Customer Service Representative
or Visitor Information Receptionist
Kemmerer Ranger District - Bridger-Teton NF
Kemmerer, WY
GS- 303-04/05

Position:

The Bridger-Teton National Forest is outreaching for either a Customer Service Representative, GS-0303-04 ($13.41/Hour) or GS-0303-05 ($15/Hour) or a Visitor Information Receptionist, GS-1001-04 ($13.41/Hour) or GS-1001-05 ($15/Hour) position, on the Kemmerer Ranger District, Kemmerer, WY. This is a permanent position and serves as front office representative, greeting visitors, answering telephones, permit issuance and interpretation providing routine information, responds to routine inquiries from a wide range of customers and supports the overall operations of a service unit. The 10 day announcement is anticipated to open in October 2012. The vacancy announcement for this position will be posted on the U.S. Government’s official website for employment opportunities at http://www.usajobs.opm.gov.

Duties and Responsibilities include and are not limited to:

Information Receptionist 50%: Provides answers to a wide variety of inquiries. Provides explanations of office functions, describing specific requirements, providing basic instructions, or a similar degree of detail. Inquiries received require evaluation to determine the most useful and appropriate information, to resolve inconsistencies in available information, or to provide alternatives. Consults electronic sources to answer questions or provide required information. Performs data entry and typing tasks as needed. Refers difficult, technical, or special questions to the appropriate staffs.

Program Services and Support 50%: Collection Office responsible for fee collection, accounting, operations handling in regards to TIM and Forest Service products and Grand Teton Association merchandise. Searches easily accessible sources, such as office files, to gather and collect program data in support of organizational activities. Applies and follows accepted practices to perform non-standard research assignments involving special topics. Searches a variety of sources to obtain materials that support program activities. Assembles and summarizes the data, background information, and other materials into report or presentation formats.

There is no government housing available in Kemmerer. The Kemmerer Ranger District is the most distant district from the Supervisor’s Office located in Jackson Hole, Wyoming (160
miles from the office). The District ranges in elevation between 8,000 and 10,500 feet and has a balanced workload consisting of range, recreation, timber, special uses and other resources.

Community Information:
The town of Kemmerer is a small community located high in the rolling hills of Western Wyoming in the Green River Basin along the Hams Fork River. The elevation is 6,927 feet with a population of approximately 3,126. Kemmerer enjoys average temperatures between 14 F. (January) and 70 F. (July). Average annual snowfall is 72.3 inches, rainfall is 7.2 inches, and relative humidity is 24%. The average growing season is 60 days.

The Kemmerer area offers an abundance of fishing, hunting, hiking, wildlife watching, and snowmobiling. Golfers also enjoy a challenging nine-hole golf course set near the Hams Fork River. Several benefit tournaments are conducted throughout the summer. Kemmerer offers four private quarries where you can dig your own fossils, and is the home of Fossil Butte National Monument, an 8,198 acre natural area that was established in 1972 and many historic cut-off trails of the Oregon, Mormon and California Trails.

Kemmerer’s school system consists of 1 high school (205 students), 1 middle school (218 students), and 1 elementary school (201 students). Western Wyoming Community College offers an outreach program in Kemmerer with a focus on professional enhancement, growth opportunities, vocational/technical education and transfer education. Degree programs through the University of Wyoming and Utah State University can be obtained through the local outreach program.

The South Lincoln Hospital District meets both community and regional needs with a 16 bed acute care Hospital. The emergency department provides 24 hour emergency service. Both out-patient and surgical in-patient care are offered. The hospital also has an on-site staffed medical clinic. A nursing home is adjacent to the hospital that provides care for the elderly, handicapped and rehab patients with 24 beds.

The Kemmerer Community Recreation Center offers year round fitness and a variety of recreational opportunities. The center houses racquetball courts, an indoor climbing wall, a basketball court, indoor track, weight room, whirlpool, sauna and steam room and several pieces of exercise equipment. The indoor pool located at the high school has specific hours set aside for lap swimming & open swimming. During the summer months an outdoor pool is located in Archie Neil Park with swimming lessons offered for all ages.

There are two banks, 12 churches, a senior citizen center, 2 day care facilities, numerous local organizations, town government, police and fire protection, utilities, three post offices, 2 weekly newspapers, and an AM radio station.

Proximity to surrounding communities:
Jackson, Wyoming (SO and Jackson District D4) 160 Miles
Big Piney, Wyoming (Big Piney District D2) 69 Miles
Afton, Wyoming (Greys River District D3) 99 Miles
Outreach Response: Interested applicants, or those desiring further information, should contact Martha Williamson, Acting Kemmerer District Ranger at (307) 828-5110 or email at mawilliamson@fs.fed.us. Your response should include your name, mailing address, email, phone, current title/series/grade, and if you are currently a federal employee include what type of appointment you have.

THANK YOU FOR YOUR INTEREST IN OUR VACANCY