



*USDA Forest Service
Pacific Northwest Region*

*Siuslaw National Forest, Central Coast Ranger District/
Oregon Dunes National Recreation Area*

OUTREACH NOTICE

**Information Receptionist, GS-0304-04
Siuslaw National Forest
Central Coast Ranger District
Oregon Dunes National Recreation Area
Waldport, Oregon**

The Central Coast Ranger District-Oregon Dunes National Recreation Area will soon be advertising one permanent, part time Information Receptionist, GS-0304-04. The duty station is Central Coast Ranger District Waldport, Oregon. Local commuting area only. The purpose of this Outreach Notice is to inform the potential applicant pool of this position. Please return the attached Outreach Response Form to Joe Carty at the Central Coast Ranger District Office in Waldport by November 20, 2009.

APPLICANT INFORMATION:

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at www.usajobs.gov

ABOUT THE POSITION:

The Central Coast Ranger District-Oregon Dunes National Recreation Area is seeking an individual with a superior work ethic, a genuine concern for efficiency, teamwork, and prompt courteous customer service to join our team of Frontliners. Job tasks include:

- Receive and direct calls and visitors using good host techniques.
- Provide information and assistance to the public about the organization, its functions, activities and personnel.
- Provide routine information; answer a wide variety of inquiries, evaluating questions to determine most appropriate information available or provide alternatives.
- Provide information about rules related to recreation and harvesting of forest products.
- Serve as Collection Officer: sell forest product permits, recreation passes, and maps in accordance with requirements. Maintain corresponding accountability records.
- Prepare Bills for Collection, transmitting accountable records and funds to Unit Collection Officer.
- Order and maintain informational literature for public distribution.
- Provide a wide range of clerical support to various operational staff.

THE DUTY STATION:

The position will be stationed in Waldport, Oregon. Applicants must apply to this location if they wish to be considered. Local commuting area only. Transfer of Station (TOS) funding is not authorized.

Further information about the Siuslaw National Forest is at: www.fs.fed.us/r6/siuslaw/

Further information about the town of Waldport is at: www.waldport.org/

For more information about this vacancy please contact Joe Carty at jcarty@fs.fed.us or by phone at (541) 563-8415.

USDA-Forest Service is an equal opportunity employer and provider.



*USDA Forest Service
Pacific Northwest Region*

*Siuslaw National Forest, Central Coast Ranger District/
Oregon Dunes National Recreation Area*

Siuslaw National Forest Outreach Response Form

Attn: Joe Carty

Title of Position: Information Receptionist

Pay Plan, Series, Grade: GS-0304-04

Response Information

Name:

E-mail Address:

Phone:

Are you a current federal employee? Yes _____ No _____

Agency _____

Location _____

Current Position, Series, and Grade _____

Status (Permanent or Temporary Appointment) _____

Describe skill level and interest:

USDA-Forest Service is an equal opportunity employer and provider.