

Bighorn National Forest Vacancy Outreach Notice



**Administrative Support Assistant
GS-0303-05
Bighorn National Forest in Greybull, Wyoming
Respond by April 13, 2018**

The Bighorn National Forest is seeking motivated candidates to fill a permanent [GS-0303-05 Administrative Support Assistant](#). The position's tour of duty is full-time. The duty station is the Medicine Wheel Ranger District office in Greybull, Wyoming.

Interested candidates should complete the reply form at the end of this outreach notice by April 13, 2018. The vacancy will be advertised in the near future at USAJobs (www.usajobs.gov). Applications will be accepted during the time frame shown in the announcement. Those who reply to this outreach notice will be notified when the announcement opens.

The position

The successful applicant will have the primary responsibility of being our customers' first contact. Customer service needs include greeting walk-in traffic, answering phone calls, and providing information (e.g., recreation opportunities, district activities, and key personnel) to customers to make their visit to the National Forest successful. Duties also include sales of maps and forest products, financial transactions, assists with purchasing, radio operations, and employee check-in/check-out. Computer skills in order to input data and create documents are necessary.

The location

Greybull, Wyoming, home to 1,853 residents, is situated adjacent to the Big Horn River. Greybull has elementary, middle, and high schools as well as dental care, a health clinic, motels, banks, a hardware store, lumber yard, grocery store, service stations, and restaurants. The nearest hospital is five miles south of town.

Sales tax in Big Horn County is 5 percent. There is no state or local income tax.

Year-round access to the Bighorn National Forest allows recreational opportunities including fishing, hiking, hunting, downhill and cross-country skiing, sightseeing, snowshoeing, camping, rock climbing, and snowmobiling. Yellowstone National Park is two hours to the west.

The weather is typical for the northern Rockies. Wintertime highs average in the mid-30s with occasional cold spells below zero. Summertime highs generally range from the mid-80s to 90s, cooling off considerably after sundown. Greybull is at 3,789 feet in elevation. Precipitation averages about seven inches per year with most falling as rain. Annual snow accumulation is usually less than two inches.

No government housing is available. Rental properties range from \$300 to \$600 per month. Homes for sale are priced between \$50,000 and \$100,000. Housing outside of town on a couple acres can be purchased from \$150,000 to \$230,000.

For more information about Greybull, visit townofgreybull.com/ or www.greybull.com/.

Bighorn National Forest

The Bighorn National Forest is located in north-central Wyoming, about halfway between Mt. Rushmore and Yellowstone National Park. It is 80 miles long, 30 miles wide, and covers 1.1 million acres. The forest includes over 300 miles of groomed snowmobile trails, 30 campgrounds, over 1,500 miles of trails, and eight lodges/resorts.

Three scenic byways traverse the forest, which includes the 189,000-acre Cloud Peak Wilderness. Wildlife are abundant in the Bighorns, with moose, elk, bighorn sheep, deer, black bear, mountain lion, and smaller creatures such as pike, marmot, and various songbirds.

The forest is administered from three ranger districts and one supervisor's office: Medicine Wheel Ranger District in Greybull, Powder River Ranger District in Buffalo, and Tongue Ranger District and supervisor's office in Sheridan.

The Medicine Wheel Ranger District is staffed by 24 permanent employees and encompasses about 400,000 acres, including a portion of the Cloud Peak Wilderness. The district hosts the Wyoming Interagency Hotshots. The district manages the 4,080-acre Medicine Wheel / Medicine Mountain National Historic Landmark, a major Native American sacred complex.

Learn more about the Bighorn National Forest at www.fs.usda.gov/bighorn/.

How to respond

Complete the reply form at the end of this outreach notice and send it by April 13, 2018, to

Zane Macey
Program Specialist
bmacey@fs.fed.us

or

Holly Wardell
Support Services Specialist
hwardell@fs.fed.us

For more information

For more information about the position or the community, contact Holly Wardell or Dave Hogen by telephone at the Medicine Wheel Ranger District at 307.765.4435.

For more information about this outreach opportunity or how to apply, contact Zane Macey, program specialist, at bmacey@fs.fed.us, telephone 307.674.2693.



OUTREACH RESPONSE FORM

Bighorn National Forest
Medicine Wheel Ranger District, Greybull, WY
Administrative Support Assistant, GS-0303-05

NAME: _____
E-MAIL ADDRESS: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____

AGENCY CURRENTLY EMPLOYED WITH: USFS BLM OTHER

TYPE OF APPOINTMENT: PERMANENT TEMPORARY TERM
 VRA SCHEDULE A OTHER

IF CURRENT USFS EMPLOYEE, PROVIDE UNIT INFORMATION (REGION, FOREST, DISTRICT):

CURRENT SERIES: _____ CURRENT GRADE: _____
CURRENT POSITION TITLE: _____

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE? _____
CONFIRM THAT EDUCATIONAL REQUIREMENTS HAVE BEEN MET: YES NO

ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

- SCHEDULE A (PERSON WITH DISABILITIES)
- VRA
- DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- FORMER PEACE CORPS VOLUNTEER
- PATHWAYS PROGRAM (STUDENTS AND RECENT GRADUATES)
- PUBLIC LAND CORPS
- LAND MANAGEMENT WORKFORCE ACT (LONG-TERM TEMPORARY EMPLOYEE)

Respond by April 13, 2018, to bmacey@fs.fed.us or hwardell@fs.fed.us

Submission of this form is voluntary — Thank you for your interest