



OUTREACH NOTICE
MALHEUR NATIONAL FOREST
Supervisor's Office
John Day, Oregon

"Caring for the Land and Serving People"



GS-1001-04/05, Visitor Services Information Assistant
Permanent Full Time

The purpose of this Outreach Notice is to inform prospective applicants of this upcoming opportunity for a GS-1001-04/05, Visitor Services Information Assistant position on the Malheur National Forest, Forest Supervisor's Office, John Day, Oregon. To express interest in this position, please complete the Outreach form and return it to Pattie Hammett at phammett@fs.fed.us by the close of business on September 18, 2009. For more information call Pattie Hammett at (541) 575-3144.

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

The vacancy announcement will use the "open continuous roster" process, which means an announcement for those interested in Visitor Services Information Assistant positions **is open continuously, and you should apply now through USAJOBS (<http://www.usajobs.opm.gov>)**. The announcement numbers are **ADS07-R5-INFOASST-0405G and/or ADS07-R5-INFOASST-0405DP (for those interested who are not, or never have been, a career or career-conditional federal employee – including military applicants, you will need to apply to the announcement number ending with "DP")**. Applicants need to indicate **John Day, Oregon** as one of their geographic locations in order to be considered for this position. **To ensure consideration, you need to apply for this position by the close of business on September 17, 2009** as we plan to request a list of qualified candidates (referral list) after that date.

Please indicate John Day, Oregon as the duty station.

Outreach will run concurrently with vacancy

To receive a hard copy application, call 1-877-372-7248.

This web-based application provides individuals interested in employment opportunities with the Forest Service to apply for jobs.

THE POSITION:

SUMMARY OF DUTIES AND RESPONSIBILITIES: This position works directly for the Public Affairs Specialist. The position serves as the Malheur National Forest Supervisor's Office (SO) information assistant responsible for walk-in, phone, and written requests for forest information. Information duties include: informational displays, publication and brochure maintenance and inventory, serves as a collection officer for all forest products and maps sales and includes inventory of sales products, preparing and presenting programs at grade schools, community events, etc. Also sells "Discover Your Northwest" items, maintains accountability records as required, and transmits cash to NWIA representative. This position also provides occasional routine office support to SO staff and employees.

The incumbent must be able to interact well with public/employees. Have excellent customer service skills and attention to detail, as well as good computer skills and knowledge of Microsoft Office programs (Word, Access, Excel).

LOCATION:

The position is located at the Supervisors Office in John Day, Oregon on State Highway 26.

ABOUT THE AREA:

John Day is a full service community (schools, secondary education opportunities, hospitals and various medical personnel, gas stations, swimming pool, restaurants, etc.). John Day is approximately 150 miles east of Bend, Oregon, and approximately 180 miles west of Boise, Idaho. Temperatures range from -20 to 100 degrees during their respective seasons.

The community has a hospital, 2 medical clinics, ambulance service, home health, hospice, 3 family practitioners, 2 nurse practitioners, visiting specialists on a regular schedule, 2 dentists, orthodontist, optometrist, assisted living center, a pharmacy, residential care, senior services, etc.

The upper John Day River valley is home to the majority of the 8,000 residents of Grant County. John Day/Canyon City constitute the primary population "center" (est. population 2,500) and county seat. It is a full service community with 2 medical clinics, ambulance service, home health, hospice, 3 family practitioners, 2 nurse practitioners, visiting specialists on a regular schedule, 2 dentists, orthodontist, optometrist, assisted living center, a pharmacy, residential care, senior services, city swimming pool and historical museums.

The communities exhibit a rural culture due to their geographic isolation from urban areas. The closest urban centers include Bend, Oregon (3 hours to the west, Boise, Idaho (3 1/2 hours to the east), and Portland, Oregon (4 1/2 hours to the north).

FOREST OVERVIEW:

The Malheur National Forest is nestled among the majestic Blue Mountains of Eastern Oregon, encompassing more than a million and half acres of wilderness, grasslands, forest, and riparian ecosystems. The Malheur National Forest affords unique opportunities for quality of home life, recreation, personal development, and challenging work assignments.

The Malheur National Forest encompasses nearly a million and a half acres of wilderness, rangeland, and general forest in the majestic Blue Mountains of eastern Oregon. It sustains a diversity of vegetation ranging from juniper-sagebrush woodlands and bunchgrass grasslands to high elevation alpine forests of sub-alpine fir and white bark pine. Extensive tracts of Ponderosa pine, western larch, Douglas-fir, Grand fir and Lodgepole pine forests occur between the juniper/grassland foothills and alpine peaks. Elevations range from 4,000 feet to 9,038 feet at the top of beautiful Strawberry

Mountain. The majority of the Forest lies in Grant and Harney counties. State Highway 395 bisects the Forest north-to-south and State Highway 26 from east-to-west. The Forest has three ranger districts at this time – Blue Mountain Ranger District, Prairie City Ranger District, both on the northend, and the Emigrant Creek Ranger District to the south.

GOVERNMENT HOUSING IS NOT AVAILABLE.

For more information on the area, you may contact the Chamber of Commerce at: (541) 575--0547 or website - <http://www.grantcounty.cc>

Thank you for your interest in our Vacancy!

**USDA Non-Discrimination Statement
Revised 6/8/2005**

“The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202)720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.”

MALHEUR NATIONAL FOREST
OUTREACH NOTICE FORM
POSITION TITLE: Visitor Services Information Assistant
UNIT: Supervisor's Office, John Day, Oregon

NAME:	
E-MAIL ADDRESS:	
MAILING ADDRESS:	
STREET ADDRESS:	
CITY, STATE, ZIP CODE:	
TELEPHONE:	

CURRENT STATUS:

Agency:	<input type="checkbox"/> USFS	<input type="checkbox"/> BLM	<input type="checkbox"/> Other			
Type of Appointment:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Term	<input type="checkbox"/> VRA	<input type="checkbox"/> PWD	<input type="checkbox"/> Other
Region:						
Forest:						
District:						
Series:						
Grade:						
Position Title:						

If you are not currently a permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities?

People with Disabilities	<input type="checkbox"/>
Veterans Readjustment Authority	<input type="checkbox"/>
Disabled Veterans w/30% Compensable Disability	<input type="checkbox"/>
Veterans Employment Opportunities Act of 1998	<input type="checkbox"/>
Former Peace Corps Volunteer	<input type="checkbox"/>
Student Career Experience Program	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please return your completed Outreach Notice form to Pattie Hammett by **March 29, 2008**

Email:	phammett@fs.fed.us
Subject:	Visitor Services Information Assistant
Surface Mail:	Malheur National Forest Attn: Pattie Hammett PO Box 909 John Day, OR 97845