

Outreach Notice

Shasta-Trinity National Forest



Join our team on the Shasta-Trinity National Forest!

Administrative Support Assistant

GS-0303-05

The Shasta-Trinity National Forest is seeking a dynamic, innovative self-starter for the Trinity River Management Unit. The duty location is Weaverville, CA

If interested in being considered for this position, please send completed outreach form to:
Susan Pasarow spasarow@fs.fed.us by **December 21, 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: Travel, 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

Community:

The Trinity River Management Unit lies within parts of Shasta and Trinity Counties. This unit is critical to tourism, recreation, and the economy of Trinity County. This is a land of breathtaking beauty and a place where everyone can enjoy the great outdoors.

For more information on the unit, please see http://www.fs.usda.gov/detail/stnf/about-forest/?cid=fsm9_008648

The historic town of Weaverville, the county seat, is nestled at the base of the magnificent Trinity Alps Wilderness. It is about 40 miles west of Redding, California, 80 miles south of the California/Oregon border and two hours from the Pacific Coast. It is a full service community of approximately 3,500 people and features a hospital, high school, charter and private schools, satellite, junior college campus, restaurants, movie theater, grocery and churches. Public transportation is available with a county bus service. The closest commercial airport is in Redding. There is a weekly newspaper in Weaverville and a daily newspaper in Redding.

There are four distinct seasons. Summers are dry with temperatures between 80 and 100 degrees F. Most precipitation falls between mid-October and May, some in the form of snow. Average precipitation is 36 inches for the Weaverville area. The average temperature in January is 32 degrees and 95 degrees in August.

The average 3-bedroom/2bath house sells for \$200,000 and up in the Weaverville area. Monthly rental for a 3 bedroom house is about \$1200. Housing and rental costs are somewhat lower in surrounding communities.

For further information on the community, please see <http://www.weavervilleinfo.com>

For any technical questions regarding the above position, please contact either:

Susan Pasarow at 530-623-1705 or by email at spasarow@fs.fed.us or Tina Lynsky at 530-623-1700 or by email at tlynsky@fs.fed.us

For additional information, contact Fran Lindquist, Civil Rights Officer at (530)-226-2367.

SHASTA-TRINITY NATIONAL FOREST
Outreach Response Form
Administrative Support Assistant, GS-0303-05
Weaverville, California



Please submit outreach response by **December 21, 2016** to
Susan Pasarow at spasarow@fs.fed.us or phone 530-623-1705.

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
- STUDENT INTERN PROGRAM
- OTHER:

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