



**United States Department of the Interior**  
**NATIONAL PARK SERVICE**  
Yukon-Charley Rivers National Preserve  
4175 Geist Road  
Fairbanks, AK 99709

**JOB POSTING**

ANNOUNCEMENT NO: YUGA-13-002

OPEN DATE: 03/25/2013

CLOSING DATE: 04/01/2013

**Job Available through the Alaska Local Hire Program, Public Law 96-487**

Yukon-Charley Rivers National Preserve is accepting applications for one **temporary full-time position mid-May through mid-September 2013**. May involve working on weekends, holidays, or before or after “normal” working hours. Assistance for this announcement is available at Park Headquarters, 4175 Geist Rd., Fairbanks, AK 99709, (907) 457-5752, or at the Eagle Field Office, (907) 547-2233.

**POSITION TITLE, SERIES, & GRADE**

**Park Guide GS-0090-05**

\$17.57 per hour (includes 7.18% COLA)

**DUTY LOCATION**

Yukon-Charley Rivers NP

Eagle, AK

**Benefits:** Paid holidays and sick leave (dependent upon work schedule). If employment lasts at least 90 days, employee will receive annual leave for the entire time worked. Annual leave may not be used until the 90-day requirement has been met. Government housing is not available.

**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, by reason of having either lived or worked within the legal boundaries of Central, Circle, Eagle/Eagle Village and Tok, Alaska, and who have acquired special knowledge or expertise regarding the natural or cultural resources of the Preserve. Residents not living in the communities listed above but within the Yukon-Charley River watershed may also be eligible. Short term residency or seasonal employment will not be considered sufficient time for the applicant to have acquired the special knowledge or expertise concerning the natural or cultural resources. Applicants must have lived or worked in or near the area long enough to encounter and become familiar with the full range of typical conditions that affect the work to be accomplished.

**BRIEF STATEMENT OF DUTIES:** The employee will be responsible for the following:

- Staffs the Eagle Visitor Center. Greets visitors, provides information and trip planning assistance, and answers the phone. Performs opening and closing functions.
- Provides backcountry orientations and formal and informal interpretive programs.
- Sells Alaska Geographic materials.
- Helps develop site specific interpretive bulletins and other interpretive materials. Assists with design of computer generated media.
- Assists with education programs and other community events.
- Works on other projects as needed.

- May staff Slaven's Roadhouse and provide interpretive programs and other duties to maintain a safe visitor experience.

**Physical requirements:** The work involves extensive periods of standing and walking, in some cases over rough surfaces or inclines, carrying backpacks, tools, rescue equipment, etc.

**QUALIFICATION REQUIREMENTS:** Qualifications will be determined by evaluating experience and education as described in the resume and in the responses to 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:** The responses to the following Knowledge, Skills and Abilities (KSAs) will help us evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. Provide detailed information about your experience for each of the KSAs below. Describe experience (paid or unpaid), education, training, awards, and self development that show your level of experience related to each KSA.

**Use a separate sheet of paper with corresponding number for your responses.**

1. Skill in daily operation of a visitor center/information desk, sales outlet, bookstore, or similar facility to include providing frontline information and support services.
2. Ability to present informational talks and interpretive programs to various audiences to inform or educate.
3. Knowledge of the significance of Yukon-Charley Rivers National Preserve (natural, cultural, historic or other resources).
4. Ability to live for up to 10 days at a time in a remote location with limited communication.

**CONDITIONS OF EMPLOYMENT:** Applicants must meet all of the following employment requirements if offered the position. Failure to meet these requirements may result in a withdrawal of a job offer and or termination from your position.

