

**Job Title:** Forestry Technician (Timber Sale Administration)  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Sub Agency:** Forest Service  
**Job Announcement Number:** 11-09050021-3738G-JB

**SALARY RANGE:** \$38,790.00 - \$61,678.00 /year  
**OPEN PERIOD:** Monday, September 19, 2011 to Friday, September 30, 2011  
**SERIES & GRADE:** GS-0462-07/09  
**POSITION INFORMATION:** Full Time - Permanent - No time limit  
**PROMOTION POTENTIAL:** 09  
**DUTY LOCATIONS:** 1 vacancy - Ava, MO  
**WHO MAY BE CONSIDERED:** Status eligibles

#### **JOB SUMMARY:**

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for USDA Forest Service applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. [To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=ILGRI.](http://www.avuecentral.com/vacancy.html?ref=ILGRI)

#### **Duties**

##### **Additional Duty Location Info:**

1 vacancy - Ava, MO

**DUTIES:** *(The duties described reflect the full performance level of this position)*

Performs timber sales administration duties, such as timber sale contract support work, related to timber sales activities.

#### **Qualifications and Evaluations**

##### **QUALIFICATIONS REQUIRED:**

**KNOWLEDGE, SKILLS, AND ABILITIES:** *(The KSAs below may not apply at all grades)*

Ability to perform timber sale administration duties.

Ability to maintain written records.

Ability to communicate effectively other than in writing.

##### **MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

Grade 07: Qualifying experience for the GS-7 level includes one year of specialized experience equivalent to GS-6. Specialized experience is experience which is in or directly related to the line of

work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirements for the GS-7 level may be met by completion of one (1) year of graduate level education in a position-related field of forestry or natural resources management.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**Grade 08:** Qualifying experience for the GS-8 level includes one year of specialized experience equivalent to GS-7. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirements for the GS-8 level may be met by completion of 18 months of graduate level education in a position-related field of forestry or natural resources management.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**Grade 09:** Qualifying experience for the GS-9 level includes one year of specialized experience equivalent to GS-8. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirements for the GS-9 level may be met by completion of two (2) years of graduate level education or a master's degree in a position-related field of forestry or natural resources management.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Specialized experience directly related to this position should be documented in the Work History section of the online application. Applicants are encouraged to provide a narrative in the Work History section that describes the duties performed relative to the specialized experience defined for this position. Show percentage of time performing these duties if work involved a variety of different duties, i.e., where only a portion of the work experience would be creditable for this position.

Specialized experience for this position is defined as one or more of the following:

**GS-7:** Resolved the full range of problems for timber sales preparation assignments, such as preparing rough topographic maps of the sale area; assisted in developing schedules and work plans for monitoring and inspecting timber sales; and assisted in inspecting sales areas for compliance with contract provisions such as those governing the location and construction of roads, fire prevention, safety measures, and cutting provisions.

**GS-8:** Monitored timber sale operations with conventional contract requirements and condition; assisted in performing final inspections, writing inspection reports and recommending timber sale

closure; applied practical technical methods and procedures to a wide variety of limited timber sale administration projects; assisted in solving unfamiliar timber-related technical problems involving methods and concepts not covered by available guides or precedents; developed schedules and work plans for monitoring and inspecting timber sales; and inspected timber sales areas for compliance with contract clauses governing location and construction of non-system roads, fire prevention, personal safety precautions and cutting provisions.

GS-9: Explained timber sales regulations and contract provisions to prospective purchasers and logging operators; as a contract officer/sale administrator performed continuous sale inspections, ensuring that contract operations were appropriate and that land features were protected; and deviated from established procedures in completing timber-related work assignments, such as performing final inspections and recommending acceptance of sales contracts for closure.

See Other Information for further requirements.

#### HOW YOU WILL BE EVALUATED:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

#### Benefits and Other Info

##### BENEFITS:

See Other Information.

##### OTHER INFORMATION:

This position is open to current career or career-conditional federal employees with competitive status. Reinstatement eligibles, Veterans Recruitment Authority (VRA) eligibles, Veterans Employment Opportunity Act (VEOA) eligibles, certain military spouses, persons with disabilities, disabled veterans with a 30% or more disability, former Peace Corps and VISTA volunteers may be considered under special hiring authorities.

This position is located in the Eastern Region, Mark Twain National Forest, Ava/Cassville/Willow Springs Ranger District in Ava, Missouri.

For additional information about the duties of the position, please contact Brian Emerson (bemerson@fs.fed.us) or Jenny Farenbaugh (jfarenbaugh@fs.fed.us) at 417-683-4428.

We expect to make a final job offer within 30-60 days after the deadline for applications.

Please read the vacancy announcement thoroughly and follow all instructions to ensure proper consideration. If you are unable to apply on-line or have questions about the meaning of items in the vacancy announcement, please contact Human Resources Management at 1-877-372-7248.

