

Visitor Information Services Assistant GS-0303-3/4

Two possible openings one located on the Flaming Gorge Ranger District in Manila, Utah and the other in the Ashley Supervisor's Office in Vernal, Utah. The duties of both positions include interacting directly with the public in providing information about recreation opportunities, providing information about the area, issuing permits, maintaining displays and brochures, and providing information about the Forest Service. Specifically, the position is responsible for checkout/sales, customer assistance, or other clerical duties involved in the retail sale of merchandise or stock items, the sale, application and administration of forest product permits; and the performance of office automation work requiring the use of software applications and computer equipment. Other duties may include check in check out monitoring, radio dispatching, office administration and collection/analysis of current recreational data, updating information, and visitors on current conditions. 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. A driver's license is required.

The anticipated start date is late May 2014 with an expected end of season date of September 2014.

Duty Locations: Positions available in Vernal, and Manila UT.

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