



Department: Department Of The Interior

Agency: Interior, National Park Service

Job Announcement Number:
NPS-PRWI-07-06

Overview

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Visitor Use Assistant

Salary Range: 22,902.00 - 29,769.00 USD per year

Open Period: Friday, March 09, 2007
to Thursday, March 29, 2007

Series & Grade: GS-0303-04

Position Information: Full-Time Temporary position not to exceed 1040 hours.

Duty Locations: few vacancies - Prince Wm & Stafford Counties, VA

Who May Be Considered:

The area of consideration is ALL SOURCES. Applications will be accepted from Career/Career Conditional Federal employees, reinstatement eligibles, those eligible under special appointing authorities, i.e. handicapped, VRA, disabled veterans, etc. and non-status applicant from outside the Federal Service and without any special eligibility.

Job Summary:

Experience your America and build a fulfilling career by joining the National Park Service. Become a part of our mission to unite our past, our cultures and our special places, to establish important connections to the present and build a rich and lasting legacy for future generations.

This is a temporary position not to exceed 1040 hours. Position is located at Prince William Forest Park in Interpretation and Visitor Services. Incumbent serves as a uniformed front line representative of the National Park Service. More than one position may be filled.

Duties

Major Duties:

Incumbent serves as a front line representative of the National Park Service to the visiting public. Works at the park visitor center and entrance station providing visitor information and collecting fees. Responsible for providing current and accurate information on the park facilities, services, resources, recreational opportunities, interpretive programs, rules and regulations to visitors. Will be responsible for the opening and closing of the visitor center and entrance station including reconciling shift reports for all money collected. Performs campground duties such as collecting fees, registering campers and checking camp site availability.

Qualifications and Evaluation

Qualifications:

One year of general experience or successful completion of two years education above high school. General experience is progressively responsible clerical, office, or other work that indicated ability to acquire the particular knowledge and skills needed to perform the duties of the position.

CONDITIONS OF EMPLOYMENT:

UNITED STATES CITIZENSHIP IS REQUIRED FOR FEDERAL EMPLOYMENT.

New employees of the Department of the Interior must identify a financial institution for direct deposit of net pay within 30 days of entrance on duty.

Appointment will be subject to a pre-employment background investigation. Under the requirements of the Homeland Security Presidential Directive 12 (HSPD-12), all new Federal employees, must pass a background investigation. Failure to successfully meet these requirements will be ground for termination.

This is not a drug tested position.

The OF-306, Declaration of Federal Employment form **MUST BE SUBMITTED** with your application package. This form is available for downloading at http://www.opm.gov/forms/pdf_fill/of0306.pdf

NOTE: Travel, transportation, and relocation expenses **will not** be paid by the Agency. Any travel, transportation and relocation expenses associated with reporting for duty in this position **will be** the responsibility of the selected employee.

Required to wear the prescribed NPS uniform in accordance with NPS and park uniform policies.

The incumbent is required to possess and maintain a valid state or District of Columbia Drivers License.

Will be required to work holidays and weekends.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

Narrative Statement (Basis of Rating): Applicants will be rated based on the rating factors (knowledge, skills, and abilities) listed below. Candidates should submit a narrative statement on a separate page(s) with specific responses to the rating factors listed below. Since applicant scores are based on demonstrated possession of these factors, failure to submit your narrative response to the KSAs for this job may adversely affect your eligibility and/or rating for this position.

For non-status applicants, once your qualifications have been evaluated, your application will be assigned a numeric score between 70 and 100. Candidates will be ranked in score order with appropriate points added for [veterans' preference](#). If an interview panel is used, applications will be rated (scored) and ranking.

KSA's:

1. Ability to perform fee collection duties including collecting and reconciling of funds.
2. Skill in the use of fee collection and office equipment including electronic cash registers, credit card machines, computers, copiers and typewriters.
3. Ability to operate a park visitor center and entrance station, including opening and closing of the facilities.
4. Ability to communicate orally with large and diverse groups.

Benefits and Other Information

Benefits:

You will earn annual vacation leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

Other Information:**JOB INFORMATION HOTLINE: 202-619-7256**

Note: This is an open announcement for which current Federal employees, reinstatement eligibles, and applicants from outside the Federal Government may apply. Qualified veterans who apply will receive Veteran's Preference in accordance with current law and regulations.

Special Appointment Authority: Individuals who are eligible for consideration under a special hiring authority (e.g., 30% compensable veterans, VRA eligibles, severely handicapped individuals, former Peace Corps and VISTA Volunteers, etc.) will be accepted and considered non-competitively for this vacancy. Special hiring authority eligibles must indicate on their application if they are applying under a special program and submit proof of eligibility with their application. The VRA hiring authority is limited to positions at the GS-11 level and below.

Veterans Preference: Five points may be added to the eligible ratings of veterans who: Entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; served on active duty as defined in section 101 (21) of Title 38 at any time in the armed forces for a period of 180 consecutive days any part of which occurred during the period beginning on September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans; Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran. Supporting documentation must be provided in order to receive the appropriate veteran's preference. For more information on Veteran's preference, visit: <http://www.opm.gov/veterans/html/vetguide.asp>

CAREER TRANSITION ASSISTANCE PLAN (CTAP) & INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP):

Qualified individuals applying based on special priority consideration rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. 'Well-qualified' means that an eligible employee meets the qualification standards and eligibility requirements for the position, including any medical qualifications, suitability, and minimum educational and experiecne requirements. The employee must meet all selective factors where applicable, must be physically qualified to perform the essential duties of the position, with reasonable accomodation where appropriate, and must be able to satisfactorily perform the duties of the position upon entry.

