

# Program Assistant

DEPARTMENT OF AGRICULTURE  
Forest Service

**i** This is a job preview and not a real job.

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## Summary

This position is located on the Uinta-Wasatch-Cache National Forest on the Pleasant Grove Ranger District in Pleasant Grove, Utah.

This Position performs a variety of administrative and support type duties in several areas of administration.

For additional information about the duties of this position, please contact Sarah Flinders, Recreation Staff Officer at 801-794-6764 or sarah.flinders@usda.gov

[Learn more about this agency](#)

## Overview

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### Open & closing dates

 11/01/2021 to 11/08/2021

### Salary

\$39,311 - \$51,103 per year

### Pay scale & grade

GS 6

[? Help](#)

### Location

1 vacancy in the following location:

 **Pleasant Grove, UT**

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Occasional travel - You may be expected for training and meetings.

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent -

**Work schedule**

Full-time -

**Service**

Competitive

**Promotion potential**

None

**Job family (Series)**

[0303 Miscellaneous Clerk And Assistant](#)

**Supervisory status**

Yes

**Security clearance**

[Not Required](#)

**Drug test**

No

**Position sensitivity and risk**

[Non-sensitive \(NS\)/Low Risk](#)

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)

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**Announcement number**

22-R4SVOCT-0419-860843G-AM

**Control number**

619533500

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THIS JOB IS OPEN TO

**[Federal employees - Competitive service](#)**

Current or former competitive service federal employees.

**[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**[Individuals with disabilities](#)****[Land & base management](#)**

Certain current or former term or temporary federal employees of a land or base management agency.

**[Military spouses](#)****[Peace Corps & AmeriCorps Vista](#)****[Special authorities](#)**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

**[Veterans](#)****Clarification from the agency**

Current permanent federal employees with competitive status, Land Management Workforce Flexibility Act, CTAP/RPL/ICTAP and VEOA eligibles, Farm Service Agency permanent county employees, 30 percent or More Disabled Veterans, Certain Former Overseas and Foreign Service Employees, Military Spouses, Interchange Agreement and Other Miscellaneous Authorities, People with Disabilities, Peace Corps and VISTA, Reinstatement, Public Land Corps, Resource Assistant Program, and VRA eligible candidates.

**Duties**[? Help](#)

- Receiving and reviewing data from multiple sources in multiple forms and processing it to meet a variety of administrative needs.
- Assisting fee program manager with the preparation of the annual operating budget for the fee program.
- Keeping employees informed of Human Resource policies and regulatory changes in areas of leave/lump sum procedures, promotions, OWCP, etc.
- Processing data including validation for correctness and entry into existing or development of new databases using the appropriate software systems.
- Collecting fee tube payments, counting and documenting all funds received and verifying totals prior to input into the Point of Sale System.
- Responding to non-technical requests for information regarding office functions, status of reports, and other information as needed.

## Requirements

 [Help](#)

### Conditions of Employment

- Must be a U.S. Citizen or National.
- Males born after 12/31/1959 must be Selective Service registered or exempt.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one year probationary period, unless previously served.
- Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit [e-verify.gov](http://e-verify.gov)
- Must be fully vaccinated against COVID-19. If selected, must submit proof of vaccination or request a religious or reasonable accommodation.

### Qualifications

In order to qualify, you must meet the [eligibility](#) and [qualifications](#) requirements as defined below by the closing date of the announcement. For more information on the qualifications for this position, visit the [Office of Personnel Management's General Schedule Qualification Standards](#).

Your application and resume must clearly show that you possess the experience requirements. Transcripts must be provided for qualifications based on education. Provide course descriptions

as necessary.

### **Specialized Experience Requirement:**

For the GS-06: You must have one year specialized experience equivalent to the GS-05 in the Federal service. Specialized experience is defined as meeting 3 out of the 5 following statements:

1. Providing a wide variety of administrative support functions such as those pertaining to budget, travel, human resources related tasks, records maintenance, correspondence, reports, procurement, property, and/or meetings support, for an organization or business;
2. Maintaining electronic and hard copy records and filing systems;
3. Providing administrative information to a variety of customers;
4. Using automated software and tools to produce written materials and reports; and
5. Assists with the preparation of the annual operating budget for the unit.

**OR** one full year (18 semester/27 quarter hours) of successfully completed graduate level coursework that is directly related to the work of the position (for example - Administration and Business Management, Clerical or Office Management);

**OR** combinations of graduate level education that is directly related to the position and specialized experience. The education must have been obtained in an accredited college or university.

