



United States Department of the Interior
NATIONAL PARK SERVICE

Denali National Park and Preserve
P.O. Box 9
Mile 237 Parks Highway
Denali Park, AK 99755

RECRUITMENT BULLETIN: **DENA-15-044**

ISSUE DATE: February 20, 2015

CLOSING DATE: February 26, 2015

****THIS IS A RE-ANNOUNCEMENT OF VACANCY #DENA-15-028****

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

Administrative Assistant (HR), GS-0303-05/06

\$17.92-\$25.97 per hour

DUTY LOCATION

Denali Park, AK

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. You may even be able to work a flexible schedule.

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 6 months but not more than 9 ½ months each service year. When services are not required, employee will be placed in a non-work, non-pay status. **A minimum of 10 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) may be extended by a portion of the time spent in non-pay status. There is promotion potential to a GS-6. Promotion is neither guaranteed nor automatic.

DUTIES: Incumbent works directly for the Chief of Administration and works with the lead HR Administrative Assistant. Duties include but are not limited to:

- Incumbent serves as an Administrative Assistant in Denali National Park and Preserve's human resources office.
- Incumbent serves as the park's primary payroll administrator, personnel action processor, and processor of employee documents.
- Employee manages human resources files and submission of documents to the Servicing Human Resources Office (SHRO). Incumbent enters data in spreadsheets and uses common software programs.
- Other duties as needed.

ELIGIBILITY TO 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. The area 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 application package, 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

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 considered. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). 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 answers.

1. Skill in the operation of computers. Knowledge of Microsoft software programs, including Word and Excel.
2. Knowledge of correspondence procedures, including letters, forms and reports.
3. Knowledge of office filing procedures, including handling of confidential information.
4. Knowledge of and ability to use an online human resources management program for data entry and processing.
5. Ability to communicate effectively.

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.
- Work is done in an office setting and is mostly sedentary.
- Must be at least 18 years of age.

VETERAN'S PREFERENCE: All applicants claiming veterans' preference **MUST** submit a copy of their DD-214, Military Discharge" which includes they type of discharge you 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 this office by the closing date of the announcement.

If your application package is postmarked on the closing date it must be received in this 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.

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. Also 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.
- Answers to the **KSAs** listed above
- Completed **Eligibility Questionnaire** (attached to the announcement or can be obtained from the park office)
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's 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.

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ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Administrative Assistant (HR), GS-0303-05/06, Perm subject to furlough
DENA-15-044

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 (e.g. month & year - 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.

Signature

Date

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-15-044	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE : Administrative Assistant (HR)	SERIES/GRADE: GS-0303-05/06
1. NAME: (Last, First, MI)	
4. How did you learn about the position or exam you are applying for? Please circle your choice(s) from the list below.	
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. INDICATE YOUR SEX Female Male
8. Do you have any disabilities? Yes No	
<p>PRIVACY ACT INFORMATION</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that 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.</p>	