Payette National Forest
2013 Temporary Jobs Listing

Position Title: Information Receptionist

Number of Positions: 1, budget dependent

Location: Council, ID

Salary Range: $11.95/hour

Estimated Start & End Date: May 6 through November 29, 2013

Application Due Date: **March 1, 2013**

Government Housing Available (Y or N): Yes - $4.20/day

Duties: **(This position is a part-time position, with a guarantee of 40 hours per pay period)**

1. Provides primary Information Reception to the public for Council Ranger District on scheduled days.
2. 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. Will be main point of contact in the event that our main frontliner is absent.
3. 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.
4. Collections are processed and tracked according to manual and handbook direction and transferred to Unit Collection Officer weekly. Collections, maps, load tickets, passports & Christmas tree tags are kept secure at all times. .
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.
6. Is main point of contact to input Safety Meeting documentation.
7. Will be responsible for daily documentation and reporting of weather to National Weather Service on scheduled days.
8. Monthly fleet mileage input.
9. Prints off and files updates to Manuals and Handbooks on a regular basis.
10. Receipt and distribution of mail.

Position Requirements:

- Valid State Drivers License
- Computer skills

Link to USAJobs.gov announcement:
TEMPOCR-326-3-CLERK-DT

Contact for more information:
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