



United States Department of the Interior

U.S. FISH AND WILDLIFE SERVICE

1011 E. Tudor Road

Anchorage, Alaska 99503-6199



JOB OPPORTUNITY NOTICE

R7-19-020-TD

OPENING DATE: 19 Apr 19

CLOSING DATE: 3 May 19

POSITION: Office Automation Clerk, GS-0326-04.
Full-time - Temporary

SALARY: \$ 33,120.00 (15.87 Per Hour)

LOCATION: Yukon Delta NWR, Bethel, Alaska

WHO MAY APPLY: Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

WORK PERIOD: This is a temporary position and is not to exceed (NTE) 1039 hours.

ORGANIZATION: Yukon Delta National Wildlife Refuge, Bethel, Alaska

DUTIES: The incumbent serves as Office Automation Clerk for the Yukon Delta National Wildlife Refuge. Duties will include:

- Receives visitors and telephone callers. Refers to requested person or function or determines the person appropriate to handle the contact. Provides readily known or available non-technical information, e.g., functional assignments or locations of individuals, status of suspense items, administrative procedures, etc. Takes and refers messages.
- Uses a personal computer or computer terminal with varied keyboard procedures to type a wide variety of materials involving different forms, formats, arrangements, preparation, and processing procedures. Compiles data for preparation and typing of assigned reports, completion of forms or other materials as may relate to work request. Arranges necessary reproduction.
- Files correspondence, varied reports and records, and maintains file directives, administrative and/or technical guides/references, and office materials or publications as required. Locates and assembles requested materials and carries out records disposition. Incorporates revisions and revises features according to procedures for appropriate materials.

For more information on the duties of this position contact Ray Born at (907) 543-1003.

KNOWLEDGE/EXPERIENCE REQUIRED:

Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof.

CONDITIONS OF EMPLOYMENT:

1. Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.
2. Must have a valid State of Alaska driver's license.
3. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
4. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
5. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
6. You will be required to provide proof of US citizenship.

HOW TO APPLY: The closing date is **3 May 2019 at 4:00 PM**. Do not include any information that contains any personally identifiable information (sex, gender, sexual orientation, national origin, color, marital status, disability, political affiliation, race, religion, age, date of birth, social security number, criminal history, photos, etc.). Applications should be based on your qualifications for the position only (education, experience, etc.)

1. Resume
 - Please ensure that your resume contains:
 - Your full name
 - Address, including zip code
 - Telephone number
 - Whether or not you claim veterans' preference in employment
 - Your country of citizenship
 - College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
 - Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
 - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
2. Supplemental Questionnaire, attached.
3. DD-214 member copy 4 or other documents to support veteran's preference status

4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability
5. Statement of military service to meet the Veterans Opportunity to Work (VOW) Act (<https://chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>)

The resume and supplemental questionnaire are the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position on a pass/fail basis or may be scored.

Method to submit application:

1. Email: blm_ak_jobs@blm.gov (received by closing date)
2. Fax: 907-271-4551, ATTN: Travis Doyle (received by closing date)
3. Mail: 222 West 7th Ave. #13, Anchorage, AK 99513 (postmarked by closing date and received within 5 business days)
4. In person: 222 West 7th Ave., 4th floor, BLM HR Office (turned in by closing date)

ADDITIONAL INFORMATION:

Effective January 2015, employees on temporary appointments may be eligible for health benefits through the Federal Employees Health Benefits program and, if eligible, will receive the same government contribution as full-time permanent employees. To be eligible for consideration, temporary employees working full-time or part-time must be on appointments expected to last at least 90 days, or be on an intermittent work schedule and expected to work 130 hours per month for at least 90 days. Employees electing to participate in the FEHB will be responsible for the employee share of the premium while on the official agency roles, which is deducted from bi-weekly earnings. After separating from federal employment, employees will be offered to continue participation in FEHB under the Temporary Continuation of Coverage (TCC) option. Employees electing to continue coverage under the TCC provision will be responsible for the full premium amount plus a 2% administration fee.

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

We may use this announcement to fill additional vacancies within 90 days of closing date of this announcement.

