

# ELDORADO NATIONAL FOREST

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## OUTREACH

### Mail and File Clerk

GS-0305-03/04 PFT

Eldorado National Forest

Supervisors Office

Location/Duty Station: Placerville, CA

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The Eldorado National Forest is planning to fill a permanent, full-time Mail and File Clerk at the Supervisor's Office in Placerville, CA. The purpose of this Outreach Notice is to determine the potential applicant pool for each of these positions and to establish the appropriate recruitment method, e.g. merit and demo announcements; use of special hiring authorities such as veteran hiring authorities and persons with disabilities authorities; and area of consideration for the advertisement.

Individuals stating interest in this position with the Outreach Response Form, found at the end of this notice, will be notified when the vacancy announcement is posted on USAJOBS. If interested, please return the Outreach Response Form by November 10<sup>th</sup>, 2014.

### MAJOR DUTIES

Sorts incoming mail by that to be opened and that to be delivered unopened. Enters date and hour on envelopes containing bids. Delivers bids and remittances unopened. Determines unit affiliation of persons to whom personal or confidential mail, checks, or bonds belong and delivers unopened.

Opens mail and stamps with receipt date.

Reads and classifies materials, determining which office (or offices) has cognizance over the subject matter, and whether or not the subject is covered by established policy or decision or whether it must be routed to the office responsible for establishing precedent policy or rendering appropriate decision. Subject matter of the materials is varied and complex in that they may relate to any one or combination of subheadings within the general subjects of personnel, supply and material, and disbursing.

Delivers mail to "in" baskets, picks up mail from "out" baskets, and sorts and redistributes.

Examines outgoing mail for signatures and addresses, determines whether enclosures are present as specified in letter. Separates outgoing mail, distributes copies, and returns file material to originating office or central files or routes it according to established procedures. Operates postal machines for metered mail. Closes and locks mailbags, prepares and attaches labels, and wraps packages.

Records and controls incoming and outgoing registered, insured, and certified mail, and completes associated forms.

Sorts mail for distribution when such mail is addressed in a variety of ways requiring association of names, room numbers, and organizational abbreviations; association of incomplete designations with established breakdowns; and identifying and routing mail when it requires knowledge of the basic organization and the functions of several operating subelements.

Reads and routes a large amount of general mail from private citizens and organizations requesting information on a wide range of information from the various serviced organizations. Uses knowledge of technical and scientific terminology in routing because of the closely related functions of such operating organizations.

May operate copying machine, file or pull documents from files, substitute for receptionist or other clerical positions during absence, or inventory and order or stock forms and supplies as directed and as required by the workload.

For additional information about the duties of this position, please contact Diane Prather, Acting Public Services Officer at (530) 621-5280 or [dprather@fs.fed.us](mailto:dprather@fs.fed.us).

### **ELDORADO NATIONAL FOREST**

The Eldorado National Forest is recognized as a desirable place to work. Elevations range from 2000 ft. in the foothills to more than 10,000 along the Sierra Crest. A Mediterranean climate extends over most of the Forest, with warm, dry summers, and cold, wet winters. Average precipitation ranges from 40 to 70 inches, occurring primarily from October to April. There is significant snowfall above 3000 feet elevation.

The Forest and surrounding communities offer a wide variety of recreational activities. There are lakes, reservoirs, several cross-country and downhill ski areas, two unique wilderness areas (Desolation and Mokelumne), over 40 developed campgrounds, several resort areas, golf courses, and outstanding local wineries and

fruit orchards. Opportunities abound for water skiing, white water sports (Class II to Class V), mountain biking, OHV travel, rock climbing, fishing, hunting and hiking. Local community theatres offer stage plays and a variety of musical entertainment. Although El Dorado County makes up the largest segment of the Forest, portions of Alpine, Amador and Placer counties lie within the Forest Boundary. In close proximity to the forest are the communities of South Lake Tahoe and Sacramento, which offer additional recreational and cultural activities including professional and semi-professional sports.

Rental houses and apartments generally range from \$850-\$1400 per month. Purchase prices for 2-3 bedroom homes range from \$180,000 to \$450,000+. Land and/or lots are available as well.

There are several elementary and high schools within El Dorado County. For more information on schools in El Dorado County visit this website:

<http://www.edcoe.k12.ca.us>. Community colleges in the area include Folsom Lake College (El Dorado Center in Placerville), Sierra College in Rocklin, American River College and Sacramento City College in Sacramento and Lake Tahoe Community College in South Lake Tahoe. Four-year colleges and universities include California State University-Sacramento and University of California at Davis.

Marshall Hospital, located in Placerville, is the closest well-equipped medical center. There are many local doctor and dentist offices in Placerville. There are several major hospitals in the Sacramento area including Kaiser Hospitals in Sacramento and Roseville.

For more community information check the following websites:

El Dorado County Chamber of Commerce <http://www.eldoradocounty.org>

City of Placerville <http://www.ci.placerville.ca.us>

Eldorado National Forest <http://www.fs.fed.us/r5/eldorado>

## OPTIONAL -- OUTREACH RESPONSE FORM

Pacific Southwest Region, USDA Forest Service  
Eldorado National Forest

Mail and File Clerk  
GS-0305-03/04 PFT  
Supervisors Office  
Location/Duty Station: Placerville, CA

If you are interested in position, please let us know by returning the reply form no later than **10/10/2014**. Send your notice to:

**Diane Prather, Acting Public Services Officer**  
[dprather@fs.fed.us](mailto:dprather@fs.fed.us)

NAME: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

AGENCY EMPLOYED WITH: USFS \_\_\_\_\_ BLM \_\_\_\_\_ OTHER \_\_\_\_\_

TYPE OF APPOINTMENT IF CURRENT GOVERNMENT EMPLOYEE:  
\_\_\_\_\_ PERMANENT \_\_\_\_\_ TEMPORARY \_\_\_\_\_ TERM  
\_\_\_\_\_ VRA \_\_\_\_\_ PWD \_\_\_\_\_ OTHER

CURRENT REGION/FOREST/DISTRICT (IF APPLICABLE): \_\_\_\_\_

CURRENT SERIES AND GRADE (IF APPLICABLE) \_\_\_\_\_

CURRENT POSITION TITLE: \_\_\_\_\_

How did you hear about this position? Organization Name \_\_\_\_\_  
Agency Contact \_\_\_\_\_ Other \_\_\_\_\_

**IF 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 RECRUITMENT ACT  
\_\_\_\_ DISABLED VETERANS W/30% COMPENSABLE DISABILITY  
\_\_\_\_ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998  
\_\_\_\_ FORMER PEACE CORPS VOLUNTEER  
\_\_\_\_ PATHWAYS PROGRAM  
\_\_\_\_ OTHER \_\_\_\_\_