

## OUTREACH NOTICE

**GS-1101 - 05**  
**Resource Assistant**  
**Ozark-St. Francis National Forests**  
**Big Piney Ranger District**



### **THE POSITION**

The Ozark-St. Francis National Forests, Region 8, will soon be filling a **Resource Assistant, GS-1101 - 5**, position located on the Big Piney Ranger District. The purpose of this Outreach is to notify potential candidates of the position. To express your interest and receive a notice of the Vacancy announcement please return the attached form by **July 28, 2014**. For more information about the GS-1101 classification visit: <http://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/#url=1100>

### **MAJOR DUTIES**

The Resource Assistant position currently reports to the Support Services Specialist. Primary

duties include:

- ❖ Performing technical reviews of timber sale packages to assure they are in proper format and technically accurate.
- ❖ Auditing the automated timber accounting system by monitoring statements of account and input as required by the Timber Sale Accounting System.
- ❖ Recommending as final audit of timber sale contracts before closing.
- ❖ Processing purchaser road credits on Timber Sale Accounting System.
- ❖ Keeping records of sale status and ineffective purchaser credit for applicable sales.
- ❖ Establishing and managing records in accordance with federal record retention requirements.
- ❖ Serving as Collection Officer to sell such items as Christmas tree permits, fuelwood permits, Forest Product Removal Permits, Forest Product Sale Permits, National Forest maps, etc in accordance with manual and handbook requirements.
- ❖ Being held accountable for the funds collected and maintaining accountability records as required.
- ❖ Ensuring that performance and surety bonds required by permits are for the proper amounts and for the time periods specified by the permits.
- ❖ Ensuring permittee insurance policies required by permits are for the proper amount and that riders provide for Forest advice in cases of policy changes. Ensuring that annual operating plans are received.
- ❖ Establishing and maintaining permit folders, computing fees and coordinating annual billings and delinquent payments with permit administrators.
- ❖ Greeting visitors, answering the telephone, and serving as micro purchaser.
- ❖ Other duties as described in the position description or assigned by supervisor.

The duty station is located in Hector, Arkansas.

### **THE DISTRICT**

The Big Piney Ranger District is organized and functions under the principles of integrated resources management. Organizationally, most GS-11 resource program managers for timber, recreation, engineering, heritage, wildlife/fisheries, lands, silviculture, and special uses are directly supervised by a GS-12 Integrated Resources Team Leader, who is tasked with overall employee safety and target accomplishment. Regular detailed planning meetings are necessary to coordinate all district activities and make specific assignments to all district personnel. Under this management principle, all district personnel are available to work any resource area where their expertise is applicable and needed.

The Big Piney Ranger District is the largest district on the Ozark National Forest, encompassing approximately 496,000 acres. The district boundaries include parts of Van Buren, Conway, Searcy, Newton, Johnson, Madison, and Pope Counties. This approximately 496,000-acre ranger district is the result of the consolidation of the old Bayou Ranger District (Hector) and the old Buffalo Ranger District (Jasper). Offices are maintained and staffed in both towns. The

District Ranger divides time between the Hector and Jasper offices. Employees from the two offices work very closely with their counterparts to plan and accomplish work in the most efficient manner. Budgets and workplans are also combined. The district employs over 40 permanent full-time people. Temporary employees and students add to that total on a seasonal basis.

The District leads the Forest in innovative restoration and partnership projects; it has a large portion of the High Priority projects for FY2014/2015.



The District can be characterized as one that has tremendous scenery with countless waterfalls and bluff lines, a rural and rustic setting, rugged mountains and jewel-like valleys, and unlimited outdoor recreational opportunities. The District has 4 wilderness areas, 1 research natural area, 4 wild and scenic rivers, nearly 60 miles of the Ozark Highlands National Recreation Trail (rated one of the top 10 hiking trails in the U.S.), several renowned rock climbing areas (Sam's Throne is regionally significant), and 2 scenic byways. The District has the Moccasin Gap Trail System, a 28-mile multi-use trail which offers enjoyable riding trails, and is easily accessed from the Scenic Byway; the Brock Creek Trail System, a 37-mile single- and double-track motorized trail network; 4 developed recreation sites that offer day use, as well as camping facilities; Pedestal Rocks, a unique geological formation that is known throughout the area; and several other Special Interest Areas. A district mountain-biking trail is under construction. The District maintains good relationships with the local government and residents, state agencies, and local industry. The resources on the District are typical of other districts in Arkansas and the District is expanding its timber and prescribed burning programs.



