

**Title:** Educational Technician GS-1702-05

**Tour of Duty:** Temporary Intermittent. NTE 1039 Hours. Based on the needs of the Center, tour of duty may include all AM/PM shifts including holidays and weekends.

**Brief Description of Duties:** Maintains student schedules in CIS. Performs periodic review of records to ensure accuracy and completeness. Responsible for amending records according to procedures and assuring academic records are accurate and complete. Resolves problems with conflicting records by contacting appropriate personnel and researching problems. Reviews and analyzes student needs and provides recommendations based on established criteria.

Receives and processes requests for instructional materials, to include evaluating the need for and the applicability to the program. Supports and assists instructors with specialized tasks for Programs of Instruction, which are standardized, but may be unique and specific to a particular area of training. Work may include monitoring a work based learning student. Determines replenishment levels for training supplies and materials within funding limitation.

Advises students regarding training course content, prerequisites, eligibility, availability of classes, and other pertinent information.

Schedules and administers examinations, including monitoring testing in progress, collection of test materials, and grading of examinations. Orders, controls, and issues test materials.

**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 has 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, pharmacy store, 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](mailto:stacygriffin@fs.fed.us)

**If you are interested in this position, please apply online by (COB) January 16, 2012, as a referral list will be requested after this date. The vacancy announcement (OCRT-JC-1702-5-ED TECH-DT) will be posted at the USAJOBS website, the U.S. Government's official site for jobs and employment information: <http://www.usajobs.gov>.**

USDA Forest Service is an equal employment opportunity employer.