USDA Forest Service

Boulder Ranger District, Boulder, Colorado
http://www.fs.usda.gov/goto/arp/jobs
2140 Yarmouth Avenue, Boulder, CO 80301

2013 Information Receptionist Outreach

The Boulder Ranger District has a summer opening for an Information Receptionist in Boulder, Colorado. Information Receptionists are responsible for the daily functions of the visitor area and support other programs. Often fast-paced, every day is a unique opportunity to educate the public.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN MARCH 8, 2013

Announcement Number	Duty Station	Pay Grade	Job Title
TEMPOCR-0303-3-INFO-DT	Boulder, CO	GS-3	Information Receptionist

Work Schedule: Employment is expected to last from early May through September. The normal work schedule is Monday-Saturday, 8 am – 4:30 pm, with Sunday and Tuesday off.

Salary/Benefits: Earn $12.82 per hour. Employees will earn four hours of sick leave and four hours of annual leave every two weeks.

Duties: Performs daily activities to support the operations of a visitor center including sales, inventory, stocking, equipment maintenance and general office work. Receives and directs callers and visitors. Conducts a variety of public outreach activities. Performs general program management support work for the organization's Information Services Program, such as the collection, compilation, research, and/or tracking of data and program information. Assists with the supervision of volunteers.

How to Apply: Interested parties must apply through www.usajobs.gov and enter the announcement numbers and duty station listed above. For more information on the application process, go to http://www.fs.usda.gov/goto/arp/jobs and click on “Applying for a Job”. When applying to more than one position or grade, each announcement must be applied to separately.

For more information:

Contact Elaine Wells

emwells@fs.fed.us, 303-541-2507

OUTREACH RESPONSE FORM

Position: GS-0303-03 Information Receptionist

If you are interested in this position, please complete this form and send to: Elaine Wells, emwells@fs.fed.us

Name & Work Address:

Phone Number:

Your Email Address:

Description of Qualifying Experience:

Are you currently a permanent federal employee (PFT or PSE) ____yes ____no
If yes, Name and contact information for current supervisor:

If you are not a current permanent (career or career conditional) employee are you eligible for appointment under any of the following special authorities:
___Person With Disabilities
___Veterans Readjustment
___Former Peace Corps Volunteer
___Pathways Program
___Disabled Veteran w/30% Compensable Disability
___Veterans Employment Opportunities Act of 1998
___Other

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