



# United States Department of the Interior

*Kodiak National Wildlife Refuge  
1390 Buskin River Road  
Kodiak, Alaska 99615  
Ph: (907) 487-2600*

## **JOB OPPORTUNITY NOTICE R7-16-012-AV**

**OPENING DATE:** February 16, 2016  
**CLOSING DATE:** February 26, 2016

**POSITION:** **PARK RANGER** (VST-YCC Crew Leader)  
GS-0025-04 or GS-0025-05 (one vacancy)

**SALARY:** **\$15.15 USD/hour (GS-04) plus 6.91% Cost of Living Allowance** OR  
**\$16.95 USD/hour (GS-05) plus 6.91% Cost of Living Allowance**

**LOCATION:** Kodiak, 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/Full Time position and is not to exceed 1,039 hours from approximately May to October.

**ORGANIZATION:** Kodiak National Wildlife Refuge, Kodiak, Alaska

**DUTIES:** **The incumbent serves as a Park Ranger (VST- YCC Crew Leader) at the Kodiak National Wildlife Refuge assisting with the operations of the refuge's visitor services program and will perform the following duties:**

- Provide instruction, guidance and oversight to a four person high school youth crew as the Youth Conservation Corp (YCC) Crew Leader.
- Contribute to YCC project development, including contacting refuge staff and other agencies for scheduling projects.
- Assist in training design, scheduling and implementation
- Assist with all YCC activities during season, including up to three 5 day trips into the field.
- Serve as a healthy role model and guide providing insight, direction, and support for the YCC crew.
- Assist with Kodiak Refuge Visitor Services such as staffing the Kodiak Refuge Visitor Center front desk, assisting environmental education programs, as well as other duties.

**For more information on the duties of this position contact Shelly Lawson at 487-2626 or Hansel Klausner at (907) 487-0248.**

**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:**

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.

Government housing is a possibility depending on availability.

Must have a valid State of Alaska driver's license.

Selectee will be required to wear an official U.S. Fish & Wildlife Service uniform.

Successfully complete USFWS provided training including Water Ditching & Survival Training.

Must be eligible and willing to carry and use a firearm for bear protection. 18 U.S.C. 922 (g)(9) makes it a felony for anyone who has been convicted under federal or state law of a misdemeanor crime of domestic violence to possess any firearm so those that have been convicted of a misdemeanor crime of domestic violence or any other felony that prohibits you from carrying a firearm should not apply.

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.

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 (postmarked/turned in/faxed) by **February 26, 2016 at (5:00 PM):**

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

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

The questionnaire and 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 either by mail, fax or hand delivered to:**

Hans Klausner (or Shelly Lawson)  
Supervisory Park Ranger  
402 Center Avenue  
Kodiak, Alaska 99615  
Fax: (907) 487- 2144

For further assistance in completing the questionnaire or resume for this position or questions on how to apply, **contact Annyn Vanderlooven at (907) 271-2455.**

**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**  
PARK RANGER (Visitor Services Technician,  
YOUTH CONSERVATION CORPS CREW LEADER)  
GS-0025-04 or GS-0025-05(depending on experience)  
**R7-16-012-AV**

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 **Kodiak National Wildlife Refuge**? 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 **Kodiak, AK**, 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? (Please 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 Alaska? (Please 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 to safely and efficiently travel through the remote and isolated areas on and near Alaska public lands?
  - a. Yes
  - b. No
  
8. Are you able to respond to questions and assist visitors with information concerning the natural and cultural resources of the **Kodiak National Wildlife Refuge**?

- a. Yes
  - b. No
9. What types of tools have you used for personal or professional use? (Please circle all that apply.)
- a. Hand tools: Hammer tape measure, screw driver, wrench, pliers, etc.
  - b. Grounds Maintenance: shovel, wheel barrow, hacksaw, cutters/shears, etc.
  - c. Safety equipment: goggles, gloves, safety belt, dolly, etc.
  - d. I have not used the tools listed above.
10. Do you have experience using the following video production equipment and software? (Please circle all that apply.)
- a. Digital cameras,
  - b. Video cameras
  - c. Flip cameras
  - d. iMovie
  - e. I do not have experience with the equipment and software listed above.
11. Have you been involved with environmental education programs? (Please circle all that apply.)
- a. I have independently developed a program.
  - b. I have personally delivered a program.
  - c. I have assisted others with a program.
  - d. I have attended a program.
  - e. I have not been involved with environmental education programs.

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

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name