

## **Visitor Information Services Assistant/GS-1001-04**

### **OCR#TEMPOCR-1001-4-VIS-DT**

Position provides visitor information services for the Vernal Ranger District. Specifically, the position performs routine, repetitive daily activities for visitor center operations including locking and unlocking visitor center facility, turning on and off power to all electrical exhibits and other facility systems, arming the security system, gathering and posting daily road, weather, and other visitor information reports. The position assists in conducting sales for the visitor center gift shop outlet. The position greets visitors and replies to inquiries requesting general information about Forest Service activities, programs and policies. The position distributes publications as requested by telephone and mail inquiries. The position also assists in the quarterly announcement of publications and communicates verbally and in writing regarding the availability of publications. Participates in and supports the completion of specific publication projects with vendors by supporting duties such as maintaining an inventory of publications. Assists in ordering journal reprints for distribution, maintains files of reprint orders and receipts, and maintains file of print orders for Forest Service publications. The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; or driving an automobile, etc. No special physical demands are required to perform the work. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, or libraries. The work area is adequately lighted, heated, and ventilated.

### **About the Forest**

Ashley National Forest has its headquarters in [Vernal](#), Utah; it comprises 1.3 million acres located in the northeastern portion of [Utah](#) and southwestern portion of Wyoming. National Forest System lands are located in three major areas: the northern and southern slopes of the Uinta Mountains, the Wyoming Basin, and the Tavaputs Plateau.

The Ashley National Forest is bordered by the Uintah and Ouray Ute Indian Reservation, the Uinta and Wasatch-Cache National Forests, private property, and lands administered by the Bureau of Land Management and State of Utah. Dinosaur National Monument is located approximately 10 miles east of the Forest.

The Ashley National Forest was established by President Theodore Roosevelt in 1908. Its forest and range lands are protected and managed to ensure timber, grazing, minerals, water, and outdoor recreation for the American people.

The vast Uinta Mountains watershed within the Forest boundary provides vital water supplies for power, industry, farm, and city use in Utah, Nevada, Wyoming, and California. Sheep, cattle, and horses graze under permit on over a half million acres of the Forest each season. Timber is managed in harmony with other resources to insure a continuing supply and a quality environment. Over 2.5 million visitors come to the Forest each year to participate in outstanding outdoor

recreation activities, such as boating, fishing, camping, hiking, backpacking, horseback riding, cross-country skiing, and snowmobiling.

Forest landscape ranges from high desert country to high mountain areas. The elevation varies from a low of 6,000 feet to a high of 13,528 feet above sea level at the summit of Kings Peak.

Topographical diversity and intensive land management has served to protect the visual quality on the Forest. The existing vegetation patterns and the geological formations further add to the aesthetic value. The Forest boundaries include places such as the Sheep Creek Geological Area, the High Uinta Wilderness area, the Green River, and the Flaming Gorge National Recreation Area.

### **About Vernal, Utah**

Vernal has a population of approximately 8,000 people and the surrounding Uinta Basin population is approximately 20,000 according to 2000 census bureau data. The Uinta Basin is greatly influenced by

the oil and gas industry, which is in the middle of a job boom, so the population numbers have noticeably increased over the past 6 years. Vernal is situated in northeast Utah about 35 minutes from the Colorado border (and Dinosaur National Monument) and 1.5 hours south of the Wyoming border. Flaming Gorge National Recreation Area on the Ashley National Forest is a neighboring district that is a good reference point for locating the area since it is easily discernable on most maps. Vernal is approximately 2 hours from ski resorts such as Park City, UT and Steamboat Springs, CO; and approximately 2.5 to 3 hours from cities along the Wasatch front like Salt Lake City and Provo, UT. The Vernal area has year-round recreation throughout the Uinta Mountains and Uinta Basin including fishing, hiking, mountain biking, whitewater rafting, motorized and non-motorized boating, camping, hunting, snowmobiling, cross-country skiing, and more. Vernal city has recreation leagues for sports such as basketball, softball, volleyball, tennis, soccer, and other activities like yoga and table tennis. For more information go to: <http://www.vernalchamber.com/>

### **HOW TO APPLY**

These appointments are temporary seasonal positions. The vacancy announcements/OCR's are posted on USAJOBS at [www.usajobs.gov/](http://www.usajobs.gov/).

To apply for a job, there are four basic steps:

1. Create an account - Enter your profile information and create a resume. Please note that you do not need to create a "My Account" to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.
2. Search jobs - Use basic search to enter in job and location keyword information from the USAJOBS home page or the advanced search function. Review the job opportunity announcements and note those of interest. Carefully review the "Qualification and Evaluation" section to determine whether you will qualify for the position. **You must identify Vernal, UT as the location specific to this position.**

3. Apply for jobs - Carefully follow the instructions in the "How to Apply" section for each announcement. Submit any additional documentation to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action, and/or Veterans' Form DD-214. You may store up to five uploaded or "resume builder" created resumes.
4. Manage Your Career - Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement.

We plan to pull a referral list on May 15, 2013 so if interested please apply by May 13, 2013. This temporary position will run through September 2013. For questions about the job please contact Louis Haynes at (435) 781-5105 or Rena Kanip at (435) 781-5158. Thanks!