



Job Title: **RESOURCE ASSISTANT (Special Uses)**
Department: **Department Of Agriculture**
Agency: **Forest Service**
Job Announcement Number: **15-0516-73851G-DLA**

SALARY RANGE: \$35,256.00 to \$50,932.00 / Per Year
OPEN PERIOD: Tuesday, October 28, 2014 to Thursday, November 6, 2014
SERIES & GRADE: GS-1101-06/07
POSITION INFORMATION: Full-Time - Permanent
PROMOTION POTENTIAL: 07
DUTY LOCATIONS: 1 vacancy - Sonora, CA
WHO MAY APPLY: Current permanent Federal employees with competitive status, reinstatement eligibles, persons with disabilities, VEOA/VRA eligibles, certain military spouses, 30% or more disabled veterans, former Peace Corps or VISTA volunteers, CTAP/ICTAP eligibles, Farm Service Agency permanent county employees and those eligible for other Special Hiring Authorities.
SECURITY CLEARANCE: Not Applicable
SUPERVISORY STATUS: No
JOB SUMMARY:

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation's most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

It's an awesome responsibility - but the rewards are as limitless as the views.

This position is located on the Stanislaus National Forest, Supervisor's Office, Sonora, CA. For additional information about the duties of the position and/or location, please contact Beth Martinez at 209-532-3671 x321 or bethmartinez@fs.fed.us.

The incumbent examines processes and maintains special use authorizations; provides technical guidance and assistance for special uses and the IWEB-Special Use Database System (SUDS). Provides support in preparing long-term authorizations for recreation and non-recreation use. Audits permits, and gives procedural and technical advice. Checks permit applications and prepares correspondence. Maintains special use files and answers questions from permittees and staff.

TRAVEL REQUIRED

- Occasional Travel
- May be required

RELOCATION AUTHORIZED

- Yes
- Relocation expenses may be authorized

KEY REQUIREMENTS

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.

DUTIES:

Provides support in the area of special-use permits, preparing long-term special use authorizations, including recreation and non-recreation use, and amendments.

Audits permits for deficiencies and takes appropriate action to correct.

Reviews supporting documents and technical information for decision memos, National Environmental Policy Act (NEPA) compliance, inspections, and operating plans; makes necessary changes, additions, and deletions to meet Forest Service standards and gathers any additional documentation needed to meet requirements.

Inspects/monitors permittee facilities and activities. Follows-up with the permittees. Answers questions and phone calls from permittees and staff.

Writes the lease/permit, and then enters it into the IWEB SUDS database.

Responsible for the accuracy of all records in IWEB SUDS and other data tracking software as needed. Responsible for transfer and disposal of records in accordance with prescribed schedules.

Duties listed are at the full performance level.

QUALIFICATIONS REQUIRED:

Applicants must meet all the required qualification requirements, including education if applicable, and any selective placement factors described below before a certificate of candidates from this announcement is issued to the selecting official. Education may only be substituted in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook. Additional information on the qualification requirements for this position is outlined in the OPM Qualification Standards Handbook of General Schedule Positions and is available at OPM's website: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

Basic Qualifications: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Specialized experience directly related to this position should be documented in the online application or resume.

Qualifying specialized experience must demonstrate the following:

For the GS-06 position, in addition to meeting the basic entry qualification requirements, applicants must have had one (1) year of specialized experience at least equivalent to GS-05: Prepared a variety of special use permits from permittees' applications in accordance with manuals, handbooks and regional guides. Ensured selection of proper special clauses pertinent to the particular type of permit. Ensured that required terms and conditions are included in permits and authorizing laws, agency policies, and regulations are adhered to. Interacted with permit holders, internal customers, and others. Prepared and maintained case folders. Was responsible for management and maintenance of multiple databases.

For the GS-07 position, in addition to meeting the basic entry qualification requirements, applicants must have had one (1) year of specialized experience at least equivalent to GS-06: Provided support in the area of special-use permits; prepared long-term special use authorizations, including recreation and non-recreation use, and amendments. Audited permits for deficiencies and took appropriate action to correct. Gave procedural advice to employees and permittees. Applied rules, regulations, and policy requirements in order

to initiate permit renewals and reissuances. Prepared correspondence and maintained special use files. Ensured accuracy of all records in data tracking software.

Substitution of Education for Experience:

For the GS-06 there is no substitution of education for experience for this position.

The experience requirements for the GS-07 level may be met by completion of one (1) full year (18 semester hours) of successfully completed graduate level education, if the coursework is directly related to the work of the position (for example: accounting, business, finance, law, contracts and contracting, purchasing, or supply management).

Combination of Education and Experience:

For the GS-06 there is equivalent combination of education and experience for this position.

For the GS-07 equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Time in Grade Requirement: If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements with 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing date of this announcement.

To receive consideration for this position, you must meet all qualification requirements within 30 days of the closing date of this announcement.

