The Bridger-Teton National Forest is seeking to hire a permanent GS-0318-6/7 Secretary in the near future in Jackson, WY. The position is located in a Forest Service Supervisors Office and is a direct report to the Forest Supervisor. The incumbent is responsible for providing administrative, secretarial and clerical assistance to the Forest Supervisor and Deputy Forest Supervisor. This position serves as a personal assistant with responsibility for maintaining effective communication channels with internal and external contacts. Assists Supervisors’ in dealing with very confidential and controversial matters. The vacancy announcement for this position will be posted on the U.S. Government’s official website for employment opportunities at [http://www.usajobs.gov](http://www.usajobs.gov).

The incumbent:

- Screens calls by determining the nature and purpose of the call, and referring calls not requiring the Supervisors’ attention to other staff members or handling the matter personally.
- Receives, reads, and routes incoming mail to Supervisors’. Selects items which requires the personal attention of the Supervisors’ and anticipates needs for and attaches material, such as previous correspondence and reports.
- Attends Staff meetings and conferences, providing secretarial support.
- Makes arrangements for meetings, including time, space, and equipment.
- Maintains the Supervisors’ daily calendars, making appointments and arranging conferences and meetings without specific prior approval, based on knowledge of the Supervisors’ schedules.
- Maintains records of proposed travel by the Supervisors’, informs Supervisors’ of scheduled field trips, corresponds with field on points of travel and hotel reservations. During the Supervisors’ absence, keeps currently informed of important matters that must be processed. Prepares travel vouchers and reports.
- Controls all correspondence. Reviews all outgoing correspondence for neatness, accuracy, adherence to established format, and adherence to the Supervisors’ policies. Drafts correspondence, such as routine official correspondence, congratulatory letters, acceptance letters, and routine office reports.
- Transmits, receives, and acknowledges electronic mail and messages and makes distribution.
• Maintains a log record of incoming and outgoing correspondence and action documents and follows up on work in progress to ensure deadlines will be met. Establishes controls for reply due letters, congressional, secretarial, and other controlled correspondence.

• Other duties as assigned.

Transfer of Station is available and there is government housing available in Jackson.

The Forest

The Bridger-Teton National Forest (BTFN) is part of the largest intact ecosystem in the lower 48 states. The 3.4 million acres stretch from the southern border of Yellowstone National Park, covering the entire eastern flank of Grand Teton National Park, wrapping around Jackson Hole valley, to the sagebrush prairies of southwest-central Wyoming.

The Greater Yellowstone Ecosystem is a loosely defined area characterized by high elevation coniferous forests, sage/grass steppes, mountain ranges and deep valleys, large expanses of wild lands and three wilderness areas, abundant wildlife, and internationally recognized scenic and natural features.

The Forest includes headwaters of three nationally significant rivers (Yellowstone, Snake and Green). Tributaries to these rivers are considered exceptional in trout habitat and home to native strains of cutthroat trout.

Some of the largest and most diverse populations of mammals in North America exist here. This ecosystem still includes all of the major carnivores, an indication of its ecological completeness. The BTFN includes undisturbed habitat for threatened and endangered species including the grizzly bear. The Forest’s wild lands are large and relatively unaltered by human activity, making them valuable for scientific study and determining baseline conditions for comparison elsewhere.

Recreation opportunities and scenic quality are internationally renowned. The BTFN attracts over 3.6 million visitors each year. The three wilderness areas cover over 1.3 million acres; the Bridger, the Teton and the Gros Ventre totaling more than one-third of the BTFN acreage, and containing major migration routes for wildlife. The Forest offers some of the nation’s best opportunities for winter sports. Two major ski resorts, Jackson Hole Mountain Resort and Snow King, are located on the Forest. The backcountry landscape contains a multitude of cross-country skiing trails and miles of trails for snowmobiling. Summer recreation contains a trail system of some 3000 miles and a network of scenic roads stretching more than 2500 miles. The Forest also offers unique features such as the scenic and challenging Snake River Canyon, where more than 150 thousand visitors float through its whitewater each year; the Gros Ventre Slide, one of the largest natural landslides in the country; Periodic Springs on Swift Creek near Afton, which is one of the few cold-water geysers in the world; Fremont Lake, the second largest lake in the State of Wyoming, and one of the deepest in the U.S.; Kendall Warm Springs known as the only home for the Kendall Warm Springs Dace; and
Gannett Peak (elev. 13,804) the highest point in Wyoming.

The BTFN also has important commodity resources. Scientists believe that there are large reserves of oil and gas trapped beneath the Forest landscape. Approximately 360,000 acres are open to oil and gas leasing.

Pine, spruce and fir have long supported the local logging industry. The Forest offers approximately 10 to 12 million board feet annually, of which about one third is non-commercial firewood, and post and poles for fences. The timber volume continues on a declining trend, reflecting the societal values for wildlife, scenic landscapes, and sense of place.

The BTFN also contains some of the richest grazing lands in Wyoming, where more than 40,000 cattle, 2000 horses and, and 80,000 sheep graze annually.

For a complete description of the Forest, including photos, see our WEB PAGE: http://www.fs.usda.gov/btnf/.

