



Siuslaw National Forest

**OUTREACH NOTICE
Resource Clerk
GS- 1101-4
Siuslaw Supervisors Office
Corvallis, Oregon**



The Siuslaw National Forest Supervisors Office will soon be advertising a **temporary, part-time Resource Clerk, GS-4** position with a duty station of Corvallis, Oregon. The purpose of this Outreach Notice is to inform the potential applicant pool of this position.

If you are interested in this position please complete the attached **Outreach Response Form** and return it to Brenda Barton, Timber Contracting Officer at brenda.barton@usda.gov via email or fax number: (541) 750-7014. Please return no later than **March 8, 2020**.

ABOUT THE POSITION

The purpose of the work is to provide broad technical administrative support to Timber Sale activities for the Forest.

The efficient operation of the incumbent affects the overall operation of the Forest, relieving the staff of considerable routine and technical paper work, and providing prompt and accurate support to work programs.

Major Duties:

Maintains log load receipt manifests and contract folders.

Provides clerical work in support of Timber Sale Accounting Center (TSAC) business management operations.

Files general correspondence and reports for timber.

Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists.

May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.

Transmits, receives, and acknowledges electronic mail and messages and makes distribution.

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- Knowledge of Business Management Resource functions to discern errors in content and format of the varied contract or use documents and knowledge of legal procedures such as signing authorities.
- Skill in operating office automation equipment such as a word processor, microcomputer, or computer terminal, and related equipment such as printers and modems, using a standard typewriter style keyboard with additional function keys to produce work accurately and effectively.

GENERAL EXPERIENCE AND EDUCATION REQUIREMENTS:

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

Grades	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-3 ----- All positions	6 months	None	High school graduation or equivalent ----- 1 year above high school
GS-4 All positions	1 year	None	2 years above high school

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

ABOUT THE SIUSLAW NATIONAL FOREST

The Siuslaw National Forest headquarters is located in Corvallis, Oregon. The forest lies about 20 miles west of Corvallis and encompasses a little over 600,000 acres stretching from Hebo to the north along the Pacific Coast, south to the Oregon Dunes National Recreation Area (covering 30,000 acres). The Forest spans both east and west sides of the Oregon Coast Range with the highest point being Marys Peak at 4,097 feet, offering panoramic views of the Willamette Valley, Cascades and

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Coast ranges.

Commodities include high quality water, abundant fisheries and wildlife, and a diversity of forest products. The Forest has 3,200 miles of perennial and 5,000 miles of intermittent streams used by anadromous fish. There are three wilderness areas, covering 22,500 acres and 132 miles of hiking trails within the forest. Outstanding recreation opportunities abound, including exploring a diversity of coastal environments, hiking, sand dune OHV riding, camping, and fishing.

Forest program focus is on the following priority items: 1) Create healthy old-growth forest habitat; 2) Provide coastal recreational experiences; 3) Nurture partnerships leading to whole watershed restoration, including streams, wetlands, and aquatic species.

For more information on the Siuslaw National Forest, visit the website: www.fs.fed.us/r6/siuslaw.

FOR MORE INFORMATION about the Siuslaw National Forest, please visit our web site at: <https://www.fs.usda.gov/Siuslaw>

There are many internet resources for additional information about this amazing place to live and work. Here are a couple:

- Chamber of Commerce Website:
 - Link: www.corvallischamber.com

FOR MORE INFORMATION about this vacancy please contact:

Brenda Barton
Timber Contracting Officer
(541) 750-7194
brenda.barton@usda.gov

Siuslaw National Forest Outreach Response Form

Due: March 8, 2020

Attn: Brenda Barton
Title of Position: **Resource Clerk**
Pay Plan, Series, Grade: **GS 1101-04**

Response Information:

Name:
E-mail Address:

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Phone:

Are you a current federal employee? Yes _____ No _____

Agency _____

Location _____

Current Position, Series, and Grade _____

Fire qualifications: _____

Do you qualify for any of the following programs? If so, please check the box that corresponds to your affiliation.

- VRA** – Veterans Recruitment Appointment Authority (disabled veterans, veterans who served in a declared war, or in a campaign for which a campaign badge has been authorized, or awarded a Armed Forces Service Medal, and separated from active duty in the past 3 years)
- Military Spouse Hiring Authority** (Military spouses eligible under Non-competitive Appointment of Certain Military Spouses do not have a hiring preference; however, this appointing authority does provide for non-competitive entry into the competitive service. There are three categories that determine eligibility: those who are relocating with their service-member spouse as a result of permanent change of station (PCS) orders, spouses of service members who incurred a 100% disability because of the service member's active duty service, and spouses of service members killed while on active duty.)
- VEOA** – Veterans Employment Opportunity Authority (Veterans who qualify for Veterans Preference Points based on their service will receive either 5 or 10 points on their civil service examination or experience and education evaluation. These points can place you higher on the list than other applicants. Many veterans who qualify for Veterans Preference Points also have Protected Veterans Status, which can be helpful in certain hiring situations. Also allows eligible veterans to apply for merit promotion vacancies otherwise not open to external candidates without career status)
- Prior AmeriCorps/VISTA** (persons are granted a one-year period to be non-competitively appointed to a normally competitive Federal position after leaving the Peace Corps or AmeriCorps VISTA with a certification of eligibility)
- 30% Disabled Veterans Appointing Authority** (disabled veterans who were retired from active military service with a 30% or more disability rating; disabled veterans rated by the Veterans Affairs as having a compensable service-connected disability of 30% or more)
- Prior Peace Corps** (former Peace Corps volunteers who have satisfactorily completed 3 years of continuous service into career or career-conditional permanent positions)
- Schedule A Certification –Person that qualifies using a hiring authority certificate** (persons with physical or mental disabilities certified by a licensed medical professional, Veterans Administration or a State Rehabilitation Agency to be eligible that possesses a signed letter of verification)

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- Reinstatement Rights** (agencies may reappoint people previously employed under a career or career-conditional appointment by reinstatement to a competitive service position)
 - Pathways Student Hiring Authority** (Pathways Internship or Recent Graduate having program completion letter signed by the unit in which their requirements were met)
 - Resources Assistance Direct Hiring Authority** (The Resource Assistants Noncompetitive Hiring Authority grants individuals who have successfully completed the requirements of their Resource Assistants Program the ability to apply to internal merit announcements. Individuals must be U.S. Citizens and may be appointed to General Schedule positions on a permanent basis in the competitive service. While this is called a noncompetitive hiring authority, it does not provide a candidate an entitlement to federal employment or enable a candidate to be selected without merit based competition. It is at the discretion of the hiring agency and manager whether to hire an eligible candidate listed on a merit certificate under this authority.)

Instructions:

Attach resume, supporting documentation (program affiliation documents, DD-214s, college transcripts, Schedule A certificate, references, etc.), veteran disability rating letter and any other information you'd like considered during this process.

Please also complete the questions on the following page.



*USDA Forest Service
Pacific Northwest Region
Siuslaw National Forest*

FY20

Please completed the following questions:

Brief describe why you are a qualified candidate:

Describe skills and experience:

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