



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	Traffic Control Aide	Series/Grade	GS-0025-03
Open Period	08/31/2020 to 09/11/20	Duty Locations	Point Reyes Station, CA
Salary	\$16.25	Work Schedule	Seasonal / Intermittent
For More Information:			
Name: John Eleby - Supervisory Park Ranger			
Email address: John_Eleby@nps.gov			
Phone#: 415-464-5277			

Duration of Appointment: This is an emergency hire job opportunity within the park. It is expected to last 30 to 60 days.

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:

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

Major Duties:

Traffic Control Aide Major Duties:

Direct traffic throughout Point Reyes National Seashore at parking lots, road closures, and controls congestion during high visitation seasons.

Provide basic park information to visitors about conditions, closures, and recreational opportunities.

Assist Visitor and Resource Protection division with emergency responses as needed.

Work schedule will be intermittent, working weekends and holidays, weather permitting.:

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 Use Assistant. **General experience** includes greeting the public, disseminating information, providing directions and fee collection.

-OR-

One year of education above high school (30 semester hours or 45 quarter hours) with 6 semester hours of related coursework. 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:** Standing for long periods of time, walking, bending, lifting of moderately heavy items and sedentary work is required. Mental stress and physical fatigue occur due to high volume of personal contacts and the responsibility of maintaining composure during repetitive visitor contacts.
- **WORK ENVIRONMENT:** Work is often performed outdoors along roadways and in parking lots. A stipend is provided for uniform purchasing and safety gear (high visibility vest) is provided.
- 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 9/11/20.

1. **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.

2. **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.
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 include any Personally Identifiable Information (PII). Do not include any Social Security Number in your resume packet.

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 John_Eleby@nps.gov. The complete application package must be submitted by 11:59 PM (EST) on 9/11/2020.

- 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.