

Outreach Notice



FREMONT-WINEMA NATIONAL FOREST

Administrative Clerk (Frontliner) GS-0303-05

PFT Position – one position per location
Supervisor's Office and Lakeview Ranger District
Lakeview, OR

The Position

The Fremont-Winema National Forest is currently outreaching for qualified individuals for our PFT Administrative Clerk (Frontliner) position for the Supervisor's Office and Lakeview Ranger District (one position per location) (GS-0303-05; FS3434).

If interested in this opportunity please complete the outreach form as part of the outreach notice in the national database by **04 November 2019**:

<https://fsoutreach.gdcii.com?id=C807A347C7DD4E78985A88AF3413D8AA>

This position serves as an Administrative Clerk providing program support in a Forest Service unit. The incumbent is also responsible for customer service such as greeting visitors, answering telephones, and responding to both internal and external inquiries. Performs a full range of standard and non-standard assignments, resolving non-recurring problems. Work includes a variety of assignments involving different and unrelated steps, processes, or methods. The incumbent must identify and understand the issues involved in each assignment and determine what steps and procedures are necessary and the order of their performance. Completion of each transaction typically involves selecting a course of action from a number of possibilities. Serves as the Unit Collection Officer selling items such as National Forest maps, special forest products permits, and forest recreation passes in accordance with manual and handbook requirements. Is held accountable for the funds collected. Maintains accountability records as required. Prepares bills for collection and modifications online. Monitors lockbox reports to ensure payment was received and addresses any delinquent or missing payments. Performs other duties as assigned.

Reply by date is 04 November 2019

Hearing impaired applicants may contact (800) 877-8339 for TTY / ASCII (American Standard Code For Information Interchange) access or <http://www.federalrelay.us/tty> for additional contact options. Collect calls will not be accepted. You may also pick up an outreach at the office listed above or at the Supervisor's Office, 1301 South G Street, Lakeview, OR 97630.

Fremont-Winema National Forest Information

Expansive views, dramatic cliffs and solitude are what you'll find in the South Central Oregon Zone. Located in "Oregon's Outback," the area provides the self-reliant recreationist the opportunity to discover nature in a rustic environment. The Zone covers 2.3 million acres ranging from Great Basin Desert to the Cascade Crest.

Located east of the Cascade Mountains in the high-elevation lava tablelands of south-central Oregon, in an area known as the “high desert,” extensive stands of ponderosa and lodgepole pine grow on deep pumice and ash soils, while conifer-covered slopes stretch into the farmlands of the Great Basin, home of vast wetlands. The diverse habitats found in the area support a variety of wildlife—from deer, elk and bighorn sheep, to numerous water and wetland birds, including eagles, osprey, and herons.

More than 300 species of fish and wildlife can be found in the area. Game animals most often hunted include mule deer, Rocky Mountain elk, and pronghorn antelope. Several varieties of trout inhabit lakes and streams, and a few lakes support warm-water fish, such as large-mouth bass. Small populations of some of the larger predators (black bear, mountain lion, and bobcat) and a great variety of nongame species can also be found.

The Oregon-California border marks the southern boundary, while its eastern boundary includes part of the Warner Range. To the north and west, the Forest is bounded by the Deschutes, Rogue, and Umpqua National Forests. Three wilderness areas can be found on the combined forest: Mountain Lakes, Sky Lakes and Gearhart Mountain Wilderness. Picturesque rock formations cap most of the high-elevation ridge tops.

About the Interagency Office

The Fremont-Winema NF Supervisor’s Office (SO) is located on Highway 395, approximately a quarter mile south of the city center of Lakeview. It is housed within the Lakeview Interagency Office (LIO), and operates as part of the “Service First” agreement between the Fremont-Winema National Forest and the Lakeview District, Bureau of Land Management. This agreement allows many resources to be shared between the two agencies.

Employees on the Fremont-Winema work flexible schedules to allow greater opportunities to manage personal time and to find a balance between work and family life. Security measures are in place to insure the safety of all employees. General operating hours for the LIO are 8:00 a.m. to 4:30 p.m. Housing or bunkhouse facilities are not available.

