Arapaho and Roosevelt National Forests and

Pawnee National Grassland

Outreach Notice

Office Automation Assistant
GS-0326-05, Temporary Tour of Duty

Boulder Ranger District - Boulder, Colorado

****** IF INTERESTED, PLEASE RESPOND TO THIS OUTREACH BY 03-18-2013 ******

This temporary Office Automation Assistant, GS-0326-05 position is located on the Boulder Ranger District, Boulder, CO. This position performs a wide range of administrative tasks to support accomplishments of the workforce on the District.

This is a continuously open vacancy announcement for one or more locations throughout the Forest Service. Make sure to choose **Boulder, CO** for the location in USA Jobs through https://www.usajobs.gov . The Open Continuous Recruitment (OCR) for this vacancy is **TEMPOCR-0326-5-CLERK-DT**. This announcement will close March 28, 2013.

Temporary Open Continuous Recruitment:

Employment is expected to begin in late May 2013 and continue through late September 2013. Applicants are encouraged to apply early in the recruitment process. The certificate of candidates will be issued to the hiring unit no sooner than five working days after the opening date of the announcement. Request for the certificate is expected to be on or about March 29, 2013.

The USDA Forest Service has legislative authority to recruit and fill Permanent (Career/Career-Conditional), Temporary, and Term Appointments under the USDA Demonstration Project. Under this authority, any U.S. citizen may apply.

Key Requirements:

- Must be a U.S. Citizen to apply.
- Males born after 12/31/59 must be registered with the Selective Service.
- Must have a profile set up in and apply through https://www.usajobs.gov/
- Must be willing to undergo a background check, which includes finger printing.
- Have the ability to use a computer and work with several different databases and systems.

Major Duties:

- Assists with entering timesheets into payroll program, if needed, for co-workers.
- Assists with timekeeping audits using Microsoft Excel.
- Assists Administrative Assistant with personnel actions, if needed.
- May need to create documents, spreadsheets, and/or informational materials using Microsoft Office programs.
- Mail processing duties as needed.
- Receive data from multiple sources in multiple forms, including Microsoft Outlook email, reviews the data, and processes it to meet a variety of administrative needs.
- Edits material for grammar, capitalization, spelling, punctuation, style, arrangement, and conformance to procedural requirements.
- Identifies and corrects extraneous, erroneous, or missing functions as symbolized or illustrated by codes, which can be revealed on the screen.
- Assists with computing, entering and submitting travel authorizations and/or travel vouchers; follow-up with signatures and approvals submitted through a government travel system and/or fax.
- Assists, if needed, with reviews of personal property documents involving transfer or disposal of items that are required to be of record.
- Assists with determining supplies needed for the office.
- Assists with preparation of necessary requisition/procurement requests, receives, and distributes supplies and special order items; this includes stocking office and janitorial supplies for a small office.
- Some other duties, including but not limited to filing, as assigned.

Should a local fire break out on the District, all personnel are expected to assist as they are able; this position is not expected to fight fires, but duties may include local driving, answering the phone, etc.

Other Information:

Relocation expenses are not authorized.

Bargaining Unit Status: Ineligible.

This position will have a Monday through Friday work schedule, eight hours per day. Tour of duty is temporary full-time, unless unforeseen budget constraints due to the sequestration are implemented.

Government housing for the incumbent (only) may be available depending on start date and availability of space at that time; per day occupancy is $4.90 and is automatically taken out of pay each pay period.

Electronic disbursement of pay is required; frequency of pay is bi-weekly, once every two weeks. The GSA salary table incorporates a locality payment for Boulder, which is currently 22.52% above the Continental U.S. (ConUS) rate. Salary for a GS-05 Step 01 for this vacancy is $33,608.00; this is the current rate (frozen from 2010) for federal employees in the Boulder area.

Veterans' Preference: If claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority, attach your DD-214 (Member 4 Copy) and/or SF-15 Application for 10-point Veteran in the application.

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency's definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM's Career Transition Resources website at http://www.opm.gov/ctap/index.asp.

If you are retired from the Federal Government and are selected for this vacancy, your retirement annuity may be offset from your pay.

Certification of Disability: If you are eligible for appointment based on a disability under the Schedule A hiring authority, this certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any needed reasonable accommodation. You can review additional information at: https://www.opm.gov/disability/appempl.asp.

If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.

How to Apply:

Read the entire announcement and all the instructions before you begin.
You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement; this announcement closes on March 25, 2013.

