



United States Department of the Interior
NATIONAL PARK SERVICE
Katmai National Park and Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: KATM-14-012
ISSUE DATE: May 19, 2014
CLOSING DATE: June 6, 2014

Amended to change closing date to 06/13/2014.
Previous applicants need not reapply to be considered.

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM—

PUBLIC LAW 96-487

POSITION

Ranger Activities Assistant GS-0303-05
\$ \$17.74 per hour (includes 7.18% COLA)

DUTY LOCATION

King Salmon, AK

BENEFITS: Paid holidays, annual and sick leave, performance-based longevity pay increases, and benefits such as insurance and the Thrift Savings Plan (similar to a 401K) with matching Government contributions.

APPOINTMENT INFORMATION: This is a term position, subject to annually recurring periods of non-pay/non-duty status. The position is scheduled to last 13 months and may be extended for additional periods, up to a total of 4 years of employment. The work schedule is full-time (40 hours per week).

As a condition of employment the employee is guaranteed work for at least 40 weeks each service year. When services are not required, the employee will be placed in a non-work, non-pay status. Non-pay/non-work time will vary from 2 to 12 weeks per year (depending on workload needs and/or funding). 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 for pay increases may also be extended by a portion of the time spent in non-pay status.

This position may involve weekend work or performance of duties before or after "normal" working hours. Occasional overtime may be required.

DUTIES: The incumbent serves as the Ranger Activities Assistant for the Resource and Visitor Protection Division, providing service to Katmai National Park and Preserve, Alagnak Wild River, and Aniakchak National Monument and Preserve. Incumbent is responsible for the daily operation of the park communications desk. Duties include tracking of field operations by radio and by automated tracking systems for plane, boat, and ground operations. Prepares morning reports for daily radio broadcast of weather, field conditions and employee messages and serves as the park dispatcher for daily field operations and emergency responses. Performs other administrative support duties as assigned.

WHO CAN APPLY: In order to be eligible for consideration for appointment under the terms of this announcement, applicants must be U.S. citizens who have acquired special knowledge or expertise regarding the natural or cultural resources of Katmai National Park and Preserve, by reason of having either lived or worked in or near one of the park units. This level of knowledge would be acquired by having lived or worked in the area for at least 12 months, to include all four seasons. 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.

In accordance with 36 CFR 13.1902, resident zone communities are as follows:

The Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E

Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

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):

Your answers to the following KSAs will help us to evaluate your qualifications to perform the duties of this position. Please note that applicants will only be referred if their resume demonstrates they have the specialized experience or education to qualify for the position. It is critical to provide detailed information about your experience in your resume, particularly related to the following KSAs. In addition, please use the attached Assessment Questionnaire to answer the KSA questions.

1. Ability to type 40 words per minute (screen out).
2. Ability to provide clerical services,
3. Ability to communicate orally.
4. Knowledge of computers and common office software.
5. Experience providing radio dispatch services.

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.
- Drug testing designated – must receive negative results on a drug test prior to employment, and will be subject to random testing.
- Drivers license required.
- Must be 18 or older.

OTHER INFORMATION:

- Employees are expected to be able to focus on details and explicitly follow established policy during emergency response situations.
- Employees are expected to be able to get along with people of diverse backgrounds and ideas.
- Work requires long periods of sitting and standing and working computerized systems via key board and mouse.
- Government housing may be available for rent.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application.

Your **complete** application package 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. Please note there will be no follow up to obtain missing materials, so it is critical to submit a complete application package.

A complete application package must include:

- 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 the employer name for each period of employment.
- Local Hire Eligibility Questionnaire *
- Assessment Questionnaire *
- Transcripts or detailed course listing (required only if you are using education to qualify)
- Veterans preference documents (required if you are claiming veterans preference – see below for documents)
- Although not required, you are encouraged to submit the attached “Demographic Information on Applicant” (OMB 3046-0046) with your application. Please ensure that this form is not attached to your resume or other application materials, as the form is not forwarded to the selecting official.

**Attached to this announcement, or can be obtained from the park office.*

Mail or hand deliver the following required forms to Park Headquarters, Katmai National Park/Preserve, P.O. Box 7, King Salmon, AK 99613. Assistance and forms may be obtained from the park office or by calling (907)246-2105. The SF-15 and OMB 3046-0046 are available through the internet at www.opm.gov/forms.

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

Application materials will not be returned.

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.

VETERAN'S PREFERENCE (for qualifying veterans): To receive Veteran's Preference, your application package must include a copy of the DD-214, Military Discharge, 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 veteran's preference, you must also provide a completed SF15 (www.opm.gov/forms) and verification documents listed on the SF15. If you are separated and do not have a DD214 yet you may use an official statement of service from your command 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 veteran's preference if you do not provide this documentation.

If you do not know whether you have preference, [this link](http://www.dol.gov/elaws/vets/vetpref/mservice.htm) can assist you. (www.dol.gov/elaws/vets/vetpref/mservice.htm)

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
Ranger Activities Assistant, GS-0303-05
KATM-14-012

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

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Katmai National Park and Preserve?
 - 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 Katmai National Park and Preserve? (check 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 Katmai 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 Katmai 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

