



United States Department of the Interior



NATIONAL PARK SERVICE

Denali National Park & Preserve
Mile 237 Parks Highway
P.O. Box 126
Denali National Park, AK 99755

RECRUITMENT BULLETIN: **DENA-24-055**

ISSUE DATE: April 24, 2024

CLOSING DATE: May 15, 2024

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

Denali National Park and Preserve is accepting applications for up to one permanent, full-time Administrative Support Assistant (OA), GS-0303-05 position. This announcement is also online at www.nps.gov/dena/parkmgmt/jobs-local-hire.htm. More than one position may be filled via this bulletin.

POSITION

Administrative Support Assistant (OA), GS-0303-05

\$21.42 - \$27.85 per hour, plus a 3.21% Cost of Living Allowance (COLA), which is subject to annual review and adjustment.

DUTY LOCATION

Denali Park, AK

APPOINTMENT INFORMATION:

Permanent, full-time. Employees can be converted to the competitive service after two years of satisfactory service in the same appointment, and upon meeting all regulatory requirements. Competitive service enables employees to compete for other career opportunities through announcements that are open to current permanent career or career conditional Federal employees.

BENEFITS:

Health and life insurance, retirement, Thrift Savings Plan (similar to a 401K) with matching Government contributions, paid holidays, annual and sick leave, and performance-based longevity pay increases.

DUTIES:

If selected, you will work as an Administrative Support Assistant, GS-0303-05, at Denali National Park and Preserve. Duties include but are not limited to the following:

- 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.
- Reviews and completes charge card purchases. Receives supplies and materials.
- Creates, enters, and forwards to budget office Purchase Requests for purchases over the micro purchase threshold.
- Enters a variety of personnel actions.
- 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.
- Anticipates needs for and assembles reports, files, and documents relating to data calls.
- Assists with onboarding and checking-out seasonal employees.

For more information about the duties of this position, please contact Dwayne (Ed) Travis, Deputy Facility Operations Manager, at (907) 983-9579 or dwayne_travis@nps.gov.

PHYSICAL DEMANDS:

Work requires sitting at a desk, standing, bending, reaching, walking and lifting.

WORK ENVIRONMENT:

Work is performed primarily in an office setting but may be performed out in the field.

WHO MAY 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 may apply. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with a full range of typical conditions that affect the work to be accomplished. Applicant resumes should reflect periods of time having lived or worked in or near the area of consideration.

Areas considered “near” Denali National Park and Preserve, Toklat, and Wonder Lake duty stations include only: Anderson, Cantwell, Chulitna, Clear, Curry, Denali Park, Ferry, Healy, Kantishna, Lake Minchumina, McKinley Village, Nenana, Nikolai, Petersville, Talkeetna, Tanana, Telida, and Trapper Creek.

POSITION REQUIREMENTS: Requirements will be determined by evaluating experience in your resume and the interview and selection process. All position requirements must be met by the closing date of this recruitment bulletin. Knowledge or expertise concerning the park’s or preserve’s natural and/or cultural resources and the management thereof is required. Local knowledge of the resources and the typical conditions that affect the work to be accomplished will be applied in the performance of the duties. Applicant resumes should reflect periods of time having lived or worked in or near the area of consideration.

Following are seven competencies identified for this position. Applicants are not required to address these competencies in a separate document but are encouraged to include in their resumes experience related to these competencies.

1. Ability to type 40 words per minute.
2. Skill in the operation of computers. Knowledge of Microsoft software programs, including Word, Excel, and Teams.
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.
7. Ability to use specific software programs such as a travel system, payroll system, or human resources system.

CONDITIONS OF EMPLOYMENT:

- U.S. Citizenship required.
- Appointment subject to background investigation with favorable adjudication before starting work.
- Selectee will be required to participate in the Direct Deposit Electronic Funds Transfer Program.
- Selectee will be subject to a two-year trial (probationary) period.
- Selectee must be 18 years of age or older by enter on duty date.
- Males ages 18-25 must meet Selective Service Registration Act requirement. Verify registration at sss.gov
- This position may work a variety of schedules, which may include on-call, evening, weekend, shift work, and/or holiday work.
- Selectee must be a fully qualified typist and able to type 40 words per minute.
- Selectee may be required to travel up to 5 nights per month. Selectee may be required to complete training and obtain/maintain a government charge card with travel authority.
- The National Park Service has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.
- Selectee may be required to complete training and obtain/maintain a government charge card with travel and/or purchase authority.
- Government housing is not available.

Selectee may be required to operate a government motor vehicle on an incidental basis as part of their official duties. Prior to their first official motor vehicle operation they will be required to sign an affidavit certifying that they possess a valid State issued driver's license that is current and has not been revoked, suspended, canceled, or otherwise disqualified in any way to prohibit their operation of a motor vehicle.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete submissions may result in non-referral of your application. **Please note:** An application consists of your resume and any other required forms or documents outlined below. There is no application form to complete.

All applications must be received via email or postmarked by the closing date of the announcement. Hand-delivered or faxed applications will not be accepted.

You may email your application to: Denali_Applications@nps.gov. Do not carbon copy (cc) anyone when you email your application. Emailed applications must be received by 11:59 p.m. Alaska Daylight Savings Time on the closing date of this recruitment bulletin.

It is the applicant's responsibility to verify their application has been received via email by the deadline specified above.

If you email your application, include the recruitment bulletin number in the subject line. If you apply for more than one position, send a separate email with application for each position.

Note: Information provided in the body of the email will not be considered part of your application. Include all information you want to share in your resume or include a cover letter.

If mailed via United States Postal Service (USPS), your application must be addressed to: Park Headquarters, ATTN: HR, Denali National Park and Preserve, PO Box 126, Denali Park, AK 99755. DO NOT SEND your application via United Parcel Service (UPS) or FedEx. We do not accept applications mailed in postage-paid government envelopes or through an internal government mail system.

If your application is postmarked on the closing date, it must be received in a sealed envelope at Denali National Park and Preserve no later than seven calendar days after the closing date.

Do not include any photographs of yourself or any PII (Personally Identifiable Information), such as your Social Security Number, driver's license number, or passport number in your application.

REQUIRED FORMS to include in your application:

- **Resume** that provides detailed information about your work experience. Also include: *the recruitment bulletin number of the position for which you are applying*; and for each period of employment state the specific date range worked (for example, June 15, 2022 - August 31, 2023), the position title, employer's name, phone number and address.
 - Emailed resumes and cover letters need to be sent as **attachments**.
- **DD-214 – Certificate of Release or Discharge from Active Duty** – if claiming points of Veterans' Preference, include a legible copy of the DD-214 form that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active Duty if separation was prior to July 1, 1979. If claiming 10 points of Veterans' Preference, also include the SF-15 and verification documents described on the back of the SF-15. The SF-15

may be obtained through the Internet at www.opm.gov/forms. See additional details below about Veterans' Preference.

It is the applicant's responsibility to provide documentation/proof of claimed status for 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.

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.

How to Get Assistance

Assistance may be obtained by e-mailing DENA_HR_Requests@nps.gov. Do not email applications to this email address.

Veterans' Preference (for qualifying veterans): To receive Veterans' Preference, your application package must include a copy of your DD-214 form – *Certificate of Release or Discharge from Active Duty* – that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active Duty if separation was prior to July 1, 1979. If claiming 10-point Veterans' Preference, you also must provide a completed SF-15 (www.opm.gov/forms) and verification documents listed on the SF-15. If you are separated and as yet do not have a DD-214, you may use an official statement of service from your command indicating that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e.g. documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive Veterans' Preference if you do not provide this documentation.

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.