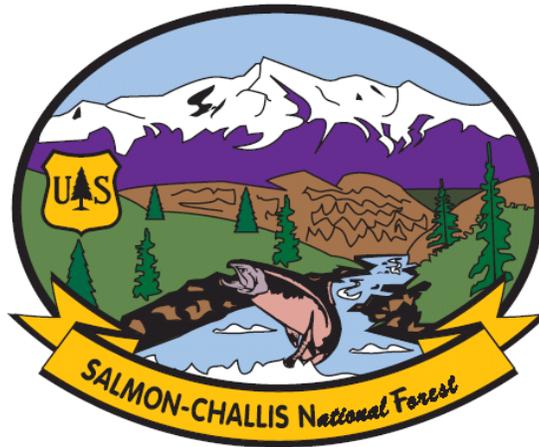


# OUTREACH NOTICE



**Office Automation Clerk  
GS-0326-04; Temporary Appointment -1039**

**Challis-Yankee Fork Ranger District  
Salmon-Challis National Forest  
R4, Intermountain Region**

The Challis-Yankee Fork Ranger District is planning to fill an Office Automation Clerk position for 2015-2016. This position is seasonal temporary, with a 1039 appointment limit, full time work schedule, with possible change to intermittent schedule depending on need and funding. The purpose of this Notice is to inform interested individuals prior to filling the position to determine if there are any interested and qualified potential applicants.

Applications must be submitted electronically at: [www.usajobs.gov](http://www.usajobs.gov). The announcement number to apply to is: **15-TEMP-R4-326-OAC-4-DT-PM (GS-0326-04, OFFICE AUTOMATION CLERK), Control #412566600** and specify **Challis, Idaho** as the location that you are willing to work. This job **opens on August 14, 2015** and will **close on August 20, 2015**.

The Challis-Yankee Fork Ranger District is looking for an energetic and motivated team player who is interested in providing excellent customer service, while supporting the Challis-Yankee Fork District team.

With a duty station of the Challis-Yankee Fork Ranger District Office located in Challis, Idaho, this individual will work directly for the Support Services Specialist and will be responsible for greeting public and walk in customers, answering and routing telephone calls, selling forest products (fuelwood, timber products), visitor maps, etc. and general office tasks and other duties as assigned. Other duties as assigned may include field work as needed.

Office Automation Clerk  
GS-0326-04; 1039

The incumbent of this position performs routine clerical and office automation duties in support of the unit as well as providing general clerical support to staff.

**TECHNICAL QUALIFICATIONS:**

- Knowledge of office automation software applications.
- Knowledge of clerical practices and office routines.

**MINIMUM FEDERAL QUALIFICATION REQUIREMENTS for a GS-04:**

- One year of general experience in clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position, or two years of education above the high school level.
- *SUBSTITUTION OF EDUCATION FOR EXPERIENCE:* The experience requirements for the GS-04 level may be met by completion of two full years of full-time academic study in an accredited business, secretarial or technical school, junior college, college, or university.
- *COMBINING EDUCATION AND EXPERIENCE:* Equivalent combinations of successfully completed post high school education and general experience may be used to meet the total experience requirements.
- *PROFICIENCY REQUIREMENT:* Applicant must be able to type 40 words per minute.

**OTHER JOB INFORMATION:**

Government housing is not available.

**About the Area**

**Challis, Idaho** <http://www.challischamber.com/>

**The City:** Challis, Idaho is located a mile high in the mountains of central Idaho. The city has a population of approximately 1,000 and is the seat of Custer County which has a population of 4,300. For more information about the area, log on to the website <http://challisidaho.com/ahome.html>.

**History:** The Challis area was originally home to the Shoshone-Bannock American Indians. In the 1820's, fur-trapping parties came in search of beaver pelts. Other early settlers were traders, cattlemen and ranchers. In 1873 gold was discovered, unleashing a mining boom that spanned almost three decades. Although many of these mining camps eventually became ghost towns, Challis remained and continues to prosper.

**Climate:** Challis enjoys a dry, warm climate during the summer and fall months with daily highs averaging between 75 to 95 degrees, and nightly lows from 45 to 60 degrees. The climate in winter is ideal for snow sports, the lowest temperatures averaging from 14 to 25 degrees with occasional sub-zero readings. Annual precipitation averages around 7 inches.

