



OUTREACH NOTICE
Region 3 KAIBAB NATIONAL FOREST
North Kaibab Ranger District
Fredonia, Arizona



Vacancy Announcement number is **18-GVQ1-1101-5-6-7-FS5306-G**

Position Title/Series/Grade: Resource Technician (Resource Clerk), GS-1101-05
Duty Station: Fredonia, Arizona

The North Kaibab Ranger District will be filling a full time permanent GS-1101-05 Resource Clerk position. The duty station is located on the North Kaibab Ranger District, Kaibab National Forest in Fredonia, AZ.

Major Duties :

This position has the responsibility for the technical and clerical support of special uses including permit preparation, annual and term plans of operations, insurance requirements and compliance, and calculation of fees and billings. Incumbent receives data from multiple sources in multiple forms, reviews the data, and processes it to meet a variety of administrative needs. Examines documents and data for completeness, discrepancies, and other special requirements. Enters data into existing or newly developed databases using the appropriate software systems.

Position provides support to timber by preparing and maintaining case files. Receives and securely stores incoming bids, records particulars of sales and awards and returns deposits.

Serves as a collection officer and possess abilities to provide direction and training to new collection officers, responsible for safe keeping of money and the appropriate transfer of collections to the Treasury. Utilizes Point of Sell hardware and software to issue products such as National Forest maps, Forest Product Sale Permits, and Interagency Recreation Passes to customers and does so in accordance with manual and handbook requirements. Is held accountable for the funds collected. Maintains product receipts, use tags and accountability records.

Serves as back up Customer Service representative. Receives visitors and handles calls of a routine nature, such as locations of key personnel and recreation opportunities. Has extensive knowledge of all other District activities and can answer inquiries regarding these. Responds to non-technical requests for information regarding office functions, status of reports, and other

information as needed. Difficult, technical, or special questions are referred to the appropriate District Staff.

Maintains the unit's master record keeping system, files official correspondence, project records and supporting documentation for the unit.

May perform other duties as assigned.

About the Area:

The Forest: Approximately 1.6 million acres in size, the Kaibab National Forest is located in Northern Arizona on either side of Grand Canyon National Park and adjacent to the Coconino and Prescott National Forests. The North Kaibab Ranger District, approximately 656,000 acres, lies north of the Grand Canyon and Grand Canyon National Park. Forests range from extensive stands of ponderosa pine, mixed conifer, aspen, and spruce/fir interspersed with high meadows (9,000 ft.) on the Plateau to broad expanses of pinyon/juniper woodlands on lower slopes, and red sandstone slick rock in the lowest elevations (4,000 ft.).

The District is home to the largest number of Northern Goshawks in the lower 48 states, a bison herd, California condors, and has an interesting history with Kaibab mule deer and the Grand Canyon National Game Preserve. Key recreation and wilderness areas on the district include the Saddle Mountain and Kanab Creek Wildernesses, the Kaibab Plateau Visitor Center, the 18-mile Rainbow Rim Trail along the edge of the Grand Canyon, and the Great Western and Arizona Trails. The Ranger District is bordered by Grand Canyon National Park to the south, Vermilion Cliffs National Monument (BLM) to the east, Grand Staircase-Escalante National Monument (BLM) and Zion National Park to the north, and the Arizona Strip (BLM) to the west. Tribal neighbors include the Kaibab-Paiute, Hopi, and Navajo.

Community Information: The North Kaibab Ranger Station is located in Fredonia, Arizona (200 miles north of Flagstaff, AZ; 200 miles east of Las Vegas, NV; and 80 miles east of St. George, UT). Most district employees live in Fredonia or seven miles north across the state line in Kanab, Utah. Fredonia's population is approximately 1100, offering a rural lifestyle, with K-12 schools, a post office, churches (Trinity Church-Assemblies of God, LDS), two restaurants, several small motels, gas stations, and a BIG community spirit. Kanab's population is approximately 5,000 and growing. In addition to its rural lifestyle, it offers K-12 schools, a post office, two large grocery stores, many motels and restaurants, a nine-hole golf course, one movie theatre, one playhouse, a hospital, and a number of churches (New Hope Bible Church, St. Christopher Catholic Church, Jehovah's Witness, United Church of Kanab/Fredonia, LDS), miscellaneous retail stores, community chorus and orchestra, and also a BIG community spirit. Both communities avail themselves of Mohave Community College and Dixie State University course offerings provided locally.