If applying online poses a hardship, please contact the USA Jobs office well before the closing date for an alternate method. All hardship application packages with supporting documents must be received no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact USA Jobs if you require this for any part of the application and hiring process.

Step1 – Create a USAJOBS account (if you do not already have one) at https://www.usajobs.gov/ . It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2 - Create a Resume within USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3 - Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.
You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

What to Expect Next:

If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgement email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate, after the announcement closes.

Duty Station Information:

The Duty Station for this position is located in Boulder, Colorado. The Boulder Ranger Districts is one of five Ranger Districts on the Arapaho and Roosevelt National Forests and Pawnee National Grassland. The Forest is considered an urban forest because it is close to a large population center along the Front Range including Boulder and Denver. The Forest also has one of the most complex ownership patterns in the country. Key statistics of the Forest include:

- Four ski areas
- Six scenic byways
- 1000 special use permits
- 8500 miles of boundary
- 3000 miles of roads
- 900 miles of trails
- 340,000 acres of private land exists within the forest boundary.

Additional Information about the Forests can be found at http://www.fs.fed.us/r2/arnf/

The Boulder Area:

The City of Boulder, with a population of about 100,000, is nestled against the east side of the Front Range of Colorado's Rocky Mountains. The elevation is 5,348 feet above sea level. Boulder is located 26 miles northwest of Denver and its metro-area population of more than 2.3 million people. Boulder County has about 330,000 residents. Most employees live in one of the small communities around the City of Boulder.

As the 8th largest city in the state, Boulder is a full-service community. Health care facilities and churches are widely available. Entertainment opportunities abound in Boulder and the metropolitan area, with a wide array of restaurants, theater, world-class museums, and sports-and-music venues.

Dual career opportunities exist in the Denver metro area, including a wide variety of federal agencies in easy driving distance. Federal employees stationed in Boulder receive locality pay to offset the cost of living in this location. An average 1-bedroom apartment rents for $940 - $1,175 per month. The median price for single-family homes in most of Boulder County's communities range from $300,000 to $429,000.

There are many institutions of higher learning in the area. The University of Colorado is located in Boulder, and Colorado State University is located just over an hour to the north, in Fort Collins. Several branches of the Front Range Community College are nearby.

Outdoor recreation opportunities in and around Boulder are extensive. Some of the best rock climbing, snowboarding, cross-country and downhill skiing in the country is within one-half to four hours away. Beyond the National Forest, because of strong local commitment to open space, local cities and the County maintain many multi-purpose trails for walking,

running, hiking and biking. Many local communities also have multi-purpose recreation centers and trail networks.

Colorado's Front Range has a semi-arid climate, with approximately 300 days of sunshine per year. Summer highs typically range in the 80s to low 100s with afternoon thunderstorms and pleasantly cool nights. Winter nights are frequently below freezing, but daytime temperatures typically warm to 30 – 60 degrees. Boulder receives up to approximately 150 inches of snowfall per year. Snow typically doesn't last long in Boulder; it usually melts quickly under the bright Colorado sunshine.

Position Information and Contacts:

The purpose of this Outreach Notice is to determine the potential applicant pool for this position.

If interested in this position please contact

Patricia Hatchell, Support Services Specialist

email: pahatchell@fs.fed.us Phone:(303) 541-2527 Fax: (303) 541-2515

Address:

Boulder Ranger District,

2140 Yarmouth Ave., Boulder, Colorado 80301

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OUTREACH DOCUMENTATION

Office Automation Assistant, GS-0326-05, Temporary Tour of Duty
Boulder, CO, Arapaho Roosevelt NFs and Pawnee NG
USDA Forest Service, R2-Rocky Mountain Region
Please respond by March 18, 2013 to:
Patricia Hatchell, pahatchell@fs.fed.us , 303-541-2527

Name: _____

Email Address: _____

Primary Phone Number: _____ Work, Home or Mobile?
Secondary Phone Number: _____Work, Home or Mobile?

Employer: FS Unit_____ Other _____

Location: _____

Tour: Permanent ____ Temporary____ Student/Intern____ Contractor____ Other_____

Current Position Title: _____

Series/grade if Federal Employee: _____

How did you hear about this position? _____

Agency Contact_____ Other_____

If not a current permanent employee, are you eligible to be hired under any of the following special authorities?
_____ Schedule A (Person with Disabilities)
_____ Veterans Readjustment
_____ Veterans w/30% Compensable Disability
_____ Veterans Employment Opportunities Act Of 1998
_____ Former Peace Corps Volunteer
_____ Other _____

Thank you for responding to this Outreach!