The Community

Jackson, Wyoming, home of the Bridger-Teton National Forest, Supervisor Office, lies in the Jackson Hole Valley which is approximately sixty miles long by twenty miles wide. This beautiful alpine valley is a magical playground nestled in the shadow of the towering, majestic Teton Mountains on the west and the Gros Ventre Mountains on the east. It is located in the northwestern corner of Wyoming. Jackson lies in Teton County which covers 2,873 square miles. Jackson's elevation is approximately 6,237 feet above sea level.

The alpine climate results in four distinct seasons. During recent years the coldest temperature recorded was -36°F on December 12, 1990 and the warmest recorded was 95°F on June 25, 1988. Snowfall ranges from 88 to 400 inches per year depending on location. Annual rain precipitation averages 15.2 inches.

Jackson is a world renowned resort town with a population of 8,000+ inhabitants. "Something for everyone" is the perfect description for Jackson - tennis, swimming, golfing, shopping, world renowned skiing resorts (Snow King, Teton Village, and Targhee), the Grand Teton Music Festival's classical music, and of course, all the great outdoor recreational sports such as hiking, mountain climbing, hunting, fishing, snowmobiling, boating, four wheeling, wildlife viewing, whitewater rafting, bicycling, horseback riding and camping.

Jackson Hole is served by the Teton County School District, Central Wyoming College, and several private and religious pre-schools, kindergartens and elementary schools.

<table>
<thead>
<tr>
<th></th>
<th>Number of Schools</th>
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</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>1</td>
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</tbody>
</table>
Teton County employed 23,987 people in 2004 at an unemployment rate of 3.1%. There is a high percentage of governmental employment in Teton County. The governmental agencies are represented by the Bridger-Teton National Forest, Grand Teton National Park, Yellowstone National Park, the National Elk Refuge, Wyoming Game and Fish, Town of Jackson and Teton County employees.

Since only 3% of the land in Jackson Hole is privately owned, land and housing is extremely expensive. A three bedroom, standard home on a 1/2-acre lot is priced around $1.2 Million+. A standard two/three bedroom rental cost $1,800+ per month. The Teton Housing Authority (http://www.tetonwyo.org/housing/) and Teton Housing Trust (http://www.housingtrustjh.org/) offer affordable housing options. There is a 6% State and County tax on goods. Real estate is high, but there is no personal income tax. Government housing may be available for this position. Forest Service affiliated day care facilities are not available.

St. John's Hospital provides good health care services in the Jackson Hole area. Comprehensive care includes 24-hour emergency services, general surgery, professional home care, an outpatient Surgical Center, sports medicine, wellness programs and the St. John's Living Center long-term care facility. Other medical services include general internists, obstetricians, gynecologists, family physicians, radiologists, orthopedists, physical therapists, psychiatrists, psychologists, licensed social workers, ophthalmologists, a dermatologist, dentists, orthodontists, chiropractors, and EMT services.

There is a wide range of religious services available in area.

The Town of Jackson provides a 21 active-officer Police Department, 35 sworn County Sheriff Deputies, and 37 firefighting trucks and water support equipment in the Volunteer Fire Department. Other utilities that are available are: electricity, natural gas, water, sewer, trash removal, recycling, and telephone communications.

Transportation into and out of Jackson is available via air service and auto. Three carriers provide year around air service. United Express services Jackson from Denver International Airport. Sky West/Delta Airlines serves Jackson from its hub in Salt Lake City. During the summer months and the ski season, Jackson receives additional service from United Airlines and American Airlines providing non-stop service from markets such as Denver, Chicago and Dallas. Delta Airlines serves Jackson during the ski season from Salt Lake City. Car rentals and taxi service are available at several locations around town including the airport. Public and private bus service is provided between the airport, Jackson, and Teton Village.

Driving distances from Jackson are listed below:

<table>
<thead>
<tr>
<th>To:</th>
<th>Miles</th>
</tr>
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</table>

<p>| Elementary | 6 |
| Middle School | 1 |
| High School | 1 |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
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<tr>
<td>Kemmerer, Wyoming</td>
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<tr>
<td>Big Piney, Wyoming</td>
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<tr>
<td>Afton, Wyoming</td>
<td>70</td>
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<td>Pinedale, Wyoming</td>
<td>77</td>
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<tr>
<td>Buffalo Ranger District</td>
<td>43</td>
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<tr>
<td>Ogden, Utah (Regional Office)</td>
<td>243</td>
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<td>Billings, Montana</td>
<td>316</td>
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<tr>
<td>Casper, Wyoming</td>
<td>284</td>
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<tr>
<td>Denver, Colorado</td>
<td>512</td>
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<tr>
<td>Idaho Falls, Idaho</td>
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<tr>
<td>Salt Lake City, Utah</td>
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<tr>
<td>South entrance Yellowstone National Park</td>
<td>59</td>
</tr>
<tr>
<td>South entrance Grand Teton National Park</td>
<td>13</td>
</tr>
</tbody>
</table>

For more information on our community, please contact the Jackson Hole Chamber of Commerce at (307) 733-3316 or on the web at [www.jacksonholechamber.com](http://www.jacksonholechamber.com).