- Must be a US citizen.
- All new employees will be required to pass a background investigation prior to employment.
- All federal employees are required by PL104-134 to have Federal payments made by Direct Deposit, also known as electronic fund transfer, for their Federal salary checks. Waivers from this requirement are extremely rare.
- This position is subject to drug-testing based on the collateral duty requiring the non-LE incumbent to carry non-LE firearms in the backcountry or other locations for reasons such as protection from dangerous animals (bears, etc.).
- You will be required to carry a firearm while performing duties and must maintain firearm proficiency. If selected for this position, you will be required to qualify with and use firearms and other weapons as part of assigned duties and to maintain such qualifications. Applicants are ineligible for this position if at ANY time they have been convicted of a misdemeanor or felony crime of domestic violence, unless such conviction was expunged, set aside or the applicant received a pardon.

- You will be required to wear the complete prescribed National Park Service uniform and personal appearance shall be in compliance with established uniform standards. A uniform allowance will be provided to help with some of the uniform costs.
- May involve weekend and holiday work and performance of duties before or after “normal” working hours.
- Travel may be required. Some travel, sometimes under arduous conditions (traveling in small fixed-wing or rotor aircraft, motorized or non-motorized boats, etc.), is required
- Must be able to perform the physical requirements of the position.
- If you are selected for Federal employment, you will be required to fill out a Declaration for Federal Employment, OF-306, prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to submit fingerprints. Failing to answer all questions truthfully and completely or providing false statements on your application may be grounds for not hiring you, or for firing you after you begin work.
- To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

**VETERAN'S PREFERENCE:** All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge. In addition, those claiming a 10-point veterans preference **MUST** submit a copy of an SF-15, Claim for 10 Points Veterans Preference and the required documentation listed on Page 2 of the SF-15 for the applicable condition. To obtain further information about veteran’s preference, refer to [www.opm.gov/StaffingPortal/vetguide.asp](http://www.opm.gov/StaffingPortal/vetguide.asp) You will not receive veterans preference if you do not provide this documentation.

**HOW TO APPLY:**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park office at the address above or by calling 907-455-0603.

**All applications 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 in the Fairbanks office by 4:00 pm on the closing date.

Mail or deliver the following required documents to **Yukon-Charley Rivers National Preserve, 4175 Geist Rd, Fairbanks, AK, 99709** (please note, the above address is different from the duty station).

**Required Documents:**

- 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 employer name for each period of employment.
- Completed Eligibility Questionnaire (attached to the announcement or can be obtained from the park office)
- Responses to the Knowledge, Skills and Abilities found on page 2 of this announcement. (Use a separate sheet of paper.)

- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

Assistance and forms may be obtained from the park office at the address above or by calling (907) 455-0603.

All applications must meet qualification requirements by the closing date of the announcement in order to be considered. It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Failure to submit the necessary proof may result in no further consideration, and applicants WILL NOT be solicited for further data if that provided is found to be inadequate or incomplete.

Electronic or faxed forms will not be accepted. Applications mailed in postage-paid government envelopes or through the internal government mail system will be rejected and returned without further action.

Your application materials will not be returned. 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. If you have begun work, you may be fired or subject to some other form of disciplinary action.

**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 not 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.

**GENERAL INSTRUCTIONS:** The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER <b>YUGA-13-002</b>		TODAY'S DATE: (MM/DD/YY)	
POSITION TITLE: Park Guide		SERIES/GRADE: GS-0090-05	
1.NAME: (Last, First, MI)		2.Last 4 digits of SOCIAL SECURITY #:	3.YEAR OF BIRTH
4. How did you learn about the position or exam you are applying for? Please circle your choice(s).			
01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office		09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____	
5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex.			
A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin		6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____	
8. Do you have any disabilities? Yes_No			
<p><b>PRIVACY ACT INFORMATION</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. <b>AUTHORITY:</b> Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. <b>PURPOSE AND ROUTINE USES:</b> The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. <b>EFFECT OF NONDISCLOSURE:</b> Providing this information is voluntary. No individual personnel selections are made based on this information. <b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b):</b> Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.</p>			

**FOR BUREAU USE ONLY**

Date Received: \_\_\_\_\_ PATCO Code: \_\_\_\_\_ Bureau Code: \_\_\_\_\_