Applications may be reviewed to verify qualifications and eligibility prior to issuing lists to a selecting official.

Please check Job Posting Information, Summary, for the area of consideration (i.e., Who May Apply), and time limit information.

Bargaining Unit Status: Eligible - Not Covered.

**TIME-IN-GRADE REQUIREMENT:** If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements with 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing date of this announcement OR within 30 days of the date a referral list is issued for open continuous announcements. Former federal employees applying to positions at a higher graded position than previously held may be subject to TIG requirements as well.

**BASIS OF RATING:** You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you recorded in the work experience or resume relative to this position which show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement.

To receive consideration for this position, you must meet all qualification requirements within 30 days of the closing date of the announcement or within 30 days of the generating a referral list from an Open Continuous Announcement. Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience.

If selection is made at a lower grade level, promotion to the target grade will be non-competitive upon completion of training, performance, and specialized experience requirements.

To ensure that you receive consideration, the scannable application package must be postmarked on or before the closing date stated in the announcement and must be received at the correct address within 7 days.

Applications submitted in postage-paid Government envelopes will not be accepted.

Applications received become the property of the USDA Forest Service and will not be returned.

The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's Target Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

**REASONABLE ACCOMMODATION:** The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Relocation expenses are authorized.

Forest Service affiliated child/day care facilities are not available.

Government housing is not available.

**BENEFITS:** A variety of health insurance plans; retirement system with investment options; paid holiday; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation, flexible work schedule, training and development opportunities, family/worklife program, etc.

**DIRECT DEPOSIT:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

This position is being advertised under both merit promotion (internal) and demonstration project (external) procedures under separate announcements. Applicants who wish to be considered under both procedures must apply to each announcement and follow the specific instructions applicable to each method.Â

**Veterans:** Under the Veterans Employment Opportunities Act of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Public Law 106-117), veterans who are preference eligibles or who have been separated from the armed forces after substantially completing 3 years of continuous service performed under honorable conditions may apply and will be considered for this position under merit promotion procedures.

Applicants covered by the United States Department of Agriculture (USDA) Career Transition Assistant Program (CTAP) or Intergovernmental Career Transition Program (ICTAP) may apply and will be given priority consideration if determined to be well-qualified. Well-qualified is defined as meeting the qualification standards, selective factors, quality ranking factors, and physical qualifications under the Agency's specific selection process.

**OTHER IMPORTANT INFORMATION:** Check our website at: <http://www.fs.fed.us/fsjobs> for general information on the Forest Service.

Applications must be certified online by 11:59 PM Eastern time on the closing date indicated on the Vacancy Announcement. Applicants are encouraged to submit completed applications early in the opening period. The Forest Service is not responsible for nonreceipt of online applications. You will be notified of successful receipt of your application via the e-mail indicated on your application.

**HOW TO APPLY:** In order to determine if you meet the eligibility and qualification requirements for this position, please submit the following information:

1. Experience/Employment Information:

a. Apply On-Line at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). This online application process allows applicants to submit employment information that can be printed for personal use and saved and/or edited on the website for future use. The application process contains all the data elements that are required for resumes submitted for federal employment and may be submitted electronically.  
OR

b. Apply by Scannable Questionnaire: This Questionnaire requires completion of a scannable form. You must request the instructions and form and submit the scannable application form and supporting documentation by mail. Locations and their codes will be listed in the application package A facsimile of the scannable form cannot be accepted.

2. Eligibility Information: The following documents are required with your application to verify eligibility and basic qualifications. If you are unable to attach these documents into your application,

you may fax them to 253-573-9869. To ensure consideration, you must include your name on all documents. Failure to provide this documentation may result in disqualification.

a. Applicants applying under the VRA or VEOA authorities must submit a DD-214, Member 4 copy to verify eligibility. If applicable, submit a SF-15, Application for 10-Point preference and a letter dated 1991 to present from the VA or military department indicating your disability rating. If you are still on active duty, then you must submit one of the following documentation: (1) official orders or citation entitling you to a campaign badge; (2) statement of service from a commanding officer or someone else in authority attesting to your active duty which identifies dates of entry and anticipated separation; rank at time of discharge; and anticipated character of discharge; or (3) in the case of someone claiming service during the first Gulf War or since 9/11/01, any official document attesting to your presence on active duty during the appropriate calendar periods.

b. Spouses of military veterans who are applying under the noncompetitive hiring authority for certain military spouses must provide applicable supporting documentation prior to appointment, if selected.

c. Transcripts (official or unofficial) from accredited institutions if education is used to meet basic qualifications requirements. You may be required to provide official transcripts if selected.

d. Applicants not currently employed with the Forest Service must submit an SF-50 Notification of Personnel Action or equivalent document to verify current or former federal employment status.

e. Applicants requesting priority placement consideration under the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must provide the Notice of Expected Separation or other proof document.

3. The following documents are optional but encouraged:

a. Resume.

b. Performance appraisal information for current Federal employees.