Outreach Notice

Shasta-Trinity National Forest

Join our team at the South Fork Management Unit on the Shasta-Trinity National Forest!

Administrative Support Assistant
GS-0303-05

The Shasta-Trinity National Forest is seeking a dynamic, innovative self-starter to join the South Fork Management Unit. The duty location is Platina, California.

If interested in being considered for this position, please send completed outreach form to Darla Maxwell (djmaxwell@fs.fed.us) or Frances Lindquist at franceselindquist@fs.fed.us by June 24, 2016.

Duties: Employee serves as the Administrative Support Assistant responsible for purchasing and procurement transactions, office machine operations, word processing, and special project assignments for the South Fork Management Unit.

- Preparing personnel actions, submitting hiring documentation to the Albuquerque Service Center (ASC), assisting with new employee orientation and training, monitoring leave and appointment balances, completing timesheets for absent employees, reviewing timesheets for accuracy, monitoring payroll, maintaining official records inventory.
- Providing assistance to employees in the use of government computers and programs, including but not limited to: GovTrip, Paycheck, AgLearn, the Correspondence Data Base, National Archives and Records Administration (NARA) database, Microsoft Word, etc.
- Interacting both verbally and in writing with staff members, fellow employees, members of the general public, and suppliers and vendors, in a professional and courteous manner.
- Providing a full range of purchasing and procurement services to the unit using a Government Purchase Card, including supply inventory, purchasing, receiving and distribution.
- Keeping employees informed of personnel policies and regulations, such as: time and attendance, leave, benefits, compensation for injury, retirement, hiring, promotion, termination, etc.
- Receives visitors and handles calls of a routine nature, such as locations of key personnel and recreation opportunities.

Forest:
The Shasta-Trinity National Forest, located in north central California, is the largest national forest in California and provides some of the highest quality fish and wildlife habitat in the Pacific Northwest. It is comprised of 2.1 million acres ranging in elevation from 1,000 feet to 14,162 feet at the summit of Mt. Shasta. This forest encompasses five wilderness areas, hundreds of mountain lakes and more...
than 6,000 miles of streams and rivers. In addition, there are wild and scenic rivers, national trails and scenic byways and a National Recreation Area. For further information on the forest, please see [www.fs.usda.gov/stnf](http://www.fs.usda.gov/stnf).

**Community:**
The South Fork Management Unit has a large variety of terrain and ecosystems that provide for a wide range of recreational opportunities. It encompasses over 590,000 acres, two wilderness areas and three major streams from the primary watersheds within the area; the South Fork of the Trinity River, Hayfork Creek and Beegum Creek. For further information about the unit please see [http://www.fs.usda.gov/detail/stnf/about-forest/?cid=fsm9_008647](http://www.fs.usda.gov/detail/stnf/about-forest/?cid=fsm9_008647).

This Management Unit has offices in the town of Hayfork and Platina which are about 33 miles apart. Hayfork, California is a small rural community with a population of approximately 2,500 people. It is located about 60 miles west of Redding at an elevation of 2,300 feet. Hayfork has churches, stores, a medical clinic, and schools up to and including high school. Housing costs are approximately $200,000 for a 3 Bedroom/2 Bath house and rentals average $700/month. The Hayfork area offers a wide variety of outdoor recreational opportunities in a rural setting.

For any technical questions regarding the above position, please contact either: Darla Maxwell 530-628-1241 or by email at [djmaxwell@fs.fed.us](mailto:djmaxwell@fs.fed.us). Frances Lindquist, Civil Rights Officer at 530-226-2367 or by email at [franceselindquist@fs.fed.us](mailto:franceselindquist@fs.fed.us).
SHASTA-TRINITY NATIONAL FOREST
Outreach Response Form
Administrative Support Assistant, GS-0303-05
Platina, California

Please submit outreach response by June 24, 2016 to
Darla Maxwell at dimaxwell@fs.fed.us or phone 530-628-1241 or
Frances Lindquist at franceselindquist@fs.fed.us or phone 530-226-2367

NAME: ____________________________________________

EMAIL ADDRESS: ____________________________________________

MAILING ADDRESS: ____________________________________________

TELEPHONE NUMBER: ____________________________________________

CURRENT EMPLOYER: ____________________________________________

CURRENT REGION/FOREST/DISTRICT: ____________________________________________

TYPE OF APPOINTMENT: ____________________________________________

(IF USFS) SERIES AND GRADE: ____________________________________________

CURRENT POSITION TITLE: ____________________________________________

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY? ____________________________________________

IF NOT A CURRENT PERMANENT (CAREER OR CAREER-CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE
REHIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

☐ PERSONS WITH DISABILITIES
☐ VETERANS RECRUITMENT ACT
☐ DISABLED VETERANS WITH 30% COMPENSABLE DISABILITY
☐ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
☐ FORMER PEACE CORPS VOLUNTEER
☐ PATHWAYS STUDENTS PROGRAM
☐ OTHER: ____________________________________________

THANK YOU FOR YOUR INTEREST IN OUR VACANCY!
USDA FOREST SERVICE IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.