

# SUMMER JOB OPENING

**Where:** U.S. Fish and Wildlife Service, Crane Meadows National Wildlife Refuge, Little Falls, Minnesota

**What:** Secretary (Office Automation), GS-0318-2/3, position working under the Student Temporary Experience Program (STEP) from late May through the end of August. Main duties involve receiving phone calls and visitors, word processing, data entry, handles mail, maintains correspondence and other files/records, reproduces and collates publications, reports, and other materials etc. Starting salary at the GS-2 level is \$10.76/hr at the GS-3 level it is \$11.74. Hours: 7:00 – 12:00 & 12:30 - 3:30 Monday thru Friday

**Who:** U.S. citizens enrolled in or accepted for enrollment as a full-time or part-time student in an accredited college or university. (To qualify for employment at the GS-2 level you must have a high school diploma, at the GS-3 level, you must have successfully completed one year of study above high school or have 6 months of general office/clerical work experience or, have a combination of college level education and related work experience. Please submit a transcript.)

**When:** Apply **AS SOON AS POSSIBLE**, but no later than February 22, 2009.

**How:** Submit the following information to the address below:

1. Submit at least one of the following, A and/or B and/or C
  - A. Optional Application for Federal Employment, OF-612Or
  - B. A Resume or written format of your choice
2. Submit a copy of your college transcript. Copies are okay.

**Questions:** For any questions, please contact:

Paul Soler, Refuge Manager  
U.S. Fish and Wildlife Service  
19502 Iris Road  
Little Falls, MN 56345  
Phone: 320-632-1575  
Email: paul\_soler@fws.gov