Student Trainee (Administrative)
Bureau of Land Management - Billings, MT

About the Agency

The BLM manages more land – approximately 245 million acres - than any other Federal agency. This land, known as the National System of Public Lands, is primarily located in 12 Western states, including Alaska. The Bureau, with a budget of about $1 billion, also administers 700 million acres of sub-surface mineral estates throughout the nation. The BLM's multiple-use mission is to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations.

Explore a career with the BLM - where our people are our greatest natural resource.

BLM is offering a dynamic and energetic student the opportunity to gain valuable work experience serving as a Student Trainee (Administrative) in the BLM Montana State Office, DEivision of Resources, Planning, and Fire, Branch of Fire Management and Aviation, in Billings, Montana. Information about the Billings area can be found at the Billings Chamber of Commerce website.

More than one Intern NTE position in the Montana State Office organization may be filled from this announcement.

This position is for students accepted for enrollment or who are currently enrolled and seeking a degree (diploma, certificate, etc.) in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school, on a full- or half-time basis (as defined by the academic institution in which the student is enrolled). This position has no promotion potential beyond the grade level for which select
ed.

This is a temporary, excepted service appointment under the BLM Pathways Internship Program that is expected not-to-exceed 90 days and that may be extended based on agency needs. This type of appointment is intended only for temporary projects, to perform labor-intensive tasks not requiring subject matter expertise, or to fill traditional summer jobs. The BLM will require the selected applicant to complete a Participant Agreement in which it shall document the anticipated start and end dates for this temporary appointment. For more information on the Pathways Program, please visit: http://www.opm.gov/HiringReform/Pathways/

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen.
- Security Clearance/Background Investigation is required.
- Be sure to read the "How to Apply" and "Required Documents" sections.
- Cannot hold an active real estate license.
- Cannot have interest or hold stocks in firms with interest in Federal Land.
- Direct deposit is required.
DUTIES: The intern will operate under the close supervision and guidance of their supervisor and/or a delegated mentor.

**Duties include, but are not limited to:**

- Answering telephone as needed and routes to staff as needed.
- Filing
- Distributing Mail
- Operating copy machines and assembles and distributes documents.
- Assisting section personnel with simpler tasks.
- Operating personal computer.
- Performing a variety of recordkeeping, reporting and informational duties.
- Greeting customers and answers routine questions.
- Monitoring stock levels of a variety of office supplies and orders as necessary.
- Using office automation software and equipment to perform duties, including word processing and spreadsheet to prepare correspondence and reports.

QUALIFICATIONS REQUIRED: To be eligible, an applicant must:

- Be at least 16 years of age or older.
- Be a student who has been accepted for enrollment or currently enrolled at least half-time in a degree (diploma, certificate, etc.) seeking program in an accredited high school, technical or vocational school, two-year or four-year college or university, graduate or professional school (go to http://ope.ed.gov/accreditation/ to verify accreditation status).
- Possess a cumulative GPA of at least 2.0 or higher.

In order to assess your eligibility for this position and to refer you to the hiring manager, your resume must include completed education, experience, and/or both. To be creditable, experience must have been equivalent in difficulty and complexity to the next lower grade of the position to be filled.

For the GS-03 grade level, you may qualify based on (1) completion of 1 year above high school, and/or (2) 6 months of general experience.

**General Experience**: 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. Examples of general experience include: answering an office telephone and referring calls to appropriate staff; filing material in alphabetical, numerical or chronological order; and utilizing basic office automation systems to prepare spreadsheets, type reports and/or correspondence, and enter data.

**BE SURE TO READ AND FOLLOW THE INSTRUCTIONS IN THE REQUIRED DOCUMENTS SECTION OF THIS ANNOUNCEMENT.**

You must meet all eligibility and qualification requirements by the closing date of the announcement.

**Students who are not preference eligible veterans must reside within the local commuting area (50 miles) of Billings, Montana.**

**HOW YOU WILL BE EVALUATED**: Once you complete and submit your application package, a review of your application will be made to ensure you meet the minimum qualification requirements for the job. Your eligibility and qualification status will be based on a human resources assessment conducted using qualification standards, your responses to the job-related questions, information provided in your resume, and required supporting documents (see the Required Documents section). Veterans preference applies
to the selection for positions in the Pathways Programs. The examination and selection of applicants will be made in accordance with requirements of 5 CRF Part 302.

Eligible and qualified student applicants will be referred to the hiring manager in unranked order by veteran preference status: (1) Preference eligibles having a compensable, service-connected disability of 10 percent or more; (2) all other candidates eligible for 10-point veteran preference; (3) candidates eligible for 5-point veteran preference; and (4) candidates not eligible for veteran preference.

The information provided in your resume along with your responses to the Job Specific Questionnaire will be applied to your overall qualification determination. The job specific questions are related to the following:

- Familiarity with office routine and simple filing systems to file and post data.
- Ability to follow instructions to assist personnel.
- Knowledge of a variety of office equipment in order to perform routine tasks.

**On-line Questionnaire:**

Please make sure that your responses to the on-line questionnaire are supported in your resume.

To preview questions please click here.

**BENEFITS:** You can review our benefits at: http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/

- You will be eligible for annual and sick leave
- Health Insurance: After one year of continuous service, (if appointment is extended) you will be eligible to enroll in health benefits program at full cost.
- Selectees for this position are ineligible for life insurance, retirement (including the Thrift Savings Plan), and long term care insurance.

**OTHER INFORMATION:** This position has no promotion potential beyond the grade level for which selected.

Selective Service: Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. To register or verify your registration go to the Selective Service Website

If selected, you will be required to sign a Pathways Participant Agreement.

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

Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.
- Student Trainee jobs in Billings, MT
- Jobs at Bureau of Land Management in Billings, MT
- Student Trainee salaries in Billings, MT