

United States Department Of Agriculture
FOREST SERVICE

Humboldt – Toiyabe National Forest

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

Recruitment Notice #: HT-STEP-05-04

Title/Series/Grade/Pay: Biological Science Technician (1 Wildlife) GS-404-04 - \$ 11.43 per hour
Biological Science Technician (1 Plant & 1 Wildlife) GS-404-05 - \$ 12.70 per hour

Location: 3 positions will be filled – the duty station will be Las Vegas, NV.

Opening Date: April 2, 2004

Closing Date: April 14, 2004

Eligibility Requirements: You are eligible for a position under the Student Temporary Employment Program if you are a student enrolled or accepted for enrollment as a degree seeking student (diploma, certificate, etc.); taking at least a half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school. You must be in good academic standing as defined by your school, and meet the qualifications requirements of the position.

Duration of Employment: May through September 2004. Tour of duty will be full-time; reporting and ending dates will be flexible to accommodate the student class schedule.

Description of Duties: ***Biological Science Technician(Wildlife) – GS-04:*** Independently, or as part of a team, participates in wildlife-related assignments. Makes browse surveys; takes and records measurements such as counting stems, identifying species, measuring leaders, etc.; identifies and measures species and conditions; delineates wildlife habitat types on topographic maps; and, identifies habitat condition. ***Biological Science Technician(Wildlife) - GS-05:*** In addition to the duties described at the GS-04 level, the incumbent conducts established wildlife-related projects. Constructs or completes habitat projects such as watershed development, fencing, or clearing areas to establish more desirable food or cover habitat. The incumbent will assemble information for development of wildlife management plans and coordination of wildlife needs for environmental analysis reports. ***Biological Science Technician(Plants) - GS-05:*** Individually, or as a crewmember or leader, conducts botanical projects. Conducts surveys for vascular and non-vascular plants including lichens, bryophytes and fungi; and inventories vascular and non-vascular plants and their habitat. Collects and compiles data, analyzes information, and prepares summary reports. The work requires physical exertion such as long periods of standing, walking over rough, steep, rocky surfaces with recurring stooping, reaching, or bending. May require lifting of moderately heavy objects up to 50 pounds. These are brief descriptions of the job duties. **For specific information related to the job duties, you may contact Heather Hundt at 702-515-5421, or hhundt@fs.fed.us.**

Housing: Government quarters (shared quarters) are available for these positions. Quarters rates are approximately \$4.04 per day.

Qualification Requirements:

GS-04 level: 6 months of general experience and 6 months of specialized experience *OR* successful completion of 2 years of study that included at least 12 semester hours in any combination of courses such as forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine fisheries and oceanography), outdoor recreation management, civil or forest engineering, or wild land fire science. No more than 3 semester hours in mathematics is creditable.

GS-05 level: 1 year of specialized experience equivalent to at least the GS-4 level *OR* successful completion of a full 4-year course of study leading to a bachelor's degree (a) with major study forestry, range management, agriculture, or a subject-matter field directly related to the position, or (b) that included at least 24 semester hours in any combination of courses such as those shown above for GS-4. No more than 6 semester hours in mathematics is creditable.

Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Appointment Information: This is a temporary appointment. Students will be eligible to earn annual and sick leave. Social Security, Medicare, and Worker's Compensation cover students.

Additional Information: Students will be responsible for their own transportation to and from the various duty locations. Please contact Heather Hundt for more information on what personal items will be needed.

Veterans Preference: Preference is granted to veterans who entered the military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990 through January 2, 1992, and who is otherwise eligible; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM). You will need to submit proof of your claim. More detailed information is available at www.opm.gov - go to the quick index, and select "Veterans".

How to Apply: The following documentation **MUST** be submitted to evaluate applicant qualifications and to determine if applicants meet legal requirements for Federal employment. Application packets must be postmarked by the dates specified for consideration.

1. An application, resume, or any other written format you choose. When preparing your application, be sure to describe any experience you might have which is directly related to the duties of this position. **(Be sure to include dates and hours of work per week).**
2. Legible transcripts from any high school OR post-high school educational institutions attended must be included. Provide semester/quarter hours information and grade point average (GPA).
3. Copy of DD-214, Report of Separation from Active Duty, must be received with your application package if you are claiming veterans' preference and must show an honorable discharge. Additional documentation may be required. If you have questions concerning documents needed, please contact the person identified below.
4. School Enrollment Verification Form or Letter verifying student status, signed by school official.

Submit Application To The Following Address:

**USDA Forest Service
ATTN: Lucy Campbell
2035 Last Chance Road
Elko, NV 89801
Fax: (775) 778-6199
Email: lcampbell02@fs.fed.us**

If you need more information, you may contact Lucy direct at (775) 778-6133; or submit a detailed email.

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Lucy Campbell, 775-778-6133, for assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer."

ENROLLMENT VERIFICATION FOR STUDENT EMPLOYMENT

This form, or a letter containing similar information, must be completed and returned with your application packet in order for you to receive consideration for this position under the student employment program.

To Be Completed By The STUDENT

STUDENT'S NAME: _____

Name of School/College: _____

Projected Year of Graduation: _____

_____ I am enrolled, or accepted for enrollment, as a degree seeking student (diploma, certificate, etc.), and am taking at least half-time (6 semester hours) academic, vocational or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.

_____ Enclosed is a copy of my current transcripts.

Signature of Student

Date

To Be Completed By The SCHOOL OFFICIAL

To the best of my knowledge, the student(s) listed above meets the eligibility requirements described below and are recommended for student summer employment.

Signature of School Official

Date

ELIGIBILITY REQUIREMENTS

- 1. The student is enrolled in a college, university, or other comparable institution above the high school level.**
- 2. The student is at least 18 years of age (16 for most office occupations) at the time of appointment.**
- 3. The student is in good academic standing and must be recommended by a faculty advisor, dean, or other appropriate school official.**
- 4. The student must plan to return to school in the fall.**