

Title: Program Support Clerk, GS-0303-05 (File Clerk/Office Automation)

Tour of Duty: Permanent Full Time.

Brief Description of Duties: Performs complex office automation duties requiring different approaches and methods from assignment to assignment. Chooses from a range of software applications to perform a broad range of duties. Produces a variety of reports, tracks suspense actions, produces charts, creates specialized databases, or prepares presentation materials from a project management software program. Uses word processing software, produces a variety of materials such as spreadsheets, plans, procedures, memoranda, letters, travel requests, and presentations from rough drafts. Develops detailed procedures and functions for entering and printing data. Identifies office automation tasks that can be performed more efficiently. Maintains and controls a wide variety of files including receipt, review of contents, developing files, filing, purging and releasing of files. Reviews incoming documents and associates material with previous correspondence or related subject material. Checks and assembles records prior to their transfer to the records holding areas. Maintains up-to-date master files on administrative materials. Functions as a control point for incoming and outgoing documents. Performs other duties as assigned.

Basic Qualification Requirements:

Specialized experience in uses of a variety of office automation and/or software including, but not limited to word processing, spreadsheets, PowerPoint, or email, in performing general clerical support duties such as receiving visitors, maintaining files, etc., in using advanced software functions such as desktop publishing, database management, or spreadsheets, in performing a variety of administrative support tasks in an office environment.

Duty Station Specifics: Mingo Job Corps Civilian Conservation Center is operated by the U.S. Forest Service and is located adjacent to the 21,592-acre Mingo National Wildlife Refuge. The Center is located 2½ miles southwest of Puxico, Missouri. The Center has a capacity to house and train 224 students. The Center is closely tied to the community for providing additional training opportunities through an active work-based learning program.

The basic responsibility of the Job Corps Program is to provide America's disadvantaged youth an opportunity to develop labor skills and to participate more fully in the world of work and citizenship. The U.S. Forest Service Job Corps Mission Statement is *To establish and maintain a safe, positive instructional environment which encourages the educational, vocational, and social growth and development of students.*

Mingo Job Corps Civilian Conservation Center offers entry-level vocational training in the following vocational areas: Union Carpentry, Union Painting, Union Brickmasonry, Union Heavy Equipment, Welding, Business Technology, and Health Occupations.

Mingo Job Corps Civilian Conservation Center offers a broad-based academic educational program. Mingo Job Corps Civilian Conservation Center is an accredited high school through the local high school.

Four dormitories (one female, three male) housing 56 students each, comprise the living quarters on Center.

Community Information: Mingo Job Corps Civilian Conservation Center is located approximately 2½ miles southwest of Puxico, Missouri. Puxico is located in Stoddard County, Missouri and is 150 miles

south of St. Louis, Missouri; 200 miles east of Springfield, Missouri; and 30 miles northeast of Poplar Bluff, Missouri.

The area is predominately a bottomland hardwood swamp bordered on the west by the foothills of the Ozark Uplift and on the east by a terrace called Crowley's Ridge. Elevations along the top of these ridges range as high as 405' msl compared to the 340' msl elevation of the basin.

Temperatures in the Puxico area vary from 21°F to 71°F in winter, 23°F to 88°F in spring, 56°F to 105°F in summer, and 18°F to 97°F in fall.

While Puxico is a small community with a population 1,145, it offers many churches, two medical clinics, two nursing homes, two banks, senior citizen center, police department, city offices, and a volunteer fire department with 25 volunteers. Puxico has gas stations, grocery stores, convenience stores, restaurants, a pharmacy, public library, many other businesses, and three city parks with tennis courts, playground equipment, picnic shelter, and ball fields.

Puxico has an excellent school system. Elementary classes average 22 students per classroom, grades K-6. Total elementary enrollment is approximately 420 students. The high school (grades 7-12) has an average enrollment of 330 students. Special needs classes are also provided.

Puxico has available housing either for rent or purchase. Average rental prices range from \$350 - \$700 and average purchase prices are \$45,000 - \$125,000.

Contact Information: Interested applicants desiring further information should contact

Stacey Griffin Administrative Officer 573/222-2614 stacygriffin@fs.fed.us

If you are interested in this position, please apply online by February 16, 2011. The vacancy announcements are:

PERM-OCR-JC-0303-4/5-PROG S-G (government-wide)
PERM-OCR-JC-0303-4/5-PROG S-DP (DEMO)

These announcements will be posted at the USAJOBS website, the U.S. Government's official site for jobs and employment information: <http://www.usajobs.opm.gov>.

A referral list will be requested on February 17, 2011.

USDA Forest Service is an equal employment opportunity employer.