Forestry Technician (Timber Sale Administrator)
Forest Service - Superior, MT

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation's most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

It's an awesome responsibility - but the rewards are as limitless as the views.

The USDA Forest Service has legislative authority to recruit and fill Permanent (Career/Career-Conditional), Temporary, and Term Appointments under the USDA Demonstration Project. Under this authority, any U.S. citizen may apply.

This position is being concurrently announced under Merit Promotion Announcement Number 15-0116-95747G-BL, opening March 16th and closing March 25th. Current or former Federal employees may apply to both announcements, but should be sure to apply to the Merit Promotion Announcement in order to avoid losing consideration since different referral criteria apply to each type of announcement. Disabled veterans, candidates with 3 or more years of active duty military service, and candidates eligible for special hiring authorities may apply to the Merit Promotion Announcement if they meet the criteria outlined in the announcement and submit supporting documentation.

This position is located on the Superior Ranger District of the Lolo National Forest in Superior, Montana.

For additional information about the position, please contact Wanda Smith at 406-822-3931 and wpsmith@fs.fed.us.

This is a Forestry Technician (Timber Sale Administration) on the West Zone Timber Management Staff of the Lolo National Forest. The incumbent performs work in support of a timber sale program providing technical support work in timber sales, appraisals and accounting, contract activities, business management phases of sale administration as well as administers timber sales having common contract requirements and conditions.

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.

DUTIES: Back to top Duties listed are at the full performance level.

Audits monthly and quarterly statements of account, detects, and makes corrections through the sale accounting system. Advises of status of outstanding billings. Follows up with purchaser on delinquent payments. Calculates interest and administrative charges.
Performs work relating to the input, output, review, analysis, posting and adjustments of the accounts. Includes the process of identifying the provisions of each contract, the procedures and calculations they require, monitoring the applications, and performing the financial transactions which result from those procedures.

Prepares contract in final form, composes related correspondence advising purchaser, surety, of contract award.

Apply silvicultural prescriptions and marking guides to designate harvest timber.

Acts as a certified timber cruiser. Applies the instructions issued in a cruise plan. Takes and records tree measurements, assesses quality, and determines defect.

Participates in timber sale actions by keeping bid records; deposits and returns deposits to unsuccessful bidders and maintains required records. Opens and analyzes sealed bids for compliance with regulations and instructions and for the determination of the high bidder. Handles advertising procedure.

Coordinates the operation on the Timber Sale Accounting System and generates reports.

Prepare presale documents for review and mails invitation to bid.

Prepares and computer processes cruise data.

Prepares written reports of sale inspections and makes follow-ups on deficiencies.

Answer inquires about all sales such proposed sale volume, locations, bidding procedures, products, dates of offering, etc.

QUALIFICATIONS REQUIRED: Back to top You must possess the Basic Requirements identified below to be considered eligible for this position. Transcripts must be provided for qualifications that are based on education above the high school level. Your application or resume must clearly show that you possess the appropriate experience requirements. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience refers to paid and unpaid experience, including volunteer work done through National Service Programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

GS-5: One year of specialized experience equivalent to at least GS-4 grade level; bachelor's degree or 4 years of successfully completed education above high school (120 semester/180 quarter hours) with major study in forestry, range management, agriculture, or a subject-matter field directly related to the position, or that included at least 24 semester hours in any combination of courses such as forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources, outdoor recreation management, civil or forest engineering, or wildland fire science (no more than 6 semester hours in mathematics is creditable). The education must have been obtained in an accredited college or university.

Examples of specialized experience are:

- Participating in timber sale actions by assisting higher level staff in the maintenance of bid records and composing related correspondence advising purchaser, surety, of contract award. OR
- Under close supervision, assisting in taking and recording tree measurements, assessing quality,
and determining defects. AND/OR

- Assisting in general timber accounting work such as posting to accounts using an automated system.

**GS-6:** One year of specialized experience equivalent to at least the next lower grade level (GS-5). There is no education substitution for the GS-06 level.

Examples of specialized experience are:

- Assisting in timber sale actions by keeping bid records, opening and analyzing sealed bids for compliance with regulations, handling advertising procedures and preparing contracts in final form. OR
- Assisting in inspecting trees by taking and recording measurements, assessing quality, and determining defects. OR
- Traversing harvest unit boundaries, road locations, and determining areas of sale. AND/OR
- Administering timber sale accounts using the Timber Sale Accounting System or similar.

To receive consideration for this position, you must meet all qualification requirements as of the closing date of the announcement.

**ADDITIONAL REQUIREMENTS:**

- May be subject to satisfactory completion of one year probationary or trial period.

**HOW YOU WILL BE EVALUATED:** You will be evaluated in accordance with the category rating procedure as defined in the USDA Demonstration Project Plan. Applicants who meet the basic minimum qualification requirements established for the position will be placed in the Eligible category. Eligible applicants will be further evaluated against criteria for placement in the Quality category. This evaluation is based on the level of your experience, education, and/or training as determined by your responses to the Occupational Questionnaire. Applicants with veterans’ preference are listed ahead of applicants who do not have veterans’ preference within each category.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the “Apply Online” button to the right.

To view the application form, visit:
https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=2c64d059-d945-468c-a4c7-a44c01116e80

**BENEFITS:** Back to top The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at: http://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/

**OTHER INFORMATION:**

- Relocation expenses are not authorized.
- We may select from this announcement or any other source to fill one or more vacancies.
- This is a bargaining unit designated position.
- This agency offers alternative and flexible work schedules.
- If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete
the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

- Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency's definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM's Career Transition Resources website at http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/.

- BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

- If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS “E-VERIFY” system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

- Government housing is not available.

- Forest Service daycare facilities are not available.

- It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. See more information at: http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=6465

HOW TO APPLY: Back to top Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.

- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact us if you are requesting this.

Step 1: Create a USAJOBS account (if you do not have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2: Create a resume with USAJOBS or upload a resume into your USAJOBS account. Customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. Your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Log into your
USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

REQUIRED DOCUMENTS: The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- **Resume** that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications.

- **College Transcripts** if education is required for meeting basic qualifications and/or you are substituting education for specialized experience and/or if you are using education to meet the criteria for the quality category. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required prior to entering on duty.

- **DD-214 (Member 4 Copy)** if claiming Veterans’ Preference. Veterans claiming 10 point preference must also submit a VA Letter and an SF-15 Application for 10-point Veteran Preference. Current Active Duty members must submit a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.

- Other required documents may include:
  - CTAP/ICTAP Required Documentation Reduction-In-Force: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from.
  - Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.
  - Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

AGENCY CONTACT INFO: HRM Contact Center
Phone: 877-372-7248, option 2
Fax: 866-338-1274
TDD: 800-877-8339
Email: fsjobs@fs.fed.us
Agency Information:
USDA Forest Service
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