examinations of rights-of-way to be acquired or granted. For simpler rights-of-way cases, assumes responsibility for negotiations, arranging meetings, and resolving technical problems.

Provides technical assistance to District personnel in making investigations, surveys, appraisals, preparation and submission of reports, and negotiations. Appraises and determines rights-of-way values. Negotiates terms and conditions for rights-of-way easements and grants to ensure compliance with Agency standards, regulations, and policies. Assists in negotiating complicated cases in which unreasonable sums are demanded. When negotiations fail, prepares the case for condemnation by the Justice Department.

Participates in administration of active cost-share and cooperative agreements involving major private landowners and public agencies at county, State and Federal levels. Prepares ownership and status maps of agreement areas. Coordinates Forest Service-cooperator contacts regarding route selection, cost estimates, and project agreement preparation.

Prepares and assembles applications for processing, stipulations, documents for review, letters of consent, etc., regarding easements granted to and by other agencies, such as Department of Transportation or Department of Interior easements and licenses for roads, power lines, pipelines, and similar projects.

Processes special use permits making certain the use to be made of the land is compatible with Forest Service programs and objectives and that each permit fully protects the public interest. Is responsible for internal coordination and review of permits and proposals along with respective EAR's. Provides technical direction to Districts in processing and administration of special use permits.

Participates in land acquisition and exchange cases. Makes analysis of lands to be exchanged including boundary location, values of timber, minerals, range, and other resources, value of land and improvements, income potential, public attitudes about the proposal, and special area considerations. Conducts negotiations with landowners. Responsible for preparation and processing of appraisals, titles, title clearances, and reports.

Applies working knowledge of land status, status records, and ownership records. As assigned, investigates and completes reports on trespasses.

For questions about the position, or needing additional information, you can contact:

Rich Jones, Lands and Minerals Program Manager at (740) 753-0548 or (740) 534-6579.

If you are interested in this vacancy, please complete the attached Outreach Response Form and return it to Ann Grasso, Operations Staff Officer at agrasso@fs.fed.us by the close of business on April 10, 2015. Once the position is advertised in USAJOBS, you will be notified with the announcement number and closing dates.

When we receive your outreach response form, we will notify you of the announcement number in USAJOBS automated application system at WWW.USAJOBS.GOV for you to apply for the position.

HOW TO APPLY: go to <https://www.usajobs.gov/>

Step 1 — Create a USAJOBS account (if you do not already have one). 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, you will need 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 profile. You may want to customize your resume to ensure it accurately depicts your duties and accomplishments as they pertain to the position for which you're applying. Include accurate information about the length of time you performed such duties as it is a key

factor in determining whether or not you qualify for a specific grade. 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 — Search for the job announcement number or simply click on the provided hyperlink. Please read the entire announcement and all the instructions before you begin. Click "Apply Online" and follow the prompts to complete the "Occupational Questionnaire" and attach any additional documents that may be required.

You may 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.

If you need assistance with navigating through the USAJOBS website, please visit:
https://help.usajobs.gov/index.php/Main_Page

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).

The USDA Forest Service is an equal opportunity provider and employer

Outreach Response Form

(Reply Requested by April 10, 2015)

I am interested in the following position on the Wayne National Forest Position
Realty Specialist, GS-1170-7/9

PERSONAL INFORMATION

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

EMPLOYMENT INFORMATION

Are you currently a Federal employee: [Choose an item.](#)

If YES, Current Region/Forest/District: [Click here to enter text.](#)

Current Series and Grade: [Click here to enter text.](#)

Current Position Title: [Click here to enter text.](#)

Agency employed with if NOT the Forest Service: [Choose an item.](#)

Type of Appointment: [Choose an item.](#)

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

- Person with Disabilities
- Veterans Readjustment
- Disabled Veteran w/30% Compensable Disability
- Veterans Employment Opportunities Act of 1998
- Former Peace Corps Volunteer
- Pathways Intern/Student Career Experience Program
- Other, explain: [Click here to enter text.](#)

[Return this form to Ann Grasso at agrasso@fs.fed.us or 13700 US HWY 33, Nelsonville, OH 45764 by close of business Friday, April 10, 2015.](#)

If you have any questions, feel free to contact either Rich Jones at (740) 753-0548 or (740) 534-6579 and/or Ann Grasso at (740) 753-0852.