**Willamette National Forest**

**Detroit Ranger District**

**Administrative Support Assistant**

**OUTREACH NOTICE**

**Administrative Support Assistant – GS 0303- 05/06**

**Willamette National Forest**

**Detroit Ranger District**

**Detroit, Oregon**

The **Detroit Ranger District** will soon be advertising **one permanent, full-time, Administrative Support Assistant GS-0303-05/06** position with a duty station of Detroit, Oregon. The purpose of this Outreach Notice is to inform the potential applicant pool of this position.

If you are interested in this position please complete the attached **Outreach Response Form** and return it to Alexis Burke,Support Services Supervisor,atalexis.burke@usda.gov **v**ia email or fax to (503) 854-4239 no later than **April 30th, 2019.**

**APPLICANT INFORMATION**

The vacancy announcement for this position will be posted on **USAJOBS**, the U.S. Government’s official website for employment opportunities at [www.usajobs.gov](http://www.usajobs.gov).

**ABOUT THE POSITION**

This position serves as an Administrative Support Assistant providing program support to employees and public visitors to the Detroit Ranger District Office. The incumbent performs a variety of administrative and support type duties in such areas of administration as: procurement, property, human resources, budget, travel, reception duties, resource support services, and miscellaneous office and clerical services. This position works closely with professional, technical, and administrative staff, as well as the public. Has a thorough understanding of Forest Service regulations, procedures and processes governing administrative management functions and the organization’s structure and functions.

**THE DUTY STATION**

The position will be stationed in **Detroit, Oregon.**

**ABOUT THE DETROIT RANGER DISTRICT:**

The Detroit RD manages approximately 300,000 acres including the Mt. Jefferson Wilderness located along the Cascade Crest, the Opal Creek Scenic Recreation Area and Wilderness and Detroit Lake. The district offers a wide variety of recreation opportunities including: backpacking, hiking, fishing, hunting, cross-country and downhill skiing, rafting, canoeing, sailing, bicycling and horseback riding.

**Note: the Detroit Ranger District is included in the Portland/Vancouver/Salem locality pay area and is subject to a 23.13% locality pay adjustment.**

**ABOUT DETROIT AND THE SURROUNDING COMMUNITIES**

Detroit is located in the North Santiam River Canyon, in the heart of the Cascades, approximately 50 miles east of Salem along Highway 22 and 70 miles west of Bend. The North Santiam Canyons economic base is heavily supported by tourism in the Detroit Lake area and also a strong local timber industry. Detroit Lake is a popular lake in Oregon known for its excellent waterskiing, boating, fishing and camping. There are several small communities within easy commuting distance of the Ranger District including Detroit, Idanha, Gates, Mill City (nearest school district and medical facility), Mehama and Lyons. Some employees commute from Salem and Stayton (nearest hospital). Housing is available in the North Santiam Canyon. Government housing may be available for rent at the Detroit Ranger Station. For more info on the North Santiam Canyon Area, see the North Santiam Chamber web site at: [*www.nschamber.org*](http://www.nschamber.org/)

**FOR MORE INFORMATION** about the Willamette National Forest, please visit our web site at: <http://www.fs.usda/gov/willamette>

# FOR MORE INFORMATION about this vacancy please contact

Alexis Burke, Support Services Supervisor

 (503) 854-4220

alexis.burke@usda.gov

**Willamette National Forest Outreach Response Form**

**Due: April 30th, 2019.**

Attn: **Alexis Burke**

Title of Position: **Administrative Support Assistant**

Pay Plan, Series, Grade: **GS-0303-05/06**

**Response Information:**

Name:

E-mail Address:

Phone:

**Are you a current federal employee? Yes\_\_\_\_\_ No\_\_\_\_\_**

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position, Series, and Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire qualifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions (optional):**

**Brief description of your qualifications:**

**Describe skill level and interest:**

**Please remember to attach your resume and any other supporting documentation you would like us to consider in this process.**

Do you qualify for any of the following programs?

[ ] VRA – Veterans Recruitment Appointment Authority *(disabled veterans, veterans who served in a declared war, or in a campaign for which a campaign badge has been authorized, or awarded a Armed Forces Service Medal, and separated from active duty in the past 3 years)*

[ ] Military Spouse Hiring Authority *(Military spouses eligible under Non-competitive Appointment of Certain Military Spouses do not have a hiring preference; however, this appointing authority does provide for non-competitive entry into the competitive service. There are three categories that determine eligibility: those who are relocating with their service-member spouse as a result of permanent change of station (PCS) orders, spouses of service members who incurred a 100% disability because of the service member's active duty service, and spouses of service members killed while on active duty.)*

[ ] VEOA – Veterans Employment Opportunity Authority *(allows eligible veterans to apply for merit promotion vacancies otherwise not open to external candidates without career status)*

[ ] Prior AmeriCorps/VISTA *(persons are granted a one-year period to be non-competitively appointed to a normally competitive Federal position after leaving the Peace Corps or AmeriCorps VISTA with a certification of eligibility)*

[ ] 30% Disabled Veterans Appointing Authority *(disabled veterans who were retired from active military service with a 30% or more disability rating; disabled veterans rated by the Veterans Affairs as having a compensable service-connected disability of 30% or more)*

[ ] Prior Peace Corps *(former Peace Corps volunteers who have satisfactorily completed 3 years of continuous service into career or career-conditional permanent positions)*

[ ] Schedule A Disabled Persons Hiring Authority *(persons with physical or mental disabilities certified by a licensed medical professional, Veterans Administration or a State Rehabilitation Agency as eligible)*

[ ] Reinstatement Rights *(agencies may reappoint people previously employed under a career or career-conditional appointment by reinstatement to a competitive service position)*

[ ] Pathways Student Hiring Authority *(Internship Program: current students in an accredited high school, college [including 4-year colleges/universities, community colleges, and junior colleges]; professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate; Recent Grads Program: recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution)*