

**Rocky Mountain Region
Arapaho and Roosevelt National Forests and
Pawnee National Grassland**



SULPHUR RANGER DISTRICT, GRANBY, COLORADO

**Office Automation Clerk
GS-0326-03 or GS-0326-04**



The Sulphur Ranger District will be filling an Office Automation Clerk position at the Granby, CO location. Tentative season will begin late May and run through late September. This is a temporary 1039 position. This position will be advertised under Open Continuous Recruitment (OCR) concurrently with this outreach period. The vacancy announcement for this position is posted at www.usajobs.gov

The vacancy announcement number is:

Announcement Number	Duty Station	Pay Grade	Job Title
TEMPOCR-326-3-CLERK-DT	Granby, CO	GS-3	Office Automation Clerk
TEMPOCR-0326-4-CLERK-DT	Granby, CO	GS-4	Office Automation Clerk

You must select Granby, CO as the preferred location. Those who wish to be considered for this position must apply to the vacancy announcement by COB April 05, 2013

ABOUT THE POSITION:

The Arapaho and Roosevelt National Forests and Pawnee National Grassland is currently seeking applicants for one Office Automation Clerk, GS-0326-03/04 positions. The duty station for this position is located in Granby, Colorado.

The Sulphur Ranger District is presently looking for a well-organized individual, with good people skills, a team player who is highly motivated and can work independently. The incumbent will be responsible for and assist in performing clerical and office automation duties in support of the Sulphur Ranger District. Major duties may include but are not

limited to using software such as word processing, spreadsheet, email, desktop publishing and database software to create and edit documents, reports, correspondence or perform data entry and the use of related equipment to produce and generate a variety of reports, forms and/or tables. Edit material for grammar, capitalization, spelling, punctuation, style, arrangement, and conformance to procedural requirements. File correspondence, reports and similar material in manual or electronic format. Assist in creating and tracking of bills, determine supplies needed for the office, receive shipments, assist with timesheets, process incoming and outgoing mail, personal property, training and other duties as assigned. The majority of work is in an office environment and may include some heavy lifting. Occasional work outside may be assigned as necessary.

POSITION INFORMATION CONTACT:

Direct questions related to this position to Jodi King, Support Services Supervisor, at 970-887-4136 or jmking02@fs.fed.us

How to Apply: Applicants can go to www.usajobs.gov and enter the announcement numbers (listed above) under **What:** then click **Search**. Click on the **Position Title** link and an **Apply Online** button will become available for creating a profile and applying to the job. Be sure to select Granby, Co as the duty station. If you want to apply to more than one place or grade you will need to apply to each announcement and location listed.

For complete information related to the local communities please use these local chamber of commerce websites: www.granbychamber.com , www.playwinterpark.com , www.grandlakechamber.com , and www.hsschamber.com

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