



Administrative Support Assistant
GS-0303-05
McCall, ID

The McCall Smokejumper Base is seeking candidates to fill a Permanent full time Administrative Support Assistant position. Interested applicants should contact Holly Thrash, McCall Smokejumper Base Support Services Specialist at 208-634-0387 or hthrash@fs.fed.us. The duty station is McCall, Idaho and housing is not available.



This notification is being circulated to inform prospective applicants of this upcoming opportunity.

AREA OF CONSIDERATION: When the position is advertised on USA Jobs, the area of consideration will be open to Merit status employees.

ABOUT THE JOB

Position Descriptions: This position supports a national shared resource smokejumper program, located at the McCall Smokejumper Unit, Fire Branch, Payette National Forest. The incumbent works directly for the Support Services Specialist who has overall responsibility for providing administrative support for the unit.

Duties are:

PAYROLL AND TRAVEL FUNCTION SUPPORT

- Primary Contact for, and processor of Time/Attendance and Travel.
- Provides training support for other Admin employees in Time and Travel.
- Completes Leave Audits for all employees. Corrects errors as needed.
- Tracks 1039 hours and NTE dates for Temporary employees and corrects errors as needed.

ORGANIZATION LIAISON FOR SUPPORT SERVICES

- Back-up for acquisition/procurement/purchasing.
- Back-up for correspondence data base review and finalization.
- Back-up for OWCP.

CLERICAL OR ADMINISTRATIVE PRACTICES AND PROCEDURES

- Provides day-to-day direction as a work leader to the entire office staff when SSS is unavailable and coordinates office priorities with Unit Manager as needed.
- Subject matter expert on Fire Business Management.
- Back-up to SSS for Payette NF AD hiring.

PERSONNEL

- Primary processor of SF-52's: coordinates with Function Area Managers in the processing of SF-52's for a wide variety of personnel actions.
- Maintains an SF-52 log.
- Responsible for the collection and transmission of all temporary/seasonal employees' on - and off-boarding documents to ASC.
- Enters unemployment information into system for all seasonal employees.

OTHER

- File maintenance, including purging files in accordance with agency guidelines
- Covers front office when seasonal receptionist is off; answering phones, helping visitors, scheduling tours with Operations, answering questions from the public regarding the local area, or referring the questions to the appropriate smokejumper base employee.
- Helps put together visitor packets (prevention).

WORK SCHEDULE: Works a Sunday-Thursday workweek during fire season –approx. mid June through late September, to facilitate 7-day Admin coverage.

The successful candidate will be self-motivated, organized and able to work well with other people, as well as independently, under minimal supervision. They should be able to adapt to a sometimes hectic work environment and quickly-changing work priorities.

ABOUT THE PAYETTE NATIONAL FOREST

The Payette National Forest contains some of Idaho's most beautiful and diverse country. Located north of Boise in west-central Idaho, the 2.3 million acre forest extends 100 miles west to east, from Hells Canyon to the Middle Fork of the Salmon River in the Frank Church River of No Return Wilderness. The forest stretches 70 miles between the Main Salmon River to the north and the Weiser River to the south. There are five Ranger Districts, approximately 200 permanent employees, and over 150 temporary seasonal employees during the summer field season. The current Forest priorities are:

- **Landscape Restoration** focusing on working with collaborative groups to accomplish landscape-scale restoration in the Weiser River and Little Salmon watersheds, which will improve watershed function, habitat for wildlife, recreational opportunities, and reduce hazardous fuels, as well as provide local employment through stewardship contracting.
- **Recreation Management** supporting developed and dispersed recreation opportunities during both summer and winter seasons across the Forest, stewardship of the Payette's portion of the Frank Church River of No Return Wilderness, and providing outstanding public service.
- **Range Management** addressing Bighorn Sheep viability and sustainable management of cattle and domestic sheep grazing allotments.
- **Minerals Management** of significant minerals projects and the numerous smaller minerals development projects.

- **Wildland Fire Preparedness** including training and preparedness to manage wildland fire incidents on the Forest and across the country.

We hope you will consider the Payette National Forest as your future home for career and recreation. More information on the Payette National Forest is available at: www.fs.usda.gov/payette.



McCall, located in Valley County, lies 100 miles north of Boise on State Highway 55. Sitting at 5,000 feet, it occupies the south shore of beautiful Payette Lake. The population swells from 2,700 to 10-20,000 in the summer during the peak of tourist season and in the winter during the annual Winter Carnival celebration. Total snowfall is over 10 feet, allowing McCall to boast some of the best winter recreation in the state, with snowmobiling, sledding, Nordic and downhill skiing. Brundage and Tamarack Resorts are within a short drive. Summer is shorter than at lower elevations but is ideal, with daytime temperatures in the 70-80s, and a few days in the 90s. Payette Lake provides plenty of swimming, boating, and fishing opportunities in the summer; a state park and adjacent Forest lands provide ample hiking, running and biking trails. Sunshine is common in all seasons. Access to the expansive and remote Frank Church-River of No Return Wilderness Area and Hells Canyon National Recreation Area and Wilderness are located nearby.

McCall is a full-service community that fills most needs. It has a regional hospital, an integrative health clinic, dentists, chiropractors, and optometrists. McCall also has several service stations, two grocery stores, motels, banks, lumber yards, a variety of restaurants, coffee shops, a wide variety of shopping, daycare centers (including a Forest-sponsored daycare), a public and a private golf course and an airport. Numerous churches are located in the surrounding area.

The community has an excellent grade school, new middle school, a high school that serves both Donnelly and McCall, and an alternative school. Numerous extra-curricular activities and electives are available. There is a strong winter sports program, with both downhill and Nordic after school ski programs. For more information: <http://www.mdsd.org/>

The Payette National Forest Supervisor's Office, and McCall and Krassel Ranger District offices are located in McCall. Government housing is available on a very limited basis. Average housing cost is in the \$250,000 to \$350,000 range. Rentals are available from \$900 to \$1,200/month.

For more information about living the dream in McCall, visit these websites:

[McCall Public Schools](#)

[McCall Chamber of Commerce](#)

[Ponderosa State Park](#)

[Brundage Mountain Resort](#)

[McCall Area Snowmobilers](#)

[McCall Golf Club](#)

[St. Luke's Hospital McCall](#)

[City of McCall](#)

[The Star News](#)

[Little Ski Hill and Bear Basin Nordic Center](#)

[Manchester Ice and Event Center](#)

[McCall Wikipedia page](#)

[McCall weather averages](#)

Communities close to McCall include New Meadows and Council to the southwest, Donnelly and Cascade to the south, and Riggins to the north. All are within an hour's drive of McCall.

CONTACT

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For information about how to apply for a federal job, the salary, or job series, visit the [US Office of Personnel Management website](#).