United States Department of the Interior

NATIONAL PARK SERVICE
Denali National Park & Preserve
Mile 237 Parks Highway
P.O. Box 9
Denali National Park, AK 99755

RECRUITMENT BULLETIN: **DENA-15-043**
ISSUE DATE: February 26, 2015
CLOSING DATE: March 12, 2015

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM-- PUBLIC LAW 96-487

Denali National Park and Preserve is accepting applications for full-time permanent, subject to non-pay status work. This announcement is also online at www.nps.gov/dena/parkmgmt/jobs-local-hire.htm.

POSITION **DUTY LOCATION**
Administrative Support Assistant, GS-0303-05 Denali Park, AK
$17.92-$23.30 per hour

APPOINTMENT INFORMATION: Full-time, permanent career-seasonal. A permanent career-seasonal position includes all benefits of permanent employment, but does not provide for employment on a full-time year-round basis. As a condition of employment and (depending on workload needs and/or funding), the employee is guaranteed work for at least 10 months but not more than 11 months each service year. When services are not required, employee will be placed in a non-work, non-pay status. A minimum of 2 weeks in non-pay and non-duty status is required each service year. While in pay and duty status, the employee will work a full-time work schedule (40 hours per week). Salary, vacation and sick leave earnings, which are normally based on year-round employment, will be prorated according to the number of weeks actually worked each year. The waiting period of within-rate increases (step increases) and career tenure may also be extended by a portion of the time spent in non-pay status.

BENEFITS: Working for the National Park Service offers a comprehensive benefits package that may include, in part, sick and personal leave, holidays, life and health insurance, retirement benefits, and participation in the Thrift Savings Plan which includes a percentage of government matching contributions. The person hired may be converted to competitive service career or career conditional status after completing two years of continuous satisfactory service in a permanent position and meeting government wide qualification standards.

DUTIES:

The incumbent serves as an office automation assistant in Denali National Park for the division of Resources Management and Visitor and Resource Protection. Duties include but are not limited to:

- Provides general information and directs visitors to appropriate personnel for specific information.
- Receives and distributes incoming mail and prepares outgoing mail for delivery.
- Anticipates needs for and assembles reports, files and documents relating to data calls.
- Prepares travel documents including authorizations and vouchers. Provides technical assistance to travelers.
- Serves as timekeeper and is responsible for ensuring payroll is entered according to specified time schedules.
- Maintains office records and filing, including training and court records.
- Assists supervisor in annual inventory of property.
- Reviews and conducts micro purchases.

- Creates, enters and forwards to budget office Purchase Requests for purchases over the micro purchase threshold.
- Performs supply functions including receiving incoming supplies materials and equipment, checking items against acquisition documents for completeness. Resolves discrepancies with Contracting Officer or vendors.
- Orders and maintains stock items such as office supplies and safety equipment.
- Uses computers and appropriate software for data collection, analysis and collating.
- Prepares reports, forms and tabular material, providing proper spacing, heading and arrangement for ease of understanding and informational processing.

WHO CAN APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Denali National Park and Preserve, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Areas considered "near" Denali National Park only includes: Nenana, Anderson, Clear, Ferry, Healy, Denali Park, Kantishna, McKinley Village, Cantwell, Chulitna, Curry, Petersville, Trapper Creek, Talkeetna, Lake Minchumina, Nikolai, Tanana and Telida.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):
The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. It is important to **provide detailed information about and examples of your experience**, particularly in the following Knowledge, Skills and Abilities. Describe experience (paid or unpaid), education, training, awards and self-development that show your level of experience related to each KSA.

Use a separate sheet of paper with corresponding numbers for your answers.

1. Ability to type at least 40 words per minute. (screen-out)

2. Skill in the operation of computers. Knowledge of Microsoft software programs, including Word and Excel.

3. Knowledge of correspondence procedures, including letters, forms, and reports; include examples.

4. Knowledge of office filing procedures, including handling of confidential information. Ability to organize office files and records.

5. Ability to process travel and time and attendance documents.

6. Ability to manage a variety of tasks with multiple interruptions.

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks**.**
- This position requires a two year trial period.
- Work is largely sedentary in an office setting.

VETERANS' PREFERENCE: All applicants claiming veterans' preference MUST submit a copy of their DD-214, Military Discharge" which shows the type of discharge received. In addition, those claiming 10-point veterans' preference MUST submit a copy of an SF-15, "Claim for 10-point veterans' preference," and the verifying documentation listed on the back of the SF-15, such as a copy of the latest Veterans Administration disability certification. To obtain further information about veterans' preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veterans' preference if you do not provide this documentation.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! **Incomplete applications may result in non-referral of your application.** Assistance and forms may be obtained from the park office at the address above or by calling 907-683-9648. **The SF-15 may be obtained through the Internet at** www.opm.gov/forms.

All applications must be postmarked or received in the Human Resources Office at Denali National Park by the closing date of the announcement. If your application package is postmarked on the closing date it must be received by the Human Resources Office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date. ***Please call ahead to ensure someone is in the office to receive your application around the Thanksgiving holiday. Call 907-683-9648.***

Mail or deliver the following required forms to Park Headquarters, Denali National Park and Preserve, P.O. Box 126, Denali Park, AK 99755:

- **Resume** that provides detailed information about your work experience. Include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment or volunteer work.
- **Answers to the KSAs** listed above *(required - you need to respond to the KSAs)*
- **Completed Local Hire Eligibility Questionnaire** (attached to the announcement or can be obtained from the park office)
- DD-214 if claiming veterans' preference; if claiming 10-point veterans' preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Administrative Support Assistant, GS-0303-05, Perm STF
DENA-15-043

This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following:

Your Legal Name (please print): _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Denali National Park and Preserve? (circle the **one** statement that applies)
   a. Less than 12 months
   b. 12 months or more
   c. I have not lived or worked in or near the park

2. What time of year have you lived or worked in or near Denali National Park and Preserve? (circle **all** that apply)
   a. during all or part of December through February
   b. during all or part of March through May
   c. during all or part of June through August
   d. during all or part of September through November
   e. I live (or have lived) in or near the park on a year around basis.

3. List your physical address(es) while living in the vicinity of Denali National Park and Preserve, and approximately when you lived there (month & year, for example Oct 2001 to September 2005)

_____

_____

_____

_____

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle **all** that apply)?
   a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
   b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
   c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
   d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
   e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
   f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):
      _____
   g. I do not have knowledge or experience as listed above.

5. How did you obtain your knowledge of the Denali National Park and Preserve (circle **all** that apply)?
   a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
   b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
   c. Official training: high school class, college course
   d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
   e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

_____

Applicant signature Date

Applicant Background Survey

GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER **DENA-15-043**	**TODAY'S DATE**: (MM/DD/YY)
POSITION TITLE: **Administrative Support Assistant**	SERIES/GRADE: **GS-0303-05**
1.**NAME**: (Last, First, MI)	

4. How did you learn about the position or exam you are applying for? Please circle your choice(s).

01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office	09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____

5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex.

A - American Indian or Alaskan Native **B** - Asian or Pacific Islander **C** - Black, not of Hispanic Origin **D** - Hispanic **E** - White, not of Hispanic Origin	6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female:_____ Male:_____

8. Do you have any disabilities? Yes No

PRIVACY ACT INFORMATION

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms hat solicit personal information. **AUTHORITY:** Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. **PURPOSE AND ROUTINE USES:** The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. **EFFECT OF NONDISCLOSURE:** Providing this information is voluntary. No individual personnel selections are made based on this information. **INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b):** Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.