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.

**TIME IN GRADE REQUIREMENT:** If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements of 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met by the closing date of this announcement.

## **Education**

See qualifications for education that may be qualifying.

## **Additional information**

[Career Transition Assistance Plan \(CTAP\), Reemployment Priority List \(RPL\) or Interagency Career](#)

[Read more](#)

## Benefits

# How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated based on your qualifications for this position as evidenced by the experience, education, and training you described in your application package, as well as the responses to the Assessment Questionnaire to determine the degree to which you possess the competencies listed below:

- Administration and Management
- Clerical
- Manages Resources
- Supervision
- Workforce Environment

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position.

If you meet the qualification requirements and are determined to be among the best qualified, you will be referred to the hiring manager for consideration. Noncompetitive candidates and applicants under some special hiring authorities must meet minimum qualifications to be referred.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you inflated your qualifications and or experience, your rating may be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or

omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action.

To view the application form, visit: <https://apply.usastaffing.gov/ViewQuestionnaire/11277357>

## Benefits

## Required Documents

## How to Apply

## Fair and Transparent

# Required Documents



The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) supervisor's phone number and whether or not the supervisor may be contacted for a reference check; 5) other qualifications.
- If education is required or you are using education to qualify, you must submit: a copy of your college transcripts. An unofficial copy is sufficient with the application; however, if you are selected, you will be required to submit official transcripts prior to entering on duty. Education must have been successfully obtained from an accredited school, college or university. If any education was completed at a foreign institute, you must submit with your application evidence that the institute was appropriately accredited by an accrediting body recognized by the U.S. Department of Education as equivalent to U.S. education standards. There are [private organizations](#) that specialize in this evaluation and a fee is normally associated with this service. All transcripts must be in English or include an English translation.

In addition to the above, you must submit the documents below if you claim the following:

- Current and former Federal employees: 1) Most recent non-award Notification of Personnel Action (SF-50) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, position title, series and grade **AND** 2) Most recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable. Do not submit a performance plan.
- Surplus or displaced employees eligible for CTAP, RPL, or ICTAP priority: proof of eligibility (RIF separation notice, notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area, notice of disability annuity termination), SF-50 documenting separation (as applicable), and your most recent SF-50 noting position, grade level, and duty location with your application per 5 CFR 330.
- Land Management Workforce Flexibility Act Eligible Applicants: please review the required documents for this hiring authority on the [Forest Service website](#).
- Current permanent FSA County employees: most recent non-award Notification of Personnel Action, (SF-50 or equivalent) showing your highest grade (or promotion potential) held on a permanent basis, position title, series and grade AND most recent performance appraisal (dated within 18 months) per above.
- Veteran Hiring Authorities: VEOA, VRA and 30% Disabled Veterans: DD214, Certificate of Release from Active Duty, that shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active-duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veteran's preference must be verified prior to appointment.
- If claiming 10-point veteran's preference you must provide the DD214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point Veterans' Preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference.
- Public Land Corps: You must submit a Certificate of Hiring Eligibility FS-1820-0027, dated within two years after completion of Public Land Corps service in the Forest Service.
- Resource Assistants: You must submit a Certificate of Hiring Eligibility, FS-1820-0028, dated within two years after completion of the Forest Service Resource Assistants program and college transcripts.
- [Schedule A, Persons with Disabilities Appointment](#): Letter from a physician, local, state, or federal rehabilitation office citing eligibility under 5 CFR 213.3102 (u).



- If claiming eligibility under a special hiring authority or an interchange agreement with another merit system not listed above, see the requirements for that authority and submit the required supporting documentation. Go to: [USAJOBS Hiring Path for Special Authorities](#) or [Special Hiring Authority](#) for more information.

# How to Apply

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[Read more](#)

## Agency contact information



HRM Contact Center

### Phone

[1-877-372-7248 X2](tel:1-877-372-7248)

### Email

[SM.FS.FSJobs@usda.gov](mailto:SM.FS.FSJobs@usda.gov)

### Address

USDA Forest Service HRM Contact Center

DO NOT MAIL IN APPLICATIONS, SEE INSTRUCTIONS IN THE ANNOUNCEMENT.

Albuquerque, NM 87109

US

[Learn more about this agency.](#)

## Next steps

[Read more](#)

# Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)



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