

USDA Forest Service

Pacific Southwest Region

Outreach Notice

Klamath National Forest

Goosenest Ranger District



Administrative Support Assistant

GS-0303-05

Permanent Full-Time

The Klamath National Forest is currently seeking a candidate for a **permanent full-time** position as an **Administrative Support Assistant, GS-0303-05** position located at the Goosenest Ranger District in Macdoel, California. The purpose of this Outreach Notice is to inform prospective applicants of this upcoming opportunity and made decisions on how this position will be filled. If you're interested in the position, please fill out the enclosed outreach response form and email it, along with an updated resumé, to katherine.lawson@usda.gov by **8/21/2019**. Be sure to check the boxes for the hiring authorities that you plan to apply under.

Please contact **Katherine Lawson** at katherine.lawson@usda.gov or 530-398-5762 with questions.

*****Although not mandatory, responses from Outreach Notices help us determine how to advertise the position and which candidates will be considered. If interested, your response is greatly appreciated.*****

DUTIES ASSOCIATED WITH THIS POSITION:

- Supports and assists with a full range of purchasing and procurement needs of the unit. Requisitions office supplies, equipment, forms, printing services, maintenance services, etc. as required. Resolves non-recurring problems.
- Initiates and oversees a variety of personnel processing activities.
- Receives and distributes supplies and special order items, reconciles purchases within the appropriate database in a timely manner.
- Uses IAS requisitioning tool for requisitioning district purchases above purchase card limits
- Maintains procurement/purchasing files in accordance with Federal regulations and agency directives and ensures procurement documentation is signed and attached.
- Receives visitors and handles calls of a routine nature, such as locations of key personnel and recreation opportunities. Has extensive knowledge of all other District activities and can answer inquiries regarding these. Responds to non-technical requests for information regarding office functions, status of reports, and other information as needed. Difficult, technical, or special questions are referred to the appropriate District Staff.
- Receives data from multiple sources in multiple forms, reviews the data, and processes it to meet a variety of administrative needs. Examines documents and data for completeness, discrepancies, and other special requirements. Enters it into existing or newly developed databases using the appropriate software systems.
- Receives, reviews, analyzes, and controls incoming correspondence, including mail, faxes, and routine and controlled documents.
- Reviews outgoing correspondence prepared in the official Correspondence Database submitted for supervisor's signature for grammatical accuracy and conformance with policy, and discusses deviations or discrepancies with the author. Establishes and maintains the unit's files in hardcopy and/or electronic format as required.

- Responsible for timesheets, leave audits, and posting time for employees on fires or other assignments and assisting supervisors in their temporary hiring.
- Keeps all District employees informed of personnel policies and regulations, such as leave, compensation for injury, retirement, promotion, etc.
- Reads and keeps apprised of organizational and Agency-wide directives and procedures in order to be aware of changes and new requirements affecting the work of the organization.
- Serves as unit file manager
- Serves as collection officer for to sell such items as National Forest maps, Christmas tree permits, 2400-4's (Forest Product Sale Permits), and Interagency Pass's in accordance with manual and handbook requirements. Performs accounting, balancing, reconciling, and accurate record keeping of funds collected. Is held accountable for the funds collected.
- Provides visitors with detailed information in the areas of various permits and pass requirements, trip planning, local area information, and ecological and wilderness information.
- Manages data and prepares rental agreements in Quarters Management Inventory System (iQMIS).
- Updates and maintains personal property and quarters electronic and hard copy records.

ABOUT THE FOREST:

The Klamath National Forest covers an area of 1,700,000 acres located in Siskiyou County in northern California and Jackson County in southern Oregon. The Forest is divided into two sections separated by the Shasta Valley and the Interstate 5 highway corridor. In the mountains to the west, the terrain is steep and rugged while the east side has the relatively gentler, rolling terrain of volcanic origin. With elevations ranging from 450 to 8,900 feet above sea level, the Forest is one of America's most biologically diverse regions, situated in a transition region between the hotter and drier areas of the south and the colder and wetter locale of the north.

This central position of the Klamath in relation to the Cascades, Sierra Nevada, Coast Range and the Great Basin has fostered complex climatic patterns and led to an unparalleled diversity of plant life found nowhere else in California. More species of conifers live near or in the Klamath's Marble Mountain and Russian Wilderness Areas than anywhere else on earth. An astounding 17 conifer species co-exist within one square mile! The Forest is also home to one plant that lives nowhere else on earth, the Siskiyou Mariposa Lily.

The program of work for the Forest is centered on the restoration of fire adapted ecosystems. We have an active and strongly integrated vegetation management and fuels program that works to protect communities, infrastructure and critical wildlife and fisheries habitat. We work with local communities, Fire Safe Councils, and interested groups and individuals in developing projects using Healthy Forest Restoration Act authorities. In 2010, the Forest was honored to be recognized as having treated the greatest amount of hazardous fuels reduction acres in the Pacific Southwest Region.

