PARK RANGER (VISITOR SERVICES)
Forest Service - Great Falls, 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.

This position is temporary and has a Not-to-Exceed date. However, an extension of the appointment may be possible without further competition. The appointment may also end early due to lack of work or funds.

This position is located at the Lewis and Clark National Historic Trail Interpretive Center, Lewis and Clark National Forest, Great Falls, Montana. The primary responsibility of this position is to provide informational and personal services to the Center's visitors. The incumbent is supervised by the Center's Supervisory Park Ranger (Interpretation).

These positions are located in Region 1 on the Lewis & Clark National Forest in Great Falls, MT.

For additional information about the duties of the position, please contact, Jeff LaRock 406-727-8733 and email jlarock@fs.fed.us

TEMPORARY APPOINTMENT: Some positions will have varying work schedules. Some positions may have irregular and protracted hours of work. Tours of duty include full-time or less than full-time and will involve working weekends or irregular work hours. Considerable travel may be required. Some positions involve work that requires travel away from the official duty location to remote worksites within commuting distance (49 miles).

Positions will be filled as a temporary appointment up to 6 months.

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.

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Must be a U.S.Citizen/National to apply.
- Males born after 12/31/59 must be registered with the Selective Service.

DUTIES: Back to top Implements the ongoing, day-to-day interpretive and public information services at
the Center. Prepares and presents a limited number of interpretive programs, guided tours, outdoor hikes and programs, and living history presentations. Assists in the design and development of temporary exhibits and audio-visual programs. May prepare and present programs at off-site locations for a variety of groups. Serves as one of the Center's collection officers. Collects appropriate fees following established accountability guidelines for handling government funds. Operates an electronic cash register, performs opening and closing shift functions, issues entrance receipts and federal recreation passports, verifies various entrance passes for validity. Shift reports verify money collected, accountable stock sold and all machine transactions from the shift, using journal and receipt tapes, registers and other sources. Safeguards funds collected and personal accountable stock while on shift. Assists in the operation of the visitor information desk. Visitor services at this station include greeting visitors, providing prepared orientation, information and directions, answering visitor questions, dealing with visitor complaints, suggestions or problems. Performs daily operational routines such as opening and closing the Center and maintaining facilities and grounds. Periodically fills the rack of brochures from associated facilities. Makes suggestions and may develop drafts of brochures or handouts incumbent feels will aid visitor enjoyment and understanding of the Center. Monitors daily functioning of the facility to assure optimum operation as well as visitor and staff safety and comfort. Administers basic first aid to visitors as needed. Maintains interest in and application of safety measures in all phases of the Center's operation. Attends safety meetings and suggests ways to maintain all equipment and facilities in accordance with health and safety regulations. Encourages other staff to provide for employee and visitor safety, and reports any hazardous conditions encountered. Uses the Center's A-V equipment to present daily orientation and featured programs to the public. Refers equipment failures and problems to trained staff. Provides minor facilities maintenance such as spot-cleaning, restroom monitoring and supplying, light bulb changing and minor repairs. Responsible for answering routine visitor information requests by phone or correspondence. Refers technical requests to other staff. Updates calendars of events, or other changing information posted for visitor convenience. Takes reservations for tours by school and other groups, under guidelines set up by either the Education Specialist, or the Supervisory Park Ranger (Interpretation). Assists in daily oversight and supervision of volunteers who are working at the desk or providing prepared tours of the Center. Assists Supervisory Park Ranger (Interpretation) in coordinating events, activities, programs by such activities as drafting news releases, organizing volunteers, preparing or gathering program materials. May write letters in response to inquiries about the Center and its resources, basing responses on knowledge of the site, its themes, Forest Service policy as well as personal research in the site’s library, files and documents.

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 based on education. Your application or resume must clearly show that you possess the appropriate experience requirements.

GS-03- six months of general experience and 3 months of specialized experience. General experience is defined as one or more of the following: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled and 3 months of specialized experience that demonstrated the knowledge, skills, and abilities necessary to perform successfully the duties of the position to be filled. Experience may have been in technical, administrative, or scientific work, fish and wildlife management, recreation management, law enforcement, or other park-related work. Examples of qualifying specialized experience include, but are not limited to, the following: Park guide or tour leader. Archeological or historical preservation research work. Forestry and/or fire management work in a park, recreation, or conservation area. OR

Successful completion of 1 year of study above high school that included at least 6 semester hours in a combination of courses such as: natural resource management, natural sciences, earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/police science, social sciences, museum sciences, business administration, public administration, behavioral sciences, sociology, or other closely related subjects pertinent to the management and protection of natural and cultural resources. OR

A combination of education and experience listed above.
APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: http://www.ed.gov/admins/finaid/accred/index.html All education claimed by applicants will be verified by the appointing agency accordingly.

*** If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. ***

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

No Additional Requirements.

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.nts.gov/cp/?event=jobs.previewApplication&jobid=8f805951-bd87-4c61-aa5a-a47200a4ca1f

BENEFITS: Back to top Health Insurance Coverage: As of July 17, 2012 certain temporary employees who are firefighters or who are qualified to provide direct on-site support to fire incidents are eligible for coverage under the Federal Employees Health Benefits (FEHB) program. Upon appointment you will be notified if you are eligible to enroll under the FEHB program.

For more information on the available federal health insurance plans go to: http://www.opm.gov/insure/health/planinfo/index.asp

OTHER INFORMATION:

- Relocation expenses are not authorized.
- Bargaining Unit Status: Eligible
- 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 eligible 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/ctap/index.asp.
- 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.
- If you are retired from the Federal Government and are selected for this vacancy, your retirement annuity may be offset from your pay.
- 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.
- No government housing.
- No federal day care facilities.
- Applications received become the property of the USDA Forest Service and will not be returned.
- 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/index.aspx

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. Please contact us if you require this for any part of the application and hiring process.

Step 1: Create a USAJOBS account (if you do not already 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. You may want to 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. In addition, 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. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

REQUIRED DOCUMENTS: You must submit a complete Application Package, prior to 11:59, ET, on the closing date of this announcement. The following documents must be submitted for your application package to be considered complete. It is your responsibility to ensure all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents will result in loss of consideration, eligibility, or priority 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 or statement of service)** if claiming Veterans’ Preference. Veterans claiming 10 point preference must also submit an SF-15 Application for 10-point Veteran Preference and all supporting documentation (such as letter of compensable disability from the Veterans Administration). 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: 866-339-2695  
TDD: 800-877-8339  
Email: FSJOBS@FS.FED.US  
Agency Information: USDA FOREST SERVICE  
DO NOT MAIL APPLICATIONS, SEE INSTRUCTIONS ON usajobs.gov - 1 day ago - save job

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