

OUTREACH NOTICE



***Boise National Forest
Duty Station-Mountain Home, ID
Position Title: Information receptionist
Reply Due: April 6, 2012***

The Mountain Home Ranger District will be filling an Information Receptionist position. This is a full time, temporary 1039 hours position, June 2012-August 2012. Please contact Tamie Ridenour at 208-587-7831 for information on how to apply. Please apply by April 6, 2012.

About the Vacancy:

The position is advertised as a STEP (Student Temporary Employment program) position. This position is open to both current, permanent employees and to all U.S. citizens.

A student is ENROLLED or ACCEPTED for enrollment as a degree seeking student (diploma, certificate, etc) and is taking at least a HALF-TIME course load in an

accredited high school, technical or vocational school, 2 or 4 year college or university, graduate or professional school.

The student has to be in good academic standing (usually a GPA of 2.0 or above). The student can not be on academic probation or suspension.

Applicants need to submit their resume, a copy of their college transcripts, and enrollment verification form to Mountain Home Ranger District, Attn: Tamie Ridenour, 2180 American Legion Blvd., Mountain Home, ID 83647 or email to tridenour@fs.fed.us. Applications must be received no later than **April 6, 2012** to be considered.

Completed enrollment verification form must be on official school letterhead and must be signed and dated by a counselor.

About the Position

Series/Grade: GS-0304-03

Title: Information Receptionist

Location: Mountain Home, Idaho

Tour of Duty: Temporary 1039 hours - June 2012 - August 2012

Housing: None

Duties:

Provides general telephone and visitor referral services. Directs visitors and refers callers to appropriate staff member based on specific request or by ascertaining the nature of the call. Personally provides information of a routine nature.

Assists with arrangement of displays of information and natural materials in the reception area.

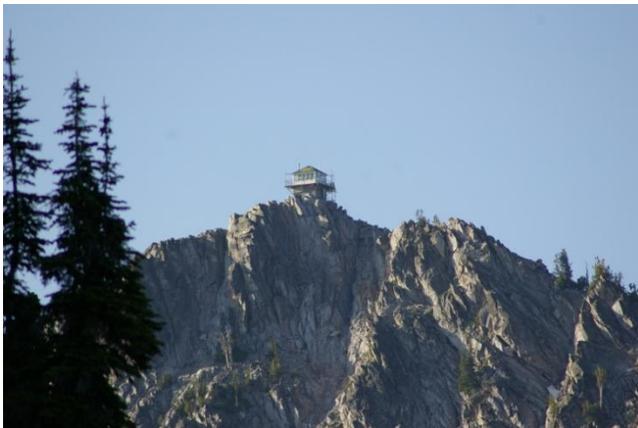
Transmits, receives, and acknowledges electronic mail and messages and makes distribution.

Performs basic data entry tasks. Types memos and other brief assignments

May perform general clerical duties such as posting and filing manual handbook changes and supplements, opening and sorting mail, maintaining travel calendars and making reservations for hotels and meeting rooms, and selling and maintaining a supply of informational materials and forms.



Anderson Ranch Dam



Trinity Lookout