The appropriate management of naturally occurring wildfire across the Forest is also an important program component. The Klamath is known as a leader in using wildfire to benefit landscape conditions as well as having a highly skilled and experienced fire suppression workforce.

The Forest includes all or part of five wilderness areas: Marble Mountain, Russian, Trinity Alps, Red Buttes and Siskiyou. Trailheads are numerous and hikes range from easy to arduous. There are 200 miles of river system for rafting and 152 miles of wild and scenic rivers in the Forest. The Forest has 28 campgrounds, and world-class hiking, fishing and wildlife viewing. With the Klamath, Salmon, and Scott Rivers meandering from one end of the Forest to the other, recreationists have found a playground that offers virtually everything (except crowds) to the outdoor enthusiast.

The management of area streams and rivers, and range, botanical, heritage, cultural and mineral resources rounds out the active and interesting programs included on the Klamath.

More information on the Klamath National Forest is on our website: <http://fs.usda.gov/klamath/>.

ABOUT THE COMMUNITY:

The Goosenest District Ranger Office is located in the beautiful Butte Valley, 4 miles south of Macdoel, California on State Highway 97 in Siskiyou County, California. The office is 35 miles south of Klamath Falls, Oregon and 15 miles south of Dorris, California. Most of the district staff commute from Klamath Co. OR, Dorris, CA, Lake Shastina, CA, Weed, CA or Yreka, CA as there is little housing available in Macdoel. The total population of Butte Valley is about 2,500 and the population of Klamath County, Oregon is around 63,000. The cost of living in this area is lower than the national average making this area very appealing to potential residents and businesses.

The Goosenest Ranger District administers 341,000 acres of the total 514,000 acres within the district boundary. Of the remaining acreage, the Butte Valley National Grassland, designated in 1991, is on 18,500 acres. This is a district with a very active vegetation management, wildlife and ecosystem restoration program.

The district enjoys sunshine on the average 275 days per year. The elevation is 4,300 feet which produces a high, dry climate. Winter snowfall is normally light and melts quickly. The average annual temperature is 48 degrees F and average annual precipitation is 14 inches. The average high temperature in July is 80 degrees F, with the average low in January 22 degrees F.

Recreational opportunities and facilities are abundant in the Butte Valley. The Goosenest Ranger District has 3 campgrounds. The most popular is Juanita Lake, covering 40 acres with 23 units. Martin's Dairy and Shafter Campgrounds are also available on the district. Medicine Lake, east of the district on the Modoc National Forest, covers 600 acres with 73 campsites available. These Forest Service campgrounds are usually crowded in the summer and fall months. For winter recreation, there are 2 snowmobile parks available. Deer Mountain Snowmobile Park is on Forest Road 42N12 on the Pomeroy and Deer Mountain roads and the Four corners Snowmobile Park is on Forest Road 45N05 off of the Davis Road. Juanita Lake Campground offers a fully groomed cross country ski trail.

The wide variety of wildlife draws a large number of hunters to our area. Mule and black-tailed deer, along with bands of antelope, are seen throughout the year. Butte Valley lies in the major stopping off place for waterfowl in the Pacific Flyway. At the peak of migration (October), the numbers of waterfowl are estimated between 3 to 4 million birds. The Lower Klamath Refuge (bordering the District) and the Butte Valley Wildlife Area are 2 of the wildlife refuges in our area. Bird watchers and photographers enjoy Canada Geese, many species of ducks, bald and golden eagles, goshawks and swans, just to name a few.

Forest Service employees on the workforce reduction placement system list will receive priority consideration and CTAP/ICTAP candidates will receive the appropriate consideration.

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OUTREACH INTEREST FORM

Administrative Support Assistant

GS-0303-05

Klamath National Forest

Goosenest Ranger District

Please respond by **8/21/2019**

If you are interested in this position and would like notification of the job announcement when it is issued, please complete this Outreach Interest Form and email, along with an updated resumé, to katherine.lawson@usda.gov. If you do not have email, complete the form and mail to: Klamath National Forest, Attn: **Katherine Lawson**, 37805 Highway 97, Macdoel, CA 96058.

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 IF APPLICABLE

CURRENT POSITION TITLE

WHERE DID YOU HEAR ABOUT THIS VACANCY

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 (SCHEDULE A APPOINTING AUTHORITY)
- ☐ VETERANS RECRUITMENT APPOINTMENT (VRA)
- ☐ 30% OR MORE DISABLED VETERAN
- ☐ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998, AS AMENDED (VEOA)
- ☐ FORMER PEACE CORPS VOLUNTEER
- ☐ PATHWAYS PROGRAM (STUDENTS, RECENT GRADUATES, AND PMF)
- ☐ LAND MANAGEMENT WORKFORCE FLEXIBILITY ACT (LMWFA)
- ☐ OTHER

Submission of this form is voluntary. Thanks for your interest!