RESOURCE ASSISTANT
AT RAPID RIVER RANGER STATION

Outreach Notice

The Hiawatha National Forest will soon be advertising to fill the West Zone Resource Assistant fulltime position. This will be a GS-1101-5/6 position. The duty station for this position is located at the Rapid River/Manistique Ranger District Office in Rapid River, Michigan. The annual salary range is $30,577 to $39,748.

Contact Information

Interested candidates are encouraged to reply to this outreach by November 23, 2012. If you are interested in being considered, please contact Tracy Anderson to obtain an Outreach Notice Reply form [tlanderson@fs.fed.us or at 8181 US Hwy 2, Rapid River, MI 49878]. Also, please contact Tracy if more information is needed at 906-474-6442 x131.

About The Position

Provides administrative review of the timber sale packages and assists in getting sales mailed out for advertisement. Participates in timber sale bid openings for oral and sealed bid offerings. Monitors the districts timber sales business management resource section to ensure all financial management features of the timber sale contracts are adhered to and that compliance is satisfactory throughout the life of the sale. Ensures that the timber sale accounting system is applied in a manner to ensure accuracy and proper procedures. Reviews timber sale contract and audits timber sale statements of account to ensure that documents comply with appraisal, current direction, procedures, laws, and regulations. Ensures correct and current rates are used for all species. Audits, detects, and makes corrections of errors through the timber accounting system. Analyzes contracts and pertinent records to verify that transfer is allowed when purchasers request transfer of stewardship credits. Maintains the official timber sale folders at the district office and sends copies of documentation to the supervisor’s office for the Contracting Officer. Position will be supervised by the Westside Timber Management Assistant.