

The Mt. Taylor Ranger District, Cibola National Forest will be filling a GS-304-04 Information Receptionist position. This position is a permanent fulltime position with a duty station of Grants, NM. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

OUTREACH RESPONSE

Interested applicants, or those desiring further information, should contact Carolyn Perea at (505)287-8833, cperea@fs.fed.us or Matt Reidy at same number, mreidy@fs.fed.us. Interested applicants will be notified with the vacancy announcement number and will be required to apply through USA.Jobs.Gov

INFORMATION RECEPTIONIST – GS-0303-04

DUTIES:

Greets visitors in person or over the phone using good host techniques in ALL contacts.

Provides Forest visitors with current factual and reliable information on a variety of Forest Service activities, programs and policies. Evaluates inquiries in order to provide the most useful and appropriate information or suggests other productive sources of specific information applicable to the nature and subject of inquiry. Explains rules relating to the use of recreational areas and their facilities. Explains methods of preventing forest fires, protecting resources from fire and vandalism, and keeping areas free of litter. Refers difficult, technical or special questions to the appropriate staffs.

Serves as Collection Officer to sell such items as National Forest maps, fuelwood permits, Christmas tree permits, Golden Age passports, etc. in accordance with manual and handbook requirements. Is accountable for the funds collected and processing remittance reports. Maintains accountability records as required. Prepares Bills of Collection and transmits cash to Unit Collection Officer. Will use word processing software, TIMS/IWEB, POSS,

CORRESPONDENCE DATABASE, and other Forest Service related programs along with maintaining Dispatch Radio protocol.

Uses computer software and printing equipment to create, copy, edit, store, retrieve and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists. May use data or spreadsheet software to enter, revise, sort or calculate and retrieve data for standard reports. Transmits, receives and acknowledges electronic mail and messages and makes distribution. Performs data entry and typing tasks as needed. Is responsible for keeping Directives up-to-date along with serving as the Correspondence Database contact for the district.

Maintains publications for distribution, arranges displays of informational and natural materials in the reception area. Varies or changes displays to coincide with seasonal changes, and special public information programs. Uses imagination and good taste to achieve desirable results.

Government housing is not available and Transfer of Station costs are not approved for this position.

DESIRED SKILLS:

Excellent customer service and organizational skills.

Ability to work in a teamwork environment.

Ability to multi-task.

Knowledge of computer and computer programs (Excel, Access, Word, Powerpoint, etc.)

OUTREACH RESPONSE

USDA Forest Service
Mt. Taylor Ranger District
1800 Lobo Canyon Road
Grants, NM 87020
Attn. Carolyn Perea

INFORMATION RECEPTIONIST GS-0304-04

*****PLEASE RESPOND BY October 17, 2012*****

mail to: cperea@fs.fed.us

Name: _____

Phone No.: _____
(Indicate if work/home or both)

E-MAIL Address: _____