



## Payette National Forest 2013 Temporary Jobs Listing

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| <b>Position Title:</b> Office Automation Clerk  |
| <b>Number of Positions:</b> 1   |
| <b>Location:</b> McCall, ID   |
| <b>Salary Range:</b> \$11.95/hour   |
| <b>Estimated Start &amp; End Date:</b> May 6 through December 1, 2013   |
| <b>Application Due Date:</b>  |
| <b>Government Housing Available (Y or N):</b> Yes - \$4.20/day  |
| <b>Duties:</b> <ol style="list-style-type: none"><li>1. Will be main point of contact in the event that our main frontliner is absent. Answering phones and assisting public.</li><li>2. Collections are processed and tracked according to manual and handbook direction and transferred to Unit Collection Officer weekly. Collections, maps, load tickets, passports &amp; Christmas tree tags are kept secure at all times.</li><li>3. May go to field for campground collections.</li><li>4. Is one of the District contacts for all timekeeping related issues, tracking leave audits, ensuring time is processed correctly and on time and maintaining copies of all timesheets as required by handbook direction. Is backup contact for the GovTrip program for travel vouchers and a Travel Arranger for employees who do not have profiles. Will audit vouchers before submission when possible and maintain travel voucher records as directed.</li><li>5. Provides advice and counsel to District employees in administrative matters related to HR, ER, payroll, travel, OWCP, awards, property, etc., in coordination with other contacts in Administration.</li><li>6. Receipt and distribution of mail.</li></ol> |
| <b>Position Requirements:</b> <ul style="list-style-type: none"><li>• Valid State Drivers License</li><li>• Computer skills</li></ul>   |
| <b>Link to USAJobs.gov announcement:</b> TEMPOCR-326-3-CLERK-DT   |
| <b>Contact for more information:</b><br>Theresa Martin, 208-634-0402, <a href="mailto:theresamartin@fs.fed.us">theresamartin@fs.fed.us</a>  |