**KATM National Park and Preserve
Ranger Activities Assistant, GS-0303-05
KATM-14-012
Assessment Questionnaire**

Qualifications	A	B	C	D	
<p>1. Using A through D below, circle the response in the column on the right that best describes how your background meets qualification requirements for this GS-0303-05 Ranger Activities Assistant position.</p> <p>A. I possess specialized experience related to the duties of this position. Examples of qualifying experience include working as a dispatcher; providing information or assistance to the public; providing general clerical support (i.e., maintaining files and inventories, typing routine correspondence, and gathering program data or information following routine search procedures); and using a variety of software such as word processing and database processing to perform routine tasks.</p> <p>B. I have four years of successfully completed education above the high school level, and have submitted a copy of my transcripts or a detailed course listing with my application package.</p> <p>C. I do not have the experience or education described above; however, I do have an equivalent combination of education and experience. I have submitted a copy of my transcripts or a detailed course listing with my application package.</p> <p>D. I do not meet or exceed any of the above statements.</p>					
<p>2. This position requires the ability to type at least 40 words per minute (screen out). Can you accurately type at least 40 words per minute?</p>	Yes	No			
Knowledge, Skill and Abilities (KSAs)					
<p>INSTRUCTIONS: For each of the following tasks, use the A through E scale listed below to identify the skill level that you currently possess in that task.</p> <p><i>A- I have not had education, training or experience in performing this task.</i></p> <p><i>B- I have had education or training in performing this task, but I have not yet performed it on the job.</i></p> <p><i>C- I have performed this task on the job, with close supervision from supervisor or senior employee.</i></p> <p><i>D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.</i></p> <p><i>E- I am regarded by others as an expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.</i></p>					
KSA-1. Ability to provide clerical services.					
<p>3. Answer telephone inquiries from the general public and respond to non-technical questions.</p>	A	B	C	D	E
<p>4. Use various office equipment including computer, copier, fax machine, and scanners.</p>	A	B	C	D	E

5. Maintain office property inventory.	A	B	C	D	E
6. Establish and maintain files using standardized filing system.	A	B	C	D	E
7. Order and maintain supplies and equipment.	A	B	C	D	E
8. Maintain office activities calendar for training, meetings, reservations for room use.	A	B	C	D	E
9. Create and maintain mailing lists for electronic and hard copy mailing.	A	B	C	D	E
10. Compile information requested by others.	A	B	C	D	E
11. Work well with people in a high pressure work environment responding to shifting priorities.	A	B	C	D	E
12. Stock information desk or other comparable work area with brochures, information handouts, etc., and keep the work area orderly and up to date.	A	B	C	D	E
13. Complete forms that require compiling, calculating, routing and filing.	A	B	C	D	E
14. Coordinate flight requests for use of aircraft.	A	B	C	D	E
FACTOR: KSA-2. Ability to communicate orally					
15. Greet visitors and provide directions to desired destinations, to desired services/products, or to an appropriate office or staff member for assistance.	A	B	C	D	E
16. Inform visitors of regulations, safety concerns and/or hazards, etc., and explain the reasons and/or basis for them.	A	B	C	D	E
17. Serve as a front-line representative (greeting customers/visitors, answering questions, and responding to comments and complaints, following established guidelines).	A	B	C	D	E
18. Work independently where job entails handling a high volume of personal contacts with the public.	A	B	C	D	E
19. Maintain courtesy and rapport with individuals when contacting them to gain their cooperation in routine situations.	A	B	C	D	E
20. Demonstrate understanding, courtesy, tact, empathy, and concern in handling adversarial, contentious, hostile, or otherwise stressful situations. (Be sure to specifically describe this experience in your resume.)	A	B	C	D	E
21. Interact with a diverse public representing a cross-section of the nation and other countries to include: different cultures, ages, social, ethnic, and economic groups, etc.	A	B	C	D	E
22. Recommend and assist visitors in planning activities in the area.	A	B	C	D	E
23. Use radio communications to communication information to the field.	A	B	C	D	E
24. Think and communicate clearly under stress by phone, in person and/or by radio. (Be sure to specifically describe this experience in your resume.)	A	B	C	D	E
25. Serve as a radio dispatcher for field staff to provide information such as boat and flight	A	B	C	D	E

following information on a fixed schedule					
26. Work independently handling public relations and/or other issues under stressful or controversial situations.	A	B	C	D	E
27. Work effectively as part of a team and maintain productive rapport with co-workers.	A	B	C	D	E
FACTOR: KSA-3. Knowledge of computers and common office software.	A	B	C	D	E
28. Operate a computer using Windows operating system.	A	B	C	D	E
29. Compose routine documents using Microsoft Word or similar software.	A	B	C	D	E
30. Develop basic spreadsheets using Microsoft Excel, or similar software, to input and analyze data.	A	B	C	D	E
31. Establish and maintain a computer log to maintain information such as daily radio logs or activity reports.	A	B	C	D	E
32. Establish and maintain a computer log to document information such as tracking charges or expenditures by account and source.	A	B	C	D	E
33. Enter information into an established database system.	A	B	C	D	E
FACTOR: KSA 4. Experience providing radio dispatch services.					
34. Use radio communications to communicate information to the field.	A	B	C	D	E
35. Serve as a radio dispatcher for field staff to provide information such as boat and flight following information.	A	B	C	D	E
36. Maintain a computer log of information such as daily radio logs, activity reports, and contacts.	A	B	C	D	E

Here's what your resume or application should contain
(In addition to specific information requested in the job vacancy announcement)

Job Information

- Announcement number, and job title and grade(s) of the job you are applying for.

Personal Information

- Full Name, mailing address (with zip code) and day and evening phone numbers
- Social Security Number
- Country of Citizenship
- Veterans' preference
- Reinstatement eligibility
- Highest Federal civilian grade held

Education

- High School
 - Name, city, and State (zip code if known)
 - Date of diploma or GED
- Colleges or universities
 - Name, city and State (zip code if known)
 - Majors
 - Type and year of any degrees received
(If no degree, show total credits earned and indicate whether semester or quarter hours)

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)
 - Job title (include series and grade if federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week
 - Salary
- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)