

The Stanislaus National Forest is currently conducting outreach for a Temporary ARRA Program Support Clerk GS-303-5. This position is located in the Supervisor's Office in Sonora, CA.

Job Duties include: Assist Forest project leaders by gathering needed documents and maintaining Economic Stimulus project files. Keep files organized and up-to-date and in a central place.

Skills Needed: Organization, filing, telephone skills.

Other Requirements: must be at least 18 years of age and a U.S. Citizen.

Salary/Tour of Duty: \$14.74/hour. Full-time work (40 hours/week).

Location: Sonora, California in the Sierra Nevada Mountains just north and west of Yosemite National Park, along Highways 4, 108, and 120. Please note: Forest Service housing is not available.

Dates of Available Work: November 2009 through September 2010.

Please share this opportunity within your network or with others you know may be interested. For further information on this position, or to express your interest in this position, please contact Kathy Burnett @ 209-965-3434 X5313.

Individuals who are interested in this position, are asked to complete and send the attached Outreach Reply Form to kburnett@fs.fed.us by 9/14/09.

Please Respond by: 9/14/2009

OUTREACH REPLY FORM

Pacific Southwest Region, USDA Forest Service
Stanislaus National Forest
ARRA Administrative Support Clerk, GS-0303-5
Supervisor's Office Ranger, Sonora, CA

If you are interested in this position, please complete this form describing your current status and return it, by one of the following to:

Mail: Kathy Burnett
#1 Pinecrest Lake Rd
Pinecrest, CA 95364
209-965-3434 x 5313
Email: kburnett@fs.fed.us

Name: _____ Email: _____

Mailing Address _____

Telephone Number _____

Current Agency Employed With: _____ USFS, _____ BLM, _____ Other _____

Type of Appointment ___ Permanent ___ Temporary ___ Term
 ___ VRA ___ PWD ___ Other

Current Region/Forest/District: _____

Current Series and Grade: _____

Current Position Title: _____

If you are 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
- _____ Veterans Readjustment
- _____ Disabled Veterans with 30% compensable disability
- _____ Former Peace Corps Volunteer
- _____ Student Career Experience Program
- _____ Other

Submission of this form is voluntary--Thank you for your interest in our vacancy!