



United States Department of the Interior

U.S. Fish & Wildlife Service
Alaska Maritime National Wildlife Refuge

JOB OPPORTUNITY NOTICE **R7-16-010-ES**

OPENING DATE: Tuesday, February 16, 2016
CLOSING DATE: Monday, February 29, 2016

POSITION: Refuge Clerk, GS-0303-05
Work schedule: Full-time

SALARY: GS-05 starting salary at \$35,373 per year

LOCATION: Homer, 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 PERMANENT position. Employees who satisfactorily complete 2 years of continuous service in a position under this authority and who meet satisfactory performance and qualification requirements may be converted to the competitive service as a career-conditional or career employee.

Weekend work: Weekend work MAY be required, including Sundays.

ORGANIZATION: U.S. Fish & Wildlife Service, Alaska Maritime National Wildlife Refuge

DUTIES: As a Refuge Clerk, you will:

- Provide employees with information and training on timekeeping systems and timekeeping requirements; advise employees on leave and payroll questions and concerns.
- Provide employees with information and training on travel systems and travel requirements; advise employees on travel questions and concerns. Prepare travel authorizations and vouchers, and respond to travel audits.
- Compose correspondence, documents, spreadsheets and reports in addition to completing records and data management.
- Review credit card statements for office staff, personal and corporate credit cards; verify supporting documentation and approvals; reallocate charges within cost center authority and troubleshoot potential errors to recommend best course of action for corrections.
- Assist in travel-related matters, facilitate acquisition-related activities and provide financial/business system support.
- Provide information and assistance to the staff and the public, in person and on the phone.

KNOWLEDGE/EXPERIENCE REQUIRED:

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

1. Must have knowledge of the local area including natural and cultural resources, fish and wildlife populations and recreational opportunities and facilities.
2. Must have knowledge of the local geography, weather, history and native cultures.
3. Knowledge, skill or ability to serve as the Refuge Clerk in the Alaska Maritime NWR Office, to provide administrative support in the following functional areas; travel, budget, charge cards, timekeeping, personnel, and other areas as needed.

CONDITIONS OF EMPLOYMENT:

- Conversion to competitive service after two years or completion of qualification requirements (whichever is longer).
- All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
- 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.
- 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.
- Must have a valid State of Alaska driver's license.
- Occasional overnight travel will be required.
- Selectee will be required to wear an official U.S. Fish & Wildlife Service uniform.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of US citizenship.

HOW TO APPLY: The following must be filled out and received/turned in/faxed by 4:30 pm on February 29, 2016:

1. Submit your resume, curriculum vitae, the Optional Application for Federal Employment (OF-612) or any other written format you choose, to describe your job-related qualifications.

Please ensure that your resume contains:

- Your full name
- Address, including zip code
- Telephone number
- The last four digits of your social security number
- Whether or not you claim veterans' preference in employment
- Your country of citizenship
- Educational information, such as high school name and date of diploma or GED
- 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.

- Please note: the information in your resume will be used to confirm that you meet the qualification requirements of the position.
2. Supplemental Questionnaire, attached.
 3. DD-214, if you are a veteran or if you are claiming 5 point veteran's preference.
 4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability

EACH APPLICANT MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE ADDRESSING EACH OF THE REQUIREMENTS.

The questionnaire and the OF-612, or resume, is the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position. The interviews may be conducted on a pass/fail basis or may be scored.

Submit application to:

Frances Murphey, Administrative Officer
Alaska Maritime National Wildlife Refuge,
95 Sterling Highway, Suite 1
Homer, AK 99603

Or drop off application at Alaska Maritime National Wildlife Refuge Office at 95 Sterling Highway, Suite 1, Homer, AK from 8:00 a.m. to 4:30 p.m. on Monday to Friday.

ADDITIONAL INFORMATION:

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.

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE
Refuge Clerk, GS-0303-05
R7-16-010-ES

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 Homer, Alaska? 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. While working or living in or near the public lands of Homer, Alaska, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No

4. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? Please circle 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.

5. What methods have you used to share this knowledge and/or experience with others? Circle all that apply.
 - a. Materials such as brochures, pamphlets, books, or written documents
 - b. Media such as websites, Twitter, Facebook, podcasts, etc.
 - c. Formal and/or informal presentations
 - d. Hands-on activities and/or games
 - e. Other methods not listed above (you may be asked to elaborate at a later time).
 - f. I do not have skill or experience with the methods listed above.

6. How did you obtain your knowledge of the unique practices of the public lands for Homer, Alaska? Circle 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.

7. 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 Athabaskan and Ahtna culture and lore, to safely and efficiently travel through the remote and isolated areas on and near Homer, Alaska?
 - a. Yes
 - b. No

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

9. Select the statement that best describes your experience providing administrative support to an office or business.
 - a. I have performed basic (accept or send mail, make photocopies, greet customers, answer phone calls) administrative duties for an office or small business.
 - b. I have performed routine (mail, photocopies, greet customers, respond to questions or concerns from various sources such as voicemail, email, in-person customers, create/modify electronic documents) administrative duties for an office.
 - c. I have performed moderately complex (independently perform duties that include payroll, travel, pulling reports, writing and/or editing electronic documents, and customer service on specific issues with minimal assistance) administrative duties for an office or small business.
 - d. I have performed complex (create standard operating procedures, improve administrative processes, locate errors with travel or payroll, recertify travel or payroll issues, provide customer service on varying issues without assistance) administrative duties for a large office, business, or corporation.
 - e. None of the above.

10. Select the responses that highlight your experience with computerized systems. Please circle all that apply.
 - a. Microsoft Word or similar program (word processing)
 - b. Electronic Mail (Lotus Notes, Google Mail, Outlook, Gmail, etc.)
 - c. Microsoft Excel or similar program (spreadsheets)
 - d. Microsoft PowerPoint or similar program (presentations)

11. Select the responses that demonstrate your ability to communicate administrative procedures and regulations to individuals.
 - 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. I have experience in the following areas of travel management. Select all that apply.
 - a. I have completed travel vouchers for myself and others.
 - b. I counsel others on temporary duty travel regulations.
 - c. I review travel vouchers and charge card statements for completeness and compliance.
 - d. I plan, coordinate, and schedule the relocation of incoming employees.
 - e. I provide guidance to relocating employees in the preparation of required documents.
 - f. None of the above.

13. I have experience in the following areas of procurement/acquisition. Select all that apply.
- a. Enter financial data/ information into procurement/acquisition automated systems
 - b. Edit or correct financial data/information using automated systems
 - c. Review data/information (such as cost structures, accounting codes, etc.) in financial systems
 - d. Conduct inventories for accountable property
 - e. Investigate and reconcile inventory discrepancies
 - f. None of the above
14. I have experience in the following areas of payroll. Select all that apply.
- a. Knowledge and use of payroll policies and regulations
 - b. Use of an automated system to complete timesheets
 - c. Use of an automated system to review employee timesheets
 - d. Identify payroll errors and implement corrective measures
 - e. Explain timesheet processes and procedures using an automated system
 - f. None of the above
15. Select each of the following types of automated systems you have used and are experienced working with:
- a. Electronic Mail
 - b. Time and attendance reporting
 - c. Internet
 - d. Budget
 - e. Purchasing
 - f. Travel
 - g. Property Management
 - h. Personnel/Payroll
 - i. Collections
 - j. None of the above

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

Applicant signature

Date