

Outreach Notice

Shasta-Trinity National Forest



Join our team on the Shasta-Trinity National Forest!

Business Management Assistant

GS-0303-06

The Shasta-Trinity National Forest is seeking a dynamic member to join our Forest Business Team. The duty location is Redding, California. If interested in this position, please send completed outreach form to Marilyn Loughrey at mloughrey@fs.fed.us by **March 15, 2012**.

Duties:

Serves as Business Management Assistant providing advice and counsel in a wide variety of administrative areas. Performs clerical and technical tasks involving both procedural and substantive processing of transactions in support of administrative and resource programs and activities for the Supervisor's Office.

Forest:

The Shasta-Trinity National Forest, located in north central California, is the largest national forest in California and provides some of the highest quality fish and wildlife habitat in the Pacific Northwest. It is comprised of 2.1 million acres ranging in elevation from 1,000 feet to 14,162 feet at the summit of Mt. Shasta. This forest encompasses five wilderness areas, hundreds of mountain lakes and more than 6,000 miles of streams and rivers. In addition, there are wild and scenic rivers, national trails and scenic byways and a National Recreation Area. For further information on the forest, please see www.fs.usda.gov/stnf

Community:

The Headquarters for the Shasta-Trinity National Forest is located in Redding, California, a full service community of over 100,000 people. Redding is located along Interstate 5 and has a fine variety of medical facilities, schools including Shasta College, restaurants, retail stores, museums and a variety of housing opportunities. Cultural and outdoor recreational activities include music, art, fishing, rafting, skiing, hiking, sailing, swimming and much more. The climate in the Redding area is generally moderate though summer temperatures can be very hot. Housing is readily available with an average 3-bedroom house selling for about \$200,000. Rent for 2-bedroom apartment ranges from \$600 to

\$1,000 a month, 3-bedroom house ranges from \$800 to \$1,450 a month. Government housing is not available.

www.cityofredding.com

<http://www.reddinganesthesia.com/redding/>

<http://www.redding.com/>

For any technical questions regarding the above position, please contact:
Jim Horton at (530) 226-2505 or by email at jhorton@fs.fed.us

For additional information, contact: Marilyn Loughrey, Civil Rights Officer at (530)-226-2367 or by email at mloughrey@fs.fed.us

SHASTA-TRINITY NATIONAL FOREST Outreach Form



NAME: _____

DATE: _____

POSITION INTERESTED IN: BUSINESS MANAGEMENT ASSISTANT GS-0303-06 _____

IBM OR INTERNET ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

CURRENT EMPLOYER: _____

CURRENT REGION/FOREST/DISTRICT: _____

TYPE OF APPOINTMENT: _____

(IF USFS) SERIES AND GRADE: _____

CURRENT POSITION TITLE: _____

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY? _____

IF NOT A CURRENT PERMANENT (CAREER OR CAREER-CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE REHIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

- PERSONS WITH DISABILITIES
- VETERANS READJUSTMENT
- DISABLED VETERANS WITH 30% COMPENSABLE DISABILITY
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- FORMER PEACE CORPS VOLUNTEER
- STUDENT CAREER EXPERIENCE PROGRAM
- OTHER:

THANK YOU FOR YOUR INTEREST IN OUR VACANCY!