**Shopping and Services:** Challis has a variety of shops and services including: grocery stores, convenience stores, restaurants, pharmacies, florists, veterinarians, auto parts, ranch supplies, sporting goods stores, bars, hardware and lumber stores, video rentals, gas stations, and other businesses that specialize in antiques, jewelry, photo developing, clothing, furniture, artwork, appliances, and gifts. There is a full-service bank, a credit union, a Post Office, and a public library.

Media include the local weekly newspaper and two regional newspapers delivered daily. Cable TV is available in the city and many county residents use satellite receivers. Semi-local radio transmits from Salmon, Idaho, which includes Challis news. With an external antenna, several Southern Idaho FM radio stations can be received.

**Medical:** The Challis Area Health Center has x-ray and laboratory facilities, an emergency room, and Life-Flight capabilities. Additional medical services are provided by specialists who regularly visit the clinic. There is a physician assistant, a nurse practitioner, two dentists, an optometrist, and two chiropractic doctors. The area has 24 hour 911 with Advanced EMT (Advanced Life Support) service. Several hospitals are located within 60 to 200 miles.

**Schools:** Present enrollment is about 400 students. Teacher/student ratios are 1:23 in the elementary school and 1:16 at the junior/senior high school. The school district is accredited and has a 1A rating for athletics. Extracurricular activities include interscholastic sports, music, and various interest activities such as an Academic Team, an Envirothon Team, and Frontier League sports. Each school has an up-to-date computer lab and there are computers in each classroom.

**Transportation:** There is a small airport with charter flights available. Three of the closest major airports are within 200 miles.

**Housing:** There are four motels in Challis and several bed and breakfast lodgings. Housing prices range from \$50,000 to over \$100,000. Several real estate offices are available. Mobile home parks provide additional accommodations. A fair selection of rental properties is usually available.

**Churches:** Challis has an active church community with several churches representing a variety of denominations.

**Recreation for Challis and Salmon Areas:** The Middle Fork of the Salmon River and Salmon River are federally protected as Wild and Scenic Rivers that are renowned for world class white-water rafting, kayaking, floating and jet boating. Outfitter and guide

Office Automation Clerk  
GS-0326-04; 1039

services are offered and both Challis and Salmon serve as gateways to the Frank Church-River of No Return Wilderness, encompassing 2.4 million acres, the largest contiguous wilderness in the United States outside of Alaska. The primitive mountain area provides spectacular and abundant hunting (white-tailed and mule deer, elk, bighorn sheep, mountain goats, bear, moose, and cougar). Many species of game birds and waterfowl can be found. Fishing (trout and steelhead) is open virtually all year. Miles of groomed trails and routes are prepared for cross-country skiing and snowmobiling while down-hill skiing, ice fishing and other winter fun can be enjoyed nearby. Challis also is within 120 miles of the world-famed Sun Valley Ski Resort. Salmon and Challis offer hiking and wilderness walks, camping and picnicking, rock hounding, prospecting, bird watching, photography, hot springs, back-country air tours, guest ranches, mining ghost towns and museums, all adding to the immense opportunity for pleasure and adventure to be had by avid sportsmen and casual outdoor enthusiasts alike.

### **About the Forest**

**Salmon-Challis National Forest** <http://www.fs.fed.us/r4/sc/>

The Salmon-Challis National Forest covers over 4.3 million acres in east-central Idaho. The Forest is bordered by the Bitterroot Range of the North Central Rockies on the east, and to the west includes over 1.3 million acres of the Frank Church--River of No Return Wilderness. Rugged and remote, this country offers adventure, solitude and breathtaking scenery. The Forest also contains Mt. Borah, Idaho's tallest peak and the Wild & Scenic Salmon River and the Middle Fork of the Salmon River. The area is a highly desired destination for hunting, fishing, white-water rafting and the many other popular recreational pursuits. The Forest features diverse, rough topography, geologic conditions, often-severe weather conditions, and miles of streams with Anadromous fish spawning habitat creating a highly complex land management situation. The Forest Supervisor's Office is located in Salmon, Idaho. There are currently four administrative units on the Forest: Lost River, Challis -Yankee Fork, Middle Fork, and North Zone Ranger Districts.

**Contact:** Stacy Parent, Support Services Specialist

**Telephone:** (208) 879-4133

**E-mail:** [slbaker@fs.fed.us](mailto:slbaker@fs.fed.us)

**Mailing Address:** H-C 63 Box 1669 Challis, Idaho 83226