Individuals seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.**

How to Apply**How To Apply:**

Applicants may mail, e-mail, hand deliver, or fax application materials.

If application is submitted by mail, it must be mailed to the address indicated in the contact section of the announcement, be postmarked by the closing date, and received within 5 working days to receive consideration. Emailed, faxed and hand delivered applications must be received by the closing date.

Applications may be emailed to prwi_jobs@nps.gov and must be received in the Human Resources office by the closing date of the announcement. It is the responsibility of the applicant to submit any additional required documentation as stated in the vacancy announcement. Additional required documentation should also be received by the closing date.

Submit one of the following:

--OF-612, Optional Application for Federal Employment; or

--SF-171, Application for Federal Employment; or

--Resume

THE FOLLOWING INFORMATION MUST BE INCLUDED IN YOUR APPLICATION.

1. JOB INFORMATION - announcement number, title and grade of the job for which you are applying.

2. PERSONAL INFORMATION - Full name; mailing address (with ZIP Code); day and evening phone numbers (with area code); social security number; country of citizenship; veteran's preference; reinstatement eligibility (you must attach SF-50 for proof of your career or career-conditional status); and highest Federal civilian grade held. (Also give job series, and dates held.);

3. EDUCATION - High school name, city, state (zip code if known), and date of diploma or GED; name, city, and state (zip code if known) of colleges and universities attended, with majors, type and year of any degrees received (if no degree, show credits earned and indicate whether semester or quarter hours);

4. WORK EXPERIENCE - Give the following information for your paid and non-paid work experience related to the job for which you are applying: (a) Job Title (include series and grade if Federal job); (b) duties and accomplishments; (c) employer's name and address; (d) supervisor's name and phone number; (e) starting and ending dates (month and year); (f) hours per week; and (g) salary. Indicate if we may contact your current supervisor.

5. 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); and 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.

Please do not submit your application package in a notebook or binder with extraneous information. Applications should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards.

(Wage Grade/Wage Board only). In order to receive full consideration, it is essential that you submit the required supplemental experience statement specifically addressing each of the knowledge's, skills, abilities, and other characteristics required for satisfactory performance in this position. Your qualifications for this position will be determined primarily by your responses. Failure to provide the specific information may result in an applicant receiving a lower rating in the evaluation process.

National Park Service (NPS) Fundamentals is a required training program for all permanent employees new to the NPS. It is a five-part course of study that reflects the foundations and values of the NPS. Three modules are computer-base, and two are classroom-led, one which will require a 2 weeks stay at the Albright Training Center located in the Grand Canyon.

Applications will be evaluated separately for Federal employees who have competitive status and candidates from other sources. If you have competitive status and submit only one application it will be considered under merit promotion procedures. If you wish to be considered under both procedures, you must submit two(2) applications.

Current Federal employees must submit a copy of the most recent performance appraisal.

College Transcript or OPM Form 1170-17 (List of College Courses) if qualifying based on education.

Status candidates must submit proof of status (SF-50 showing current grade & tenure and a SF-50 showing highest (permanent) grade ever held, if different).

DI-1935, http://www.doi.gov/diversity/doc/di_1935_html.htm, Department of the Interior Application Background Survey. (Submission of this form is voluntary. The information provided will be used for statistical purposes to monitor applicant response, and will not be maintained in the personnel office or forwarded to the Selecting Official).

Applicants applying under special appointments (severely disabled, certain Vietnam era and disabled veterans, and volunteers from Peace Corps or Vista) must submit documentation and indicate the type of special appointment sought on the application. Applicants who wish to be considered under an appropriate special hiring authority as well as under the competitive examining process must submit two complete applications. When only one application is received from a special hiring authority eligible, it will be considered under the appropriate special hiring authority only.

If you are claiming veteran's preference, you MUST clearly identify your claim for veteran's preference on your application, and you must provide specific required evidence such as: DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15 (SF-15), 'Application fro 10-Point Veterans Preference' and proof requested on the form. .

Application mailed using government postage or through an internal federal government mail system will not be considered.

Contact Information:

Karen Brantner
Phone: 703-221-2391
Fax: 703-441-1676
Email: prwi_jobs@nps.gov

Or write:
PRINCE WILLIAM FOREST PARK
HUMAN RESOURCES
18100 PARK HEADQUARTERS ROAD
TRIANGLE, VA 22172
US
Fax: 703-441-1676

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

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.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

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Send Mail

Send Mail to:

PRINCE WILLIAM FOREST PARK
HUMAN RESOURCES
18100 PARK HEADQUARTERS ROAD
TRIANGLE, VA 22172
US
Fax: 703-441-1676



Questions?

For questions about this job:

Karen Brantner
Phone: 703-221-2391
Fax: 703-441-1676
Email: prwi_jobs@nps.gov

USAJOBS Control Number: 854678

