



Rocky Mountain Research Station  
USDA Forest Service  
Missoula, MT

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Open Date: July 9, 2014

Closing Date: July 23, 2014

**OUTREACH NOTICE**

**Biological Science Technician**

**GS-0404-07**

**Permanent Appointment – Part Time**

The Rocky Mountain Research Station (RMRS), Fire, Fuels, and Smoke Science Program, Fire Effects Information System (FEIS) will be advertising for a **Biological Science Technician, GS-0404-07 PERMANENT part time appointment**. This position is part of a high performance team focused on literature reviews of plant species and the related fire history, fire effects and other ecological subject matter. This position will also assist with tours and educational outreach.

**DUTY STATION:** This position will be located at the Fire Sciences Laboratory, Missoula, MT. Interested candidates can visit the RMRS website at: <http://www.fs.fed.us/rmrs/> and the Fire, Fuels, and Smoke website at: <http://www.firelab.org/>

For additional information about Missoula, MT, please access the Missoula Chamber of Commerce website at <http://www.missoulachamber.com/>

**MAJOR DUTIES:**

Identifies and selects journal articles and other references for addition to the Fire Effects Library. Assigns keywords to references based on species, plant communities, fire history, fire effects, and other ecological subject matter. Enters exact, detailed citation information into CRS for retrieval by scientists and managers. Files library materials. Assists in maintaining library and helps users locate references.

Proofreads and corrects all bibliographies in preparation for publication in the Fire Effects Information System. Checks for completeness, accuracy, and conformity to style requirements.

Locates scientific and technical information on fire ecology, fire effects, fire regimes, plant communities, succession, regeneration, and taxonomy. Identifies patterns and knowledge gaps. Produces technical publications on fire ecology, fire effects, and fire regimes following FEIS templates. Ensures that documents submitted for editing contain the proper elements in the proper order, on the proper material, in the correct FEIS format. Collaborates with FEIS editors to improve and complete publications.

Maintains educational materials in the FireWorks trunk; assists with planning and conducting training sessions in FEIS and the FireWorks educational program. Teaches students and other visitors about the science of wildland fire; helps provide tours for students and other visitors.

**QUALIFICATION REQUIREMENTS:** Those who are interested must meet the qualification requirements for the GS-0404 series that are covered by the U. S. Office of Personnel Management (OPM) Group Coverage Qualification Standards for Technical and Medical Support Positions and Individual Occupational Requirements Specialized Experience (for positions at GS-04 and above). The OPM Qualification Standards Handbook Manual is available for review at any federal personnel office or on the Internet at:

<http://www.opm.gov/qualifications/standards/group-stds/gs-tech.asp>

**Primary Contact: Jane Smith**  
**Phone Number: 406-329-4805**  
**E-mail address: [jsmith09@fs.fed.us](mailto:jsmith09@fs.fed.us)**

**If you are interested in this position, please fill out the attached Outreach Notice Form and send to [jsmith09@fs.fed.us](mailto:jsmith09@fs.fed.us) by **July 23, 2014****

The United States Department of Agriculture (USDA) prohibits discrimination in all of 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 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.

**REASONABLE ACCOMMODATION:** The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed above. The decision on granting reasonable accommodation will be made on a case-by-case basis.



**OUTREACH NOTICE FORM**  
Rocky Mountain Research Station  
Biological Science Technician, GS-0404-07  
Missoula, MT

If you are interested in any of these positions, please complete this form and send it by e-mail to [jsmith09@fs.fed.us](mailto:jsmith09@fs.fed.us). (Please include the series and grade you are interested in on the subject line of your message)

Please respond no later than **July 23, 2014** The position will be advertised on the OPM USA Jobs website [www.usajobs.opm.gov](http://www.usajobs.opm.gov) shortly.

**PERSONAL INFORMATION:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Are you currently a Forest Service employee:** YES  NO   
**Dates of Availability:** \_\_\_\_\_

**Current title/series/grade/location/classification:** \_\_\_\_\_  
(e.g., Career, Career-Conditional, Excepted-ANILCA, Excepted VRA, etc)

**Briefly describe why you will be a quality candidate for this position:**

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