**CONTACT INFORMATION:**

District Ranger Tim Jones - 479-284-3150.

If you are interested in this position, please complete this form and send to [tejones@fs.fed.us](mailto:tejones@fs.fed.us). If you are not a current Forest Service employee or do not have access to a computer, please complete the form and mail or fax to: Ozark-St. Francis National Forests, Big Piney Ranger District, Attn: District Ranger, 12000 SR 27, Hector, AR. 72843, (479) 284-3150, Fax: (479) 284-2015.

**THE COMMUNITIES**

Hector, Arkansas has a population of approximately 600. The largest employer in town is the public school (K-12) with the next largest being the Forest Service. Other businesses in town include an U.S. Post Office, a hardware store, a public library, one cafe, a convenience store, a gas station, a supermarket, and a day care center. There is a medical clinic in town with a nurse practitioner. Most major Protestant denominations are present in the area. Available housing for rent is scarce.

Jasper, Arkansas is the Newton County seat. The town has a population of about 600. Jasper is the elk capitol of the State with a thriving elk herd just north of town. The other major attraction is the seasonal canoeing that takes place along the Buffalo National Scenic River (administered by the National Park Service). The town has more than its share of amenities considering its size. For example, there are over two dozen places of lodging (ranging from hotels to cabins to bed and breakfasts) located in or near town. Similarly, there are four cafes to help meet your dining needs.

The town has a public school (K-12), a preschool/early headstart program, one nursing home, a city park, a library, a county health office, an in-home health care unit, and a medical clinic office staffed with a physician and a nurse practitioner.

Rental housing is scarce in the area. The number of properties for sale is typical for a small town and county. You can expect a wide range of costs for housing, from \$40,000 to \$200,000. Many of the employees commute to Harrison that is located about 20 miles north. Harrison is a much larger town of nearly 12,000 and as such has many more services than Jasper. It also is home to a hospital, an airport, a vocational-technical school, and a community college.

Major metropolitan areas are located either north approximately 95 miles in Springfield, Missouri, or south approximately 115 miles in Little Rock, Arkansas.

More information can be obtained from the Jasper Chamber of Commerce, P.O. Box 250, Jasper, AR 72641 or the Harrison Chamber of Commerce, 621 E Rush, Harrison, AR 72601.

Russellville, Arkansas is the location of the Forest Supervisor's Office. Russellville's population is around 26,000 and is located approximately 22 miles southwest of Hector and 68 miles south of Jasper. Russellville is in the heart of the Arkansas River Valley and is the second largest city



between Ft. Smith (85 miles west on Interstate 40) and Little Rock (81 miles east on Interstate 40), the two largest cities in Arkansas. It is home to Arkansas Tech University, Nuclear One, Scenic Highway 7, and eight "Fortune 500" corporations.

St. Mary's Regional Medical Center and Cancer Research Center is among the finest medical centers in the state. The Russellville doctors, chiropractors, clinics, dentists and other medical specialists strive to offer the best health care services possible.

The Russellville School District includes one high school (grades 10-12), one junior high school (grades 8-9), one upper elementary school (grades 5-7), and six elementary schools. In addition to the public school system, Russellville has several private schools. Russellville also has many other institutions for education such as Arkansas Tech University, which offers 37 undergraduate degrees and Masters Degrees in Liberal and Fine Arts and Education; Area Center for Adult Education; Russellville Area Vocational Center; and Skills Training Center for persons with disabilities.

The scenery in the Arkansas is spectacular. Take a photo tour at <http://www.relocatetoarkansas.com/>.

The weather in Russellville is as diverse as its scenery and can change without warning. The average summer temperature is 80-100+ degrees and winter is 40-45 degrees. The average rainfall is 49" and average snowfall is 1.8".

