



Lassen National Forest OUTREACH NOTICE Quarter 2 PHASE 2, NON-CENTRALIZED HIRING

This is an permanent, full-time opportunity on the Lassen National Forest being advertised during Quarter 2 Phase 2, non-centralized hiring event. Please be sure to respond to the outreach and apply at USAjobs.gov by April 9, 2026 to Wyatt Crum at wyatt.crum@usda.gov. Lassen NF duty station negotiable at Chester, Fall River Mills or Susanville, CA.

Announcement 26-EHT-FIRENC2-FS3129-567DP

Open March 30—April 9, 2026

Administrative Support Assistant (Fire Support) GS-0303-05/06/07

This position is located on a Forest Service unit and serves as the Fire and Aviation Administrative Support Assistant

Major Duties

- Serves as the administrative focal point for training, suppression, prevention, fuels and human resources coordination, budget assistance and general administrative work.

Additional Information

- TRAINING—consists of tracking and coordinating Incident Qualification and Certification System (IQCS), Position Task book, Tracking Needs/Priority spreadsheet, hazmat, CPR/First Responder, National Wildfire Coordinating Group (NWCG) for completion for Forest Training Officer, and Interagency Aviation Training (IAT) documentation
- OFFICE SUPPORT—duties consists of initiating and tracking SF-52s, updating organizational charts, phone lists and emergency contact information, travel voucher input for temporary employees, and worker's compensation coordination and tracking. Provides budget assistance, fleet tracking and mileage input, cell phone coordination, credit card assistance, Fire Management Plan update and coordination, and militia support.

Lassen Fire Program:

The Lassen National Forest is looking for a committed, hardworking, highly skilled workforce to manage the resources of the Forest. Lassen National Forest is comprised of the Forest Supervisors Office and three districts (Almanor, Hat Creek, and Eagle Lake). The Lassen is in cooperation with CAL FIRE, Nor Cal BLM, LVNP, and Lassen County Fire Departments through the SIFC Interagency Dispatch Center. The work is very rewarding and requires talented, skilled people working safely as part of a team in a variety of specialized positions.

About Lassen National Forest and Susanville, CA

Please visit the provided links:

www.fs.usda.gov/lassen.

<http://www.co.lassen.ca.us/>

<http://www.cityofsusanville.org/>

Please utilize the below links to access the Forest Service outreach and employment database.

FS: Internal link to outreach notice

Public: External link to outreach notice

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

**OUTREACH RESPONSE FORM
LASSEN NATIONAL FOREST**

ADMINISTRATIVE SUPPORT ASSISTANT (FIRE SUPPORT) GS-0303-05-06-07

**IF YOU ARE INTERESTED, PLEASE SUBMIT A CURRENT RESUME AND OUTREACH FORM TO WYATT CRUM
AT WYATT.CRUM@USDA.GOV BY **APRIL 9, 2026****

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: {USFS {BLM _____ {OTHER

TYPE OF APPOINTMENT: {PERMANENT {TEMPORARY {TERM
 {VRA {PWD _____ {OTHER

CURRENT: {REGION _____ {FOREST
_____ {DISTRICT

CURRENT: _____ {SERIES _____ {GRADE

CURRENT: _____ {POSITION TITLE

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- PERSON WITH DISABILITIES
- VETERANS RECRUITMENT ACT (VRA)
- DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- FORMER PEACE CORPS VOLUNTEER
- PATHWAYS PROGRAM