



United States Department of the Interior
U.S. FISH AND WILDLIFE SERVICE
1011 E. Tudor Road
Anchorage, Alaska 99503



JOB OPPORTUNITY NOTICE
R7-21-1378595-AF-LH

OPENING DATE: 12 July 2021
CLOSING DATE: 30 July 2021

POSITION: Refuge Information Technician, GS-1001-07

SALARY: GS-1001-07, \$48,852 - \$63,510 annually; \$23.41 – \$30.43 per hour (GS-07 starts at \$23.41/hr and can earn up to \$30.43 after multiple years of experience)

LOCATION: Selawik, Alaska

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

WORK PERIOD: This is a part-time (30 hours/week), permanent position.

ORGANIZATION: Selawik National Wildlife Refuge

DUTIES:

- Serves as a liaison between Selawik Refuge and one or more villages. This position will primarily involve work in Selawik, but also Noorvik, Kiana, Buckland, and the upper Kobuk as needed.
- Attends meetings and events such as tribal council meetings, US Fish & Wildlife Service workshops, AFN, or career fairs. Occasional travel is required.
- Orients and escorts USFWS visitors to Selawik. Assists with logistics for meetings, travel and events in the village.
- Provides information on U.S. Fish and Wildlife Service programs; state and federal laws and regulations associated with hunting, fishing, and other use of resources. Keeps refuge staff in Kotzebue informed of community issues, views and concerns.
- Arranges, conducts and participates in activities for youth and community members of all ages relating to wildlife, resources, cultural traditions, culture camps etc. These may include classroom, indoor, or outdoor, and offer environmental education as well as promoting use and enjoyment of public lands.

For more information on the duties of this position contact:
Brittany Sweeney at (907) 442-3799 or brittany_sweeney@fws.gov

KNOWLEDGE/EXPERIENCE REQUIRED:

1. Applicants must have knowledge or experience of the natural and/or cultural resources of public lands in Northwest Alaska, and how these lands are managed.
 - The employee requires special knowledge and understanding of the following locations:
Selawik River watershed and surrounding refuge lands.
2. Knowledge of traditional harvesting and gathering of fish, wildlife and plants by local people.
3. Knowledge of Iñupiaq culture, traditions, and lifestyle.
4. Knowledge of laws and regulations associated with sport and subsistence fishing and hunting on a refuge or other public lands.
5. Willing and able to speak in front of groups such as in classroom lessons, at public events, or while teaching at a culture camp.
6. Basic computer and office skills to work independently and keep up with communication, training, and record keeping.

CONDITIONS OF EMPLOYMENT:

1. Moving expenses are not included in this job (no Permanent Change of Station funds authorized).
2. This position is suitable for telework and *may* be allowed to telework with supervisory approval when circumstances dictate.
3. Selectee will be required to wear an official U.S. Fish and Wildlife Service uniform.
4. Initial appointment will be through local hire process. After two years of employment, or completion of qualification requirements (whichever is longer), employee can be converted to competitive service, allowing more options to apply for other federal jobs.
5. Selectee will be paid by Direct Deposit, so will need to have a bank account (required for all Federal employees by PL 104-134).
6. Background Investigations: Employment in this position requires a background investigation (because employee will be working with youth), 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.
7. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
8. You will be required to provide proof of US citizenship.

HOW TO APPLY: The closing date is **30 July 2021 at 4:00 PM**. Applications should be based on your qualifications for the position (education, experience, etc.). Do not include 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.).

1. Submit either a resume, or the “Optional Application for Federal Employment,” OF-612 form.
 - Please ensure that your resume or OF-612 contains:
 - Your full name
 - Address, including zip code
 - Telephone number
 - Whether or not you claim veterans' preference in employment (must include supporting documents if claimed)
 - Your country of citizenship
 - Work experience: for each period of employment or non-paid work, include (attach additional sheets to the application form if you have more than 2 jobs to list):
 - 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.
- College and/or graduate school name(s), if applicable, including dates attended.
 - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, etc.
2. Complete and submit the Supplemental Questionnaire, attached.
 3. For military veterans:
 - DD-214 member copy 4 or other documents if claiming veteran's preference
 - SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability
 - 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: andrew_fleming@fws.gov or brittany_sweeney@fws.gov (received by closing date)
2. Fax: 907-786-3841, ATTN: Andrew Fleming or Fax: 907-442-3124, ATTN: Brittany Sweeney (received by closing date)
3. Mail: [US FWS Human Resource Office, Attn: Andrew Fleming, 1011 E. Tudor Rd, Anchorage, AK 99503](#) or [Selawik National Wildlife Refuge, Attn: Brittany Sweeney, PO Box 270, Kotzebue AK 99752](#) (postmarked by closing date and received within 5 business days)

ADDITIONAL INFORMATION:

Working for the Department of Interior offers a comprehensive benefits package that may include, in part, paid vacation, sick leave, holidays, life and health insurance. In addition, you may be eligible for retirement benefits and/or 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: <https://www.usajobs.gov/Help/working-in-government/benefits/>

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 Information Technician, GS-1001-07
R7-21-1378595-AF-LH

NAME: _____ DATE: _____

E-MAIL ADDRESS and/or PHONE: _____

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 Selawik National Wildlife Refuge, Selawik, 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 Selawik NWR, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No

4. Describe the types of natural and cultural resource knowledge and experience you have (circle the letter(s) for all that apply):
 - a. Community history such as: customs, important events, seasonal traditions, etc.
 - b. Geographic features such as: mountain or river names/locations, landmarks, traditional place names, or knowledge of travel routes and harvest areas
 - c. Wildlife (including identification of): mammals, big game, fish, birds, etc. specific to the area
 - d. Outdoor knowledge such as: safety precautions, weather conditions, use areas, survival skills, etc. in the local area
 - e. Other knowledge/experience 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 learn the topics described in question 4, above? (circle the letter(s) for all that apply)
 - a. Personal knowledge and firsthand experience (fishing, hunting, camping, etc.)
 - b. Professional: knowledge obtained through a job position held
 - c. Official training: high school class, college course, on-line training
 - d. From another resource that is not listed above (elders, mentors, books, etc.) (you

- may be asked to elaborate at a later time).
- e. I do not have the knowledge listed above.
6. Do you have knowledge of the local area and travel conditions to safely travel through the Selawik NWR by boat and/or snowmachine?
- a. Yes
 - b. No
7. What methods have you used to share your knowledge and/or experience with others? Please circle all that apply.
- a. Through media such as websites, Twitter, Facebook, podcasts, etc.
 - b. Through spoken presentations or stories, formally or informally
 - c. Through hands-on activities, practice, and/or games
 - d. Through writing such as in articles, essays, or letters.
 - 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
8. Have you been involved with youth/educational programs? Please circle all that apply.
- a. I have independently planned and conducted youth/educational programs.
 - b. I have assisted with planning and conducting youth/educational programs.
 - c. I have conducted youth/educational programs planned by others.
 - d. I have assisted with conducting youth/educational programs.
 - e. I have attended youth/educational programs.
 - f. I have no experience in these programs.
9. What is your knowledge level in using a PC (personal computer)?
- a. I am comfortable using a PC with Microsoft office applications such as word and power point, for email, printing etc.
 - b. I have some limited experience with a PC.
 - c. I do not have any experience using a PC.
10. Is a Resume included with your 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