

Outreach Notice

**Visitor Services Information Assistant
GS-1001-05
Tahoe National Forest
Supervisor's Office**

Job Details:

Title: Visitor Services Information Assistant

Series: 1001

Grade: GS-05

Respond By Date: 02/11/13

The Tahoe National Forest is concurrently outreaching for a Visitor Services Information Assistant position (GS-1001-05). This is a permanent full-time position. When applying to the vacancy announcement please identify Nevada City, California as the duty station. The position will be posted in USAJobs Website: (<http://www.usajobs.gov>)

Duties: The incumbent is responsible for responding to variety of written, phone, email, or visitor questions regarding a broad range of topics including Forest Service rules, recreation information, forest products, and other National Forest information. The incumbent updates the forest website, develops displays, maintains brochure supplies, and opens and closes.

In addition, the incumbent sells and tracks accountable property such as maps, woodcutting and recreation permits and vendor related books and materials. He or she is responsible for issuing and processing permits through the TIM (Timber Information Manager) program, and will perform tasks to process transactions and resolve problems encountered in daily operations.

Basic Qualifications: General requirements for the 1001 series can be located at the website listed below. A more in-depth description of qualifications for each series can be found at the U.S. Office of Personnel Management web site <http://www.opm.gov/fedclass/index.asp>

HOW TO APPLY: The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement. Individuals stating interest in this position will be notified when the vacancy announcement is posted so they can apply. . If interested, please complete the Outreach Form at the end of this announcement and email to **Ann Westling** at awestling@fs.fed.us by close of business on **February 11, 2013**.

This outreach form does not constitute an application. The vacancy announcement will appear on the USAJOBS website: www.usajobs.gov/

Job Location:

Forest: Tahoe National Forest

Duty Station: Nevada City, CA

ABOUT THE FOREST:

The Tahoe National Forest, one of 18 National Forests in the State, is located in the counties of Nevada, Placer, Sierra and Yuba.

Considered one of the most desirable places to live in California, Nevada City and its companion city Grass Valley, offers the amenities of a much larger community, as well as a rural setting. Numerous medical services including a full service Hospital, a community college and several live theaters are also available. Western Nevada County

has a population of about 50,000 although the incorporated area of Nevada City is 3,000 and Grass Valley is 10,000+. Housing prices range from \$250,000 to \$650,000. Apartment /house rentals range from \$800.00 and up. Pines, oaks, and maples as well as numerous reservoirs and streams surround these attractive foothill towns. The average rainfall is about 55 inches. An occasional snow occurs during the winter, but does not remain long. Summers range from 85 - 100 degrees. Within less than 30 minutes commuting distance are the communities of Colfax, Cedar Ridge, Penn Valley, Lake of the Pines and Alta Sierra. Within approximately 45 minutes commuting distance are the communities Auburn and Downieville. Truckee is approximately a 1 hour drive (in good weather) over the Sierra crest from Nevada City.

The Tahoe NF is located in the north central Sierra Nevada range between Lake Tahoe and the Sacramento Valley. The land rises from an elevation of 1,500 feet in the Sierra foothills on the west to 9,400 feet along the rugged ridges of the Sierra crest. Interstate 80 and Highway 49 crisscross the Forest and offer year-round access. The forest has served as the gateway to the Pacific since the first pioneers crossed the plains in search of the riches of the California gold fields in the 1840s. This history is still much in evidence, as local communities have retained the flavor and character of their Gold Rush origins. The Forest is truly one of multiple uses. It is also a very important recreation forest. Winter skiing, kayaking, hiking, mountain biking and camping are popular local activities. Mining is still popular today with about 2,400 claims. Early day land grants to railroads have accounted for a checkerboard ownership pattern throughout the Forest. Although mostly owned by private timber companies, this extent of private land offers growing challenges in the form of a developing urban/rural wildland interface. Water issues are also becoming increasingly important as rivers that originate in the Forest provide water to local communities as well as the Reno and Sacramento areas.

Nevada City/Grass Valley Chamber of Commerce (530) 273-4667 www.grassvalleychamber.com/
Auburn-Chamber-Of-Commerce (530) 885-5616 <http://metrochamber.org/Chambers-Of-Commerce/Auburn-Chamber-Of-Commerce>

More information on the Tahoe National Forest is on website: www.fs.usda.gov/tahoe

City/State/Zip: Nevada City, CA 95959

For Further Information Please Contact:

Name: Ann Westling

Phone: (530) 478-6205

Fax: 530-478-6179

TTY: 530-478-6118

Address: 631 Coyote Street

City/State/Zip: Nevada City, CA 95959

Email: awestling@fs.fed.us

If you are interested in applying for this position and would like to be notified when the vacancy announcement is issued, please complete the attached form describing your current status and return it to Ann Westling: awestling@fs.fed.us by close of business on **February 11, 2013**.

The **vacancy announcement** will appear on the USAJOBS website: www.usajobs.gov/

OUTREACH NOTICE FORM

**Visitor Services Information Assistant
GS- 1001-05
Tahoe National Forest – Supervisor’s Office
Duty Station: Nevada City, California**

NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: _____ USFS _____ BLM _____ OTHER _____

TYPE OF APPOINTMENT: _____ PERMANENT _____ TEMPORARY _____ TERM
 _____ VRA _____ PWD _____ OTHER

CURRENT REGION/FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE: _____

CURRENT POSITION TITLE: _____

EDUCATION: _____

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- _____ PERSON WITH DISABILITIES
- _____ VETERANS READJUSTMENT
- _____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- _____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- _____ FORMER PEACE CORPS VOLUNTEER
- _____ STUDENT CAREER EXPERIENCE PROGRAM
- _____ FEDERAL CAREER INTERN PROGRAM
- _____ OTHER _____

Thank you for your interest in this vacancy

The USDA Forest Service is an Equal Employment Opportunity Employer