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE
Office Automation Clerk, GS-0326-04

R7-19-020-TD

NAME: _____ DATE: _____

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

LOCAL KNOWLEDGE AND EXPERIENCE

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
 - a. Yes (This answer needs to be supported on your application/resume)
 - b. No

2. Have you lived in the vicinity of the Yukon Delta National Wildlife Refuge, Bethel, AK?
If so for how long?
 - a. Less than one (1) year
 - b. One (1) to five (5) years
 - c. Over five (5) years
 - d. I have not lived in the vicinity

3. How would you describe the type of natural / cultural resources knowledge and experience you have obtained? (circle the letter for all that apply)
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
 - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community
 - e. Other unique information not listed above (you may be asked to elaborate at a later time).
 - f. I do not have knowledge or experience as listed above.

4. How did you obtain your knowledge of the unique practices of the public lands for Yukon Delta NWR? (circle the letter for all that apply)
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through a position held
 - c. Official training: high school class, college course, on-line training
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
 - e. I do not have the knowledge listed above.

5. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local culture and lore, to safely and efficiently travel through the remote and isolated areas on and near this location?
 - a. Yes
 - b. No

6. Are you able to respond to questions and assist visitors with information concerning the natural and cultural resources for the public lands for Bethel, Alaska?
 - a. Yes
 - b. No

7. Do you have experience using the following computerized systems? Please circle all that apply.
 - a. Microsoft Word or similar program (word processing)
 - b. Electronic mail (Google Mail, Outlook, Gmail, etc.)
 - c. Microsoft Excel or similar program (spreadsheets)
 - d. Microsoft PowerPoint or similar program (presentations)

8. Select each of the following types of automated systems you have used and are experienced working with:
 - a. Electronic mail
 - b. Internet
 - c. Purchasing
 - d. Travel
 - e. Collections
 - f. None of the above

9. Select all of the Statements that best describe your ability to receive visitors, telephone calls, and direct them to the appropriate person.
 - a. I have experience as the primary person receiving visitors and telephone calls and I am regularly sought out for my expertise in all of those program areas.
 - b. I have years of experience as the person receiving visitors and telephone calls.
 - c. I have several months of experience receiving visitors and telephone calls.
 - d. I have limited experience receiving visitors and telephone calls.
 - e. None of the above.

10. Select the statement that best describes your experience in organizing and prioritizing work:
 - a. I prioritize my work and coordinate with others on requirements and deadlines in more than 4 office functions (such as researching data, document preparation, reports, customer service, special projects) to assure that work deadlines are met and work is completed satisfactorily.

- b. I prioritize my work and coordinate with others on requirements and deadlines in 3 to 4 office functions (such as researching data, document preparation, reports, customer service, special projects) to assure that work deadlines are met and work is completed satisfactorily.
 - c. I prioritize my work and coordinate with others on requirements and deadlines in 1 to 2 office functions (such as researching data, document preparation, reports, customer service, special projects) to assure that work deadlines are met and work is completed satisfactorily.
 - d. I have limited experience in prioritizing and coordinating my work to meet office requirements and deadlines.
11. Select the statement that best describes your ability to communicate effectively in writing:
- a. I have routinely provided persuasive and concise written reports, studies, policies, memoranda and other correspondence to high-level management. This correspondence often involved complex, controversial issues with the need to obtain buy-in and support for corporate policy.
 - b. I have provided concise written reports, studies, memoranda and other correspondence to senior management in order to relay new information on corporate initiatives and policies or to provide a status of actions or projects.
 - c. I have provided written reports, studies, memoranda or other correspondence to mid-level management and employees in order to relay information.
 - d. I have written routine correspondence.
12. Indicate the statement that best describes your experience in filing correspondence, varied reports and records, and maintaining file directives, administrative and/or technical guides/references, and office materials or publications.
- a. I have no experience using in this area.
 - b. I have received training in this area but have not performed this function on the job.
 - c. I have filed correspondence, reports, and records with close supervision from supervisor or senior employee.
 - d. I have experience filing correspondence, varied reports and records, and maintaining file directives, administrative and/or technical guides/references, and office materials or publications and have performed this function independently.
 - e. I am highly skilled in filing correspondence, varied reports and records, and maintaining file directives, administrative and/or technical guides/references, and office materials or publications.
13. Is a resume included with this application?
- a. Yes

b. No

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant Signature

Date

Applicant Printed Name