



USDA Forest Service

Northern Region

Beaverhead-Deerlodge National Forest, Pintler Ranger District

OUTREACH NOTICE

**Resource Technician
Beaverhead-Deerlodge National Forest
Pintler Ranger District
Philipsburg, MT**

The **Pintler Ranger District** will soon be advertising **one permanent, full-time, GS-1101-5 Resource Technician**. The duty station is **Pintler Ranger District in Philipsburg, Montana**. The purpose of this Outreach Notice is to inform the potential applicant pool of this position.

ABOUT THIS POSITION:

This position works with a variety of lands and recreation special use permits in accordance with Forest Service manuals, handbooks and regional guides. Specifically, the incumbent will prepare and maintain case folders, create permits ensuring the required terms and conditions are included, and initiate and track bills for collection. The incumbent will complete special use permit compliance monitoring and follow through with issues found.

The incumbent will assist the range program with creating and tracking bills, finalizing letters and inputting data into various databases.

The incumbent serves as a backup for the receptionist and ensures that the information desk is covered at all times, answers phones and the radio, greets visitors and responds to a variety of inquiries regarding Forest Service activities. In addition, the incumbent will help support clerical duties, such as mailings, updating phone lists, web information and the employee sign In/Out system.

The incumbent serves as a collection officer to sell such items as forest timber permits (2400-4's), Christmas tree permits, Golden Age Passports and other items, such as maps in accordance with manual and handbook requirements. The incumbent is held accountable for the funds collected and maintains accountability records as required.

This position also visits and is very familiar with trails, campgrounds, roads and other areas on the District in order to provide accurate information to the public.

To be successful in this position you must be a self-starter, willing to take on challenges and provide innovative solutions to complex problems. Must have an ability to lead, communicate, multi task and be a team player.

If interested please respond to this Outreach using the attached form by the close of business April 10th, 2015 to: Cameron Rasor at crasor@fs.fed.us or (406) 859-3211

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QUALIFICATION REQUIREMENTS:

Qualifications for this position can be found in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions, which is available from any Federal Government Personnel Office and/or on OPM's website www.opm.gov/qualifications/index.htm

This is not a vacancy announcement. It is an outreach notice to determine the extent of interest for this position and will be used to notify interested applicants when the announcement number is available. The vacancy announcement will appear on the government employment website www.usajobs.gov sometime after March, 2015. If you respond to this outreach notice, you will be notified directly when the vacancy announcement is posted.

If interested in this position, you should complete the form at the end of this outreach notice and return it as instructed.

HOW TO APPLY

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at, www.usajobs.gov Individuals that wish to be considered for this position must apply to the proper vacancy announcement by the closing date of the vacancy announcement. The following steps should help you get started.

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 - Search for the job announcement number or simply click on the provided hyperlink (if you respond to the outreach). 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 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.

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

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THE DUTY STATION:

The position will be stationed in Philipsburg, Montana. Applicants must apply to this location if they wish to be considered.

ABOUT THE BEAVERHEAD-DEERLODGE NATIONAL FOREST

The Beaverhead-Deerlodge National Forest at 3.3 million acres is the largest forest in Region 1. Located in Southwest Montana and straddling the Continental Divide, the Beaverhead-Deerlodge contains a variety of habitats, ranging from timbered mountains and jagged granite peaks, to open, rolling sagebrush expanses. There are five Ranger Districts with a diverse and challenging work program that focuses primarily on range management, recreation opportunities, timber harvest and mineral extraction. Southwest Montana and the Beaverhead-Deerlodge are known for their outstanding elk hunting and Blue Ribbon trout streams.

Check the Forest web site at: <http://fs.usda.gov/bdnf>

ABOUT THE PHILIPSBURG COMMUNITY

The community of Philipsburg is located in Granite County, on Montana Highway No. 1. The population of Philipsburg is 990 and the population of Granite County is 2,700. This remote town lies in the beautiful Flint Creek Valley of Southwestern Montana at 5,280 feet (one mile high). Summer temperatures rarely exceed 90 degrees while winter lows can drop to -30 degrees on occasion. Average precipitation per year is 14.6 inches. Winters can last from late October until mid-May, with rain and snow showers in April, May and June. Warmer temperatures usually start in late June and can continue into October. The Flint Creek Range, Anaconda-Pintler Range, Sapphire Range and the John Long Mountains surround Philipsburg. These mountain areas provide numerous summer and winter sport activities. For more information about Philipsburg you can visit their website at <http://philipsburgmt.com>

FULL SERVICE COMMUNITIES: Butte is 65 miles to the southeast and Missoula is 80 miles to the northwest. It takes about 1 hour and 15 minutes to drive to either town. Both towns have a full range of medical services and hospitals, college or universities, cultural events, and shopping opportunities.

ADDITIONAL INFORMATION

Interested applicants, or those desiring further information, should contact Charlene Bucha, District Ranger, at cfbucha@fs.fed.us or Cameron Rasor at crasor@fs.fed.us Both can be reached by phone at the Pintler Ranger District Office at (406) 859-3211.

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Beaverhead-Deerlodge National Forest Outreach Response Form

Attn: [Cameron Rasor](#)

Title of Position: [Resource Technician](#)

Pay Plan, Series, Grade: [GS-1101-5](#)

Response Information

Name:

E-mail Address:

Phone:

Are you a current federal employee? Yes__ No_____

Agency:

Location:

Current Position, Series, and Grade:

Status

Describe skill level and interest:

If not a current federal employee, are you eligible to be hired under any of the following special authorities?

_____ Schedule A (Person with Disability)

_____ Veterans Recruitment Act

_____ Veterans Employment Opportunities Act Of 1998

_____ Former Peace Corps Volunteer

_____ Pathways Program (Students and Recent Graduates)

_____ Other _____

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