In Russellville, houses come in all shapes, sizes, and designs. There is an abundant supply of new and pre-owned housing to meet the needs of a growing community. Modern apartment complexes and townhouses range in price from \$450-\$550 a month and houses from about \$550-\$750 a month. The average cost of houses range from low \$75,000 upward to \$250,000+.

Amenities in town include the Arkansas River Valley Arts Center, Lake Dardanelle and Mount Nebo State Parks, Bona Dea Trail and Sanctuary, Corps of Engineers Visitor Center, Holla Bend National Wildlife Refuge, a country club, movie theaters, a bowling alley, skating rinks, driving ranges, batting cages, numerous grocery and discount stores and boutiques, several major convenience store chains, day care facilities, several major hotels and motels, a small commuter airport, a variety of restaurants, and churches that represent most major denominations.

For more information about the Russellville area you may contact the Russellville of Chamber Commerce, 708 West Main Street, Russellville, AR 72801, (479) 968-2530.

From soccer to canoeing, little league baseball to scouting, there is no shortage of sports and activities for kids and adults. For more information about the Russellville area you can contact the Russellville Chamber of Commerce, 708 West Main Street, Russellville, AR 72801, (479) 968-2530. <http://www.russellvillechamber.org/>

## **HELPFUL LINKS (Regional Information):**

Ozark – St. Francis National Forests

[www.fs.usda.gov/goto/ozark](http://www.fs.usda.gov/goto/ozark)

Arkansas Tech University

[www.atu.edu](http://www.atu.edu)

Russellville School District

<http://rsdweb.k12.ar.us/>

City of Russellville

[www.russellvillearkansas.org](http://www.russellvillearkansas.org)

Realtor Websites

<http://arkansasrealtors.com/>

Courier News

[www.couriernews.com](http://www.couriernews.com)

Arkansas Department of Parks and Tourism

[www.arkansas.com](http://www.arkansas.com)

State of Arkansas

[www.arkansas.gov](http://www.arkansas.gov)

St. Mary's Regional Medical Center

[www.saintmarysregional.com](http://www.saintmarysregional.com)

St. Mary's Wellness Fitness Center

<http://smfitnesscenter.blogspot.com/>

Arkansas Archaeology Society

<http://www.uark.edu/depts/4society/>

The Nature Conservancy

<http://www.nature.org/wherework/northamerica/states/arkansas/>

Arkansas Game and Fish Commission

[www.agfc.state.ar.us](http://www.agfc.state.ar.us)

Arkansas Forestry Commission

<http://www.forestry.state.ar.us/>

Friendship Community Care

<http://www.fccare.org/>

## Russellville Area Churches

[http://maps.google.com/maps?hl=en&source=hp&um=1&ie=UTF-8&q=churches+in+russellville+arkansas&fb=1&gl=us&hq=churches&hnear=russellville+arkansas&view=text&ei=bzUyS7j4lsqutgfgn4CICQ&sa=X&oi=local\\_group&ct=more-results&resnum=1&ved=0CBwQtQMwAA](http://maps.google.com/maps?hl=en&source=hp&um=1&ie=UTF-8&q=churches+in+russellville+arkansas&fb=1&gl=us&hq=churches&hnear=russellville+arkansas&view=text&ei=bzUyS7j4lsqutgfgn4CICQ&sa=X&oi=local_group&ct=more-results&resnum=1&ved=0CBwQtQMwAA)

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.



## OUTREACH RESPONSE FORM

If you are interested in this position and want to receive a copy of the Vacancy Announcement, please complete this form and send to [tejones@fs.fed.us](mailto:tejones@fs.fed.us). If you are not a current Forest Service employee or do not have access to a computer, please complete the form and mail or fax to: Ozark-St. Francis National Forests, Big Piney Ranger District, Attn: District Ranger, 12000 SR 27, Hector, AR. 72843, (479) 284-3150, Fax: (479) 284-2015.

I am interested and would like to receive a copy of the Vacancy Announcement for the following position:

**Position Title:**                      **Resource Assistant**

**Location:**    Region 8, Ozark-St. Francis National Forests, Big Piney  
                         Ranger District – Hector Arkansas

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you currently a Federal Employee?                      YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, current Agency and location: \_\_\_\_\_

Current Title/Series/Grade: \_\_\_\_\_

Other Applicable Information: \_\_\_\_\_  
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