

# **Outreach Announcement**

## **Visitor Services Information Assistant**

### **GS-1001-4/5**

Summit Ranger District – Stanislaus National Forest



The Summit Ranger District of the Stanislaus National Forest is seeking to fill a GS-1001-4/5 Visitor Services Information Assistant position. This position is permanent seasonal, 18/8 (18 pay periods in pay status, 8 in non-pay status).

#### **Duties of the position:**

This position works at the front desk of the Summit Ranger District office. Provides customer service to internal and external customers. Serves as work group leader coordinating front desk work activities and scheduling. Performs routine front desk operational duties including opening and closing the office; updating weather and road condition reports; and maintaining informational boards. Personally greets visitors and independently replies, either verbally or in writing, to phone and mail inquiries requesting general information about Forest Service activities, programs, and policies. Coordinates informational services with the other Stanislaus National Forest Districts to ensure consistent information delivery to the public.

Maintains an inventory system for maps, handouts, and other publications for public distribution. Serves as a Collection Officer for the sales of Forest Service and other interpretive association products.

Aids and assists in the preparation of informational material. Provides maintenance services for the Forest Internet web site including developing graphic design and layout of electronic documents, inputting information into web pages, and maintaining the web site infrastructure.

Participates in interpretive programs to public schools and other groups. Makes suggestions and provides information for educational presentations.

Possess good communication and organization skills; ability to accurately handle and account for money; and ability to work independently as well as with a team in a close working environment.

## **About the District**

The Summit Ranger District Office is located in Pinecrest about 30 miles east of Sonora on Highway 108 at the intersection with Pinecrest Lake Road, at 5800' elevation. The nearest full service community to the Summit Ranger District is the city of Sonora, 30 miles west of Pinecrest on Highway 108. It serves as the county seat for Tuolumne County (<http://www.tuolumnecounty.ca.gov/>). The Tuolumne County Chamber of Commerce website (<http://www.tcchamber.com/index.php>) is quite informative. Sonora contains a full compliment of goods and services (Wal-Mart, Orchard Supply, Lowes, PetSmart, Safeway, etc.), one hospital, a junior college, an airport, public transportation, county fairgrounds, four theaters, a cinema, many restaurants and much more. A good source of community information can be found on the website maintained by the local newspaper ([www.uniondemocrat.com](http://www.uniondemocrat.com) or [www.mymotherlode.com](http://www.mymotherlode.com)).

The Pinecrest area is a resort community that includes the Pinecrest within the US Forest Service administered Pinecrest Recreation Area, Strawberry and the subdivisions of Peter Pam, Cold Springs, Dymond's Strawberry Ridge and Leland Meadows. The year-round population of the area is approximately 450. It swells to around 7500 during the summer months with the influx of recreation users and forest visitors. On some peak holidays, over 10,000 visitors can be within the Pinecrest Recreation Area alone. The area has three restaurants, one café, two small grocery stores, two post offices, a small branch library and a mini-mart/gas station. Although there are no churches in the Pinecrest area, during the summer months an all denominational service is held every Sunday at the Pinecrest Amphitheater.

## **Housing**

Housing opportunities in the Pinecrest area are limited. Some rental homes are available, but due to the recreational nature of the area, are mostly rented for weekends or short duration. Many rentals are available from 10 to 30 miles away from Pinecrest, in Sugar Pine, MiWuk Village, Twain Harte, Soulsbyville and Sonora. Good information on availability and cost can be obtained from local real estate and property management firms in the area. For more information, call Tuolumne County Realtors at (209) 532-3432 (<http://tcrealtors.org>).

## **Local community**

The local elementary school (K-8) is located three miles west of Pinecrest. There are two public high schools serving this area, one in Sonora and one in Tuolumne. Bus service is provided for all the schools as well as some private schools in the area.

<http://www.greatschools.net/schools.page?city=Pinecrest&state=CA>

<http://www.greatschools.net/city/Sonora/CA>

<http://www.greatschools.net/city/Tuolumne/CA>

Sonora is a full service community with one hospital, shopping, recreational activities, theatres, dining. More information on the community may be found at: <http://www.tcchamber.com>

For additional information or to express interest in the position, please contact: Karen Uhri at (209) 965-3434 x 5318 or email [kuhri@fs.fed.us](mailto:kuhri@fs.fed.us).

**Please Respond by: 4/14/2014**

**OUTREACH REPLY FORM**

Pacific Southwest Region, USDA Forest Service  
Stanislaus National Forest, Sonora, CA  
Visitor Services Information Assistant, GS-1001-4/5  
Summit Ranger District, Pinecrest, 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: Karen Uhri  
#1 Pinecrest Lake Rd  
Pinecrest, CA 95364  
209-965-3434 x 5318  
Email: [kuhri@fs.fed.us](mailto:kuhri@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!**