



United States Department of the Interior
National Park Service

Temporary Recruitment Bulletin

Hiring Agency	Department of the Interior, National Park Service	Who May Apply	U.S. citizens, nationals or those who owe allegiance to the U.S. with or without Federal status, may apply and be considered.
Position Title	Visitor Services Assistant	Series/Grade	GS-0303-03
Open Period	06/23/2021 to 06/30/2021	Duty Locations	Ninety Six, SC
Salary	\$13.45 per hour	Work Schedule	Part-Time

For More Information:

Name: Virginia Fowler
Email address: virginia_fowler@nps.gov
Phone#: 864-461-2828 ext 2110

Duration of Appointment: This is a temporary excepted service position not-to-exceed 1 year but may be extended up to 2 years.

Travel Required: No

Relocation: No, relocation expenses will not be paid.

Additional Bureau and Park Information:

Learn more about what it's like to work at National Park Service, what the agency does, and about the types of careers this agency offers:

<https://www.nps.gov/aboutus/index.htm/>.

The park(s) for this job opportunity announcement are listed by location. For more information on the park(s) for this announcement, select the following link:

www.nps.gov/nisi/, Ninety Six, SC 29666

Major Duties:

Visitor Services Assistant Duties:

- Interact with park visitors at a visitor center or other visitor contact station.
- Visitor management duties such as monitoring the number of visitors inside the visitor center, control flow of traffic in and out of facility, assist visitors with lost and found items, and special event or program set-up/take-down.
- Stressful situations may occur on a daily basis.
- Provide answers to visitor questions, describe the area's recreational opportunities, including NPS interpretive services, and explaining NPS and park regulations.
- Operating audio-visual equipment and cash register.
- Perform light cleaning duties to ensure a safe and clean environment for staff and visitors.

Key Requirements:

- U.S. Citizenship required
- Appointment subject to background investigation and favorable adjudication.
- Males must meet Selective Service Registration Act requirement.
- You will be required to participate in the Direct Deposit Electronics Funds Transfer Program.
- You may be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- You may be required to work on-call, evenings, weekends, holidays, overtime and/or shift work.

Education:

To qualify based on education, you must submit a legible copy of transcripts from an [accredited institution](#) with your name, school name, credit hours, course level, major(s), and grade-point average or class ranking. Transcripts do not need to be official, but if you are selected for this position and you used your education to qualify, you must provide official transcripts before you begin work.

If you are using [education completed in foreign colleges or universities](#) to meet qualification requirements, you must show that your education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university.

Evaluations:

Applicants will not be rated or ranked. All applicants that meet the basic eligibility and minimum qualification requirements of the position will be referred to the selecting official in preference eligible order.

Qualifications:

All qualifications must be met by the closing date of this announcement (unless otherwise stated in this bulletin).

Credit will be given for all appropriate qualifying experience. To receive credit for experience, your resume MUST clearly indicate the nature of the duties and responsibilities for each position, starting and ending dates of employment (month/year), and the resume must reflect full and/or part-time or total number of hours worked (i.e., work 40+ hours a week, rather than indicating full-time). If part-time, the hours must be annotated to be able to pro- rate the amount qualified specialized experience.

To qualify for this position at the GS-03 level, you must possess one of the following:

Six months of progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of a Visitor Services Assistant. **General experience** includes greeting the public, disseminating information, and providing directions,

-OR-

One year of education above high school (30 semester hours or 45 quarter hours). This education was obtained in an accredited business, secretarial or technical school, junior college, college, or university.

-OR-

Equivalent combination of experience and education that, together, equal 100% of the qualification standards listed above when combined.

Qualifying experience may be obtained in the private or public sectors. The OPM Qualification Standards Handbook is available for review at: <http://www.opm.gov/qualifications>

Additional Bulletin Information:

- **PHYSICAL DEMANDS:** The work may require standing or sitting for long periods of time, walking for long distances, climbing and descending steep inclines, traversing uneven terrain, bending, and lifting moderately heavy items, Mental stress and physical fatigue may occur due to the high volume of personal contacts, occasional emergency responses, the repetitive nature of some of the tasks, and the responsibility of dealing with large amounts of money.

- **WORK ENVIRONMENT:** Work may be accomplished in a typical office setting and is often performed outdoors which results in exposure to extremes of temperature, rain, snow, wind, steep and uneven terrain, and direct sunlight.
- This announcement may be used to fill additional positions if identical vacancies occur within 90 days of the issue date of the referral certificate.

Benefits:

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Federal Employees Health Benefits
- Federal Long-Term Care Insurance
- Flexible Spending Accounts

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

Required Documents:

The following documents are required and must be submitted by 11:59 PM (EST) on 6/30/21:

Resume which includes a list of all significant jobs held and duties performed, dates specified in month and year format, and the resume must reflect full and/or part-time or total number of hours worked (i.e., work 40+ hours a week, rather than indicating full-time). If part-time, the hours must be annotated to be able to pro-rate the amount of qualified specialized experience. If military or civilian, please include your rank and/or grade.

1. **Other Supporting Documents**, if applicable, such as:
 - **Veterans Preference Documentation:**
 - If you are a **Discharged, Non-Disabled Veteran**, you must submit a copy of your DD-214 showing character of discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions, as listed on the [SF15](#). If you don't have your DD-214, you may request it after discharge from the [National Archives](#).
 - If you are a **veteran within 120 days of discharge**, you must submit signed documentation from the Armed Forces certifying: 1) your expected release/retirement from active duty, 2) under honorable conditions, 3) your pay grade/rank/rate at time of discharge, 4) dates of active duty service, 5) any campaign or expeditionary medals received, & 6) dated within 120 days of your separation.
 - If you are a **Disabled Veteran, Purple Heart Recipient, or Mother or Spouse of a Disabled or Deceased Veteran**, you must submit all

additional proof required by the [SF15](#), and if applicable, a completed [SF15](#). You may request a copy of your Department of Veterans Affairs letter from www.ebenefits.va.gov or call 1-800-827-1000 to establish proof of disability.

2. Documentation that you meet **Selective Factors**.
3. College transcripts, if qualifying based on education.

Do not submit photographs with your application package. Documents with photographs may not be seen by hiring officials - you must remove your image from any badges, licenses, etc.

Do not upload Adobe portfolio documents. Adobe portfolio documents are not viewable by our agency's staffing offices.

How to Apply:

To receive consideration, you must meet the minimum qualifications requirements for this position and submit the documentation specified in the Required Documents section via email to virginia_fowler@nps.gov. The complete application package must be submitted by 11:59 PM (EST) on 6/30/21.

- Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.