

# Employment Opportunity - Summer

---

**Position Title:** Office Automation Clerk; GS-0326-02 or 03 (1 position)

**Duty Location:** Upper Mississippi River National Wildlife & Fish Refuge, Winona, MN

**Length of Service:** Full-time (40 hours/week), seasonal (summer 2009) specific dates are dependant upon the school schedule of the selected individual.

**Pay:** Approximately \$10.79/hour (GS-2) or \$11.78/hour (GS-3)

## Employment Conditions:

This position will be filled through the U.S. Fish and Wildlife Service's Student Temporary Employment Program (STEP). To qualify for a STEP position, the following criteria must be met: be at least 16 years of age; be a U.S. Citizen; be enrolled in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school; attend school full-time or part-time; be a student in good standing with the academic institution; meet the qualifications for the position and grade level. **The candidate must be registered for classes and/or accepted for enrollment for the Fall 2009 semester.**

## Position Description:

Incumbent will work under higher graded Administrative Technician. Assignments will include word processing, phone answering, filing and other clerical duties. Incumbent will also serve as the receptionist and will greet and provide information to refuge visitors and will work with refuge volunteers. Skills required include; computer literacy, typing, grammar and phone etiquette. Incumbent should enjoy working with the public and be adaptable to changing assignments. Some weekend work may be available and/or required. Experience with web design, Facebook, and graphic design are a bonus. Applicant should also possess an interest in nature.

## Application:

Applicants should **submit a resume, including references, transcripts (copies are acceptable) and OF-306 (Declaration for Federal Employment)**. The OF-306 can be downloaded from the internet at [www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf). Applicants are also encouraged to submit an additional narrative which specifically addresses the applicants ability and experience as they apply to the duties outlined in the position description.

**Applications must be postmarked or hand-delivered by C.O.B. March 20, 2009 to:**

Upper Mississippi River National Wildlife & Fish Refuge – Winona District  
51 East 4<sup>th</sup> Street, Room 203  
Winona, MN 55987  
Attn: Mary Stefanski

For additional information about the position, please phone: (507) 494-6229

