



## United States Department of the Interior

**U.S. Fish and Wildlife Service**  
**Yukon Flats National Wildlife Refuge**  
**101 12<sup>th</sup> Avenue, Room 264**  
**Fairbanks, AK 99701**

### **JOB OPPORTUNITY NOTICE** **R7-14-006-AV**

**OPENING DATE:** February 3, 2014  
**CLOSING DATE:** February 28, 2014

**POSITION:** Refuge Information Technician, GS-1001-06/07. One position will be filled. If selected, you will be placed at either the GS-06 or GS-07.

**WORK SCHEDULE:** Seasonal full time/Temporary

**SALARY:** GS-06 starting at \$18.45 per hour  
GS-07 starting at \$20.50 per hour

**DUTY LOCATION:** Ft. Yukon, AK

**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 unit. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

**WORK PERIOD:** This is a full-time temporary position not to exceed 1039 hours in a year.

**ORGANIZATION:** YUKON FLATS NATIONAL WILDLIFE REFUGE, FAIRBANKS, ALASKA

**DUTIES:** The incumbent serves as the Refuge Information Technician for the Yukon Flats National Wildlife Refuge. The employee will perform a combination of regular and recurring duties such as: explain natural resource management laws, regulations, plans, and agreements including the Migratory Bird Treaty Act, The Yukon Flats Moose management plan, Alaska National Interest Lands Conservation Act (ANILCA), Alaska Native Claims Settlement Act (ANCSA), U.S. Fish and Wildlife Service policies, State and Federal permitting activities, State game laws, refuge wildlife monitoring activities and the need for such activities to secure understanding of the Service programs by residents of Yukon Flats villages.

Obtain a variety of information from village residents and leaders for use by refuge staff in planning, developing, and implementing refuge programs. Information may include: resident's concerns, questions, views, opinions, and level of support for refuge programs; community values and interests; traditional use of fish and wildlife resources; and historic and current wildlife populations and harvest.

If you have questions about the duties of this position, please contact Steve

Berendzen at 907-456-0407 or Vince Mathews at 907-455-1823.

**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 and recreational opportunities and facilities.
2. Must have knowledge of local geography, weather, history and native cultures.

**CONDITIONS OF EMPLOYMENT:**

1. You will be required to provide proof of US citizenship.
2. Applicants must certify he/she maintains a permanent and exclusive residence within Alaska.
3. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
4. Selectee will be required to wear an official U.S. Fish & Wildlife Service uniform in accordance with the Fish and Wildlife Service uniform policy.
5. 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.
6. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
7. Travel, transportation, and relocation expense 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.
8. Government housing is NOT available.

**BENEFITS:**

Working for the Fish and Wildlife Service offers a comprehensive benefits package that may include, in part, paid vacation, sick leave, holidays, life and health insurance, retirement benefits, and participation in the Thrift Savings Plan which includes a percentage of government matching. You may even be able to work a flexible schedule. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more go to:

<http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>.

**HOW TO APPLY:** The following must be filled out and received no later than **February 28, 2014** at 5:00pm.

1. Submit your resume, curriculum vitae, 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

For assistance in completing your resume, the questionnaire, or how to apply please contact Annyn Vanderlooven at (907) 271-2455.

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

The questionnaire and the 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 in person or received by mail no later than February 28, 2014 to:**

*Steve Berendzen, Refuge Manager  
Yukon Flats National Wildlife Refuge  
101 12<sup>th</sup> Ave. Room 264  
Fairbanks, AK 99701*

**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.

Yukon Flats NWR, Fort Yukon, AK  
**R7-14-006-AV**

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 in the Yukon Flats region of Alaska?
  - a. Yes (This answer needs to be supported on your application/resume)
  - b. No
  
2. How long have you lived in the Yukon Flats region?
  - 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. Where in the Yukon Flats region have you lived? Please circle all that apply.
  - a. Steven Village
  - b. Beaver
  - c. Ft. Yukon
  - d. Birch Creek
  - e. Chalkytsik
  - f. Venetie
  - g. Circle
  
4. Which of the following describes the type of knowledge you have of the region's natural and cultural resources ? Please circle all that apply.
  - a. Community history and Alaska Native culture such as: important events, seasonal activities, local customs, Athabascan language, subsistence way of life, etc.
  - b. Geographic features and/or unique landmarks such as: names of mountains, rivers, streams, and other significant locations; familiarity with traveling on land and water in the local area; or and general knowledge of local landscapes or other geographic information
  - c. Wildlife (familiarity with and ability to identify): mammals, birds, fish, or other animals specific to the area
  - d. General knowledge of safety precautions, weather conditions, recreation options, and other important information relevant 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. How did you obtain your knowledge of the natural and cultural resources of the Yukon Flats region? Please circle all that apply.
  - a. Personal knowledge from activities such as: fishing, hunting, camping, boating, snowmachining, hiking, etc.
  - b. Family knowledge: handed down from parents, grandparents, or other family or community members
  - c. Professional: obtained through a job position held
  - d. Formal education: high school class, college course, on-line training
  - e. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
  - f. I do not have the knowledge listed above.
  
6. Would you be able to respond to questions and assist visitors with information about the Yukon Flats National Wildlife Refuge and surrounding area?
  - a. Yes
  - b. No

7. Do you have experience using the following software? Please circle all that apply.
- Microsoft Word or similar program (word processing)
  - Electronic mail (Google Mail, Outlook, Gmail, etc.)
  - Microsoft Excel or similar program (spreadsheets)
  - Adobe Acrobat or similar program (fillable forms)
8. Describe your ability to work with program managers to prepare and submit an annual budget for an organization.
- I do not have experience in this area.
  - I have some knowledge and/or skill in this area.
  - I have knowledge and/or skill in this area and complete these duties on a daily basis.
  - I have knowledge, skill, and experience in this area as well as train others in this area.
9. Describe your ability to review documents to ensure required information is provided and account numbers or cost codes are accurate.
- I do not have experience in this area.
  - I have some knowledge and/or skill in this area.
  - I have knowledge and/or skill in this area and complete these duties on a daily basis.
  - I have knowledge, skill, and experience in this area as well as train others in this area.
10. Describe your ability to coordinate and interact with other agencies, tribal and State government(s) and other local community groups.
- I do not have experience in this area.
  - I have some knowledge and/or skill in this area.
  - I have knowledge and/or skill in this area and complete these duties on a daily basis.
  - I have knowledge, skill, and experience in this area as well as train others in this area.

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

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Applicant signature

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Date