REQUIREMENTS:

Must be 18 years of age

May be subject to satisfactory completion of one year probationary or trial period

Initial appointment is subject to satisfactory completion of training

HOW YOU WILL BE EVALUATED:

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

- Knowledge of pertinent laws, rules, regulations, and policies related to special uses.
- Ability to communicate other than in writing.
- Ability to communicate in writing.
- Ability to work with databases and data entry.

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be referred to the hiring manager for consideration. Non-Competitive candidates need to meet minimum qualification requirements to be referred.

Note : If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

Clicking the link below will present a preview of the application form; i.e., the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.

To view the application form, visit: <https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=21299a7f-7130-4a23-9840-a3cf0123a1d3>

BENEFITS:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at: <http://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/>

OTHER INFORMATION:

Relocation expenses are authorized.

Government housing is not available.

Forest Service affiliated daycare facilities are not available.

We may select from this announcement or any other source to fill one or more vacancies.

This is a bargaining unit designated position.

This agency offers alternative and flexible work schedules.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

Career Transition Assistance Plan(CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency's definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

If you are retired from the Federal Government and are selected for this vacancy, your retirement annuity may be offset from your pay.

Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS "E-VERIFY" system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

HOW TO APPLY:

Please read the entire announcement and all the instructions before you begin.
The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.
- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact us if you are requesting this.

Step 1: Create a USAJOBS account (if you do not have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2: Create a resume with USAJOBS or upload a resume into your USAJOBS account. Customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. Your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

REQUIRED DOCUMENTS:

A complete Application Package must be submitted and received prior to 11:59, ET, on the closing date. The following documents are required for your application package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes the following information: 1) personal information; 2) education; 3) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if

applicable; 4) supervisor's phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 5) other qualifications.

- College Transcripts if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient however, if selected; an official college transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education web site at <http://www.ed.gov>. All transcripts must be in English or include an English translation.

Other required documents as applicable:

- Current/Former Career/Career-Conditional: Most recent non-award Notification of Personnel Action (SF-50 or equivalent) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, federal status, position title, series and grade AND most recently completed performance appraisal (dated within 18 months) showing the official rating of record, signed by the supervisor, or a statement as to why the performance appraisal is unavailable. Do not submit a performance plan.
- Veteran Hiring Authorities: (VEOA, VRA, and 30% Disabled Veterans): DD-214 (Member 4 Copy). Disabled veterans must include your VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted.
- Schedule A, Persons with Disabilities: Schedule A letter from a physician, local, state or federal rehabilitation office citing eligibility under 5 CFR 213.3102 (u).
- Certain Military Spouses under E.O. 13473: Verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage), plus Permanent Change of Station: PCS orders issued within the last 2 years, that: lists you as authorized to accompany the military member to the new duty permanent station; the specific location; and the effective date of the PCS OR Military disability of 100%: verification of the member's release or discharge due to 100% disability (DD-214 and VA Letter) OR Death while serving on active duty: 1) Verification of release or discharge due to death (DD-214). 2) Verification of the member's death (DD-1300 and Death Certificate. 3) Statement certifying they are un-remarried widow or widower of the service member.
- Foreign Service: Most recent Foreign Service Notification of Personnel Action, showing that you were/are serving under an unlimited, career-type appointment AND have completed at least 1 year of continuous service without a break of a workday under one or more nontemporary Foreign Service appointments.
- CTAP/ICTAP: Certification of Expected Separation, Reduction-In-Force Separation Notice, Notice of Proposed Removal, or appropriate OPM/Agency certification; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position from which you will be separated.
- Peace Corps/VISTA Volunteers: Documentation of no less than 24 months (Peace Corps) or 1 year (VISTA) of continuous service and separated within 1 year of completing the qualifying service.
- Peace Corps Staff: Documentation of no less than 36 months of continuous service without a break in service of 3 days or more and separated within the 3 years of completing the qualifying service.
- Certain Family Members under E.O. 12721: Most recent non-award SF-50 and performance appraisal.
- Interchange Agreement with Other Merit Systems: Documentation of eligibility as listed in interchange agreement.
- Miscellaneous Authorities Not Regulated by the Office of Personnel Management: (Postal Career Service Employees, Postal Service Commission Employees, GAO, US Courts, etc.), Current Notification of Personnel Action (or equivalent) that reflects your eligibility.
- Other Special Hiring Authorities: If you are claiming eligibility under a Special Hiring Authority, you must submit supporting documents.

AGENCY CONTACT INFO:

HRM Contact Center
Phone: 877-372-7248, option 2
Fax: 866-338-3024
TDD: 800-877-8339
Email: fsjobs@fs.fed.us

Agency Information:
USDA Forest Service
Do not mail in applications, see
instructions under the How to Apply
tab.
Albuquerque, NM,
87109
USA
Fax: 866-338-3024

WHAT TO EXPECT NEXT:

If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgment email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.

Control Number: 384953900

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