About the Ranger District

The **Lakeview Ranger District** office is located on Highway 395 approximately two miles north of the Lakeview’s City Center. The District encompasses approximately 460,000 acres of land, and is located on the interface between the Great Basin high desert and forested land. Elevations on the District range from 4,130 to 8,446 feet. Habitat on the District ranges from abundant stands of white fir, to drought-tolerant tree species such as juniper and ponderosa pine as well as western white pine, sugar pine, incense cedar and lodge pole pine.

Outdoor recreation opportunities abound on the District! Activities include camping, hunting, fishing, sight-seeing, rock hounding, hang gliding, downhill skiing, cross country skiing, sledding, snowmobile, biking, golfing, wildlife viewing, and bird watching. The desert and mountains are abundant with wildlife such as antelope, mule deer, coyote, elk, rabbit, Big Horn sheep, pheasant, grouse and upland and migratory game birds. Bunkhouses space may be available on the Lakeview RD compound.

About the Community

Lakeview is known as the "Tallest Town in Oregon," standing at an elevation of 4,800 feet. It is located in the high-desert outback of south-central Oregon and serves as the county seat. Lakeview is home to approximately 4,100 citizens including the adjacent areas located outside the town limits (2,294 within town limits). The basic industries have been generated by agriculture and timber resources. The town is surrounded by lands managed by Federal agencies including the Forest Service, Bureau of Land Management, and Fish and Wildlife Service.

Lakeview is a very welcoming, full-service town. There are several locally owned restaurants, a grocery store, clothing, furniture and variety stores, banks and a credit union, beauty salons, motels, community swimming pool, computer dealer and repair shop, gift shop, public library, public golf course, tennis courts, florists, radio station, and more.

Students who are in good academic standing and have successfully completed four years of high school in Lake County have the opportunity to apply for the Collins-McDonald Trust Fund Scholarship or Bernard Daly Educational Fund. These funds can provide up to four years of tuition assistance. For more information, you can go to <http://www.edfed.com/planning-college/>

Lakeview is also serviced by a hospital and clinic complex, 19 churches of all major denominations, two elementary schools, a middle school, and a high school. The local newspaper is the [*Lake County Examiner*](#), which is published weekly. The [*Herald and News*](#) from Klamath Falls is available by subscription as is the [*Oregonian*](#) from Portland.

Real estate is plentiful and reasonably priced. Average three-bedroom, two-bath homes are available in the \$100,000 to \$150,000 price range. Homes in the outlying area with acreage are priced proportionately higher.

Lakeview is located at the intersection of Highways 140 and 395, and travel time is approximately two hours from Klamath Falls, three hours from Bend, three and a half hours from Ashland and Medford, seven hours from Portland, eight hours from San Francisco, and four hours from Reno.

Recreation opportunities include wilderness backpacking, hiking, boating, camping, sailing, fishing, biking, snowmobiling, cross country skiing, horseback riding, hunting, and bird watching. Downhill skiing and sledding opportunities are available locally at the Warner Canyon Ski Area; at Mt. Bachelor Ski Park in Bend, approximately three hours away; Mt. Shasta Ski Area in Mt. Shasta, California, approximately three and a half hours away; and Mt. Ashland Ski Park in Ashland, approximately three and a half hours from Lakeview. Within two and a half hours, you can reach Crater Lake National Park or Lava Beds National Monument.

Lake County Chamber of Commerce

126 North E Street

Lakeview, OR 97630

(541) 947-6040, or toll-free: 1-877-947-6040

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

The purpose of this outreach notice is to inform prospective applicants of this upcoming opportunity and to determine interest in the position. To express interest, please complete the outreach posting in the USDA Outreach Database by following this link:

<https://fsoutreach.gdcii.com?id=C807A347C7DD4E78985A88AF3413D8AA>

Outreach Database responses must be received by **04 November 2019**.

For questions about the Supervisor's Office position, please contact Seana Lammers seana.lammers@usda.gov. For questions about the Lakeview Ranger District position, please contact Rhonda Vickerman rhonda.vickerman@usda.gov.

The Fremont-Winema National Forest is an equal opportunity Employer.

Thank you for your interest!