The Sumter National Forest will soon be filling a permanent, full time Support Services Specialist position on the Andrew Pickens Ranger District in Mountain Rest, South Carolina. The target grade for this position is a GS-6 ($34,300 per year in 2009). This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

Interested applicants should complete the attached Response Form and submit to the District Ranger at 112 Andrew Pickens Circle, Mountain Rest, SC 29664 or mcrane@fs.fed.us. If you would like additional information you may contact the District Ranger at 864-638-9568.

Major Duties of the Position

This position primarily involves serving as a principal assistant to the District Ranger and Staff and will be directly supervised by the District Ranger. This position includes the planning, directing and coordination of a variety of office functions and programs that are critical to the successful operations of the agency.
Duties for this position include (but are not limited to) communications, procurement of supplies and equipment, printing, document reproduction, space management, records manage, mail service, facilities and equipment maintenance, and transportation. The incumbent will be expected to perform Human Resources, Pay, Travel, Supervision, Budget, Procurement, Reception and Collection Officer Duties.

Duty Station

The Andrew Pickens Ranger District has a fairly even distribution of programs and work across all functional areas including wildlife, fisheries (including cold water trout streams), fire, timber, recreation, special uses, and lands. The district is slightly over 85,000 acres located in Oconee County. There are approximately 13 full time employees at the present time and 2 temporary employees and enrollees in any year.

The management on the district emphasizes habitat restoration and enhancement for a diverse range of wildlife and plant species with emphasis on rare, threatened, endangered, and sensitive species. The incumbent will be expected to directly support the prescribed fire and fire suppression programs.

Popular attractions on the district include hunting, fishing, hiking, fall color sightseeing, camping, horse-back riding, and white-water floating on the wild and scenic Chattooga River.

The Forest

The Sumter National Forest is headquartered along with the Francis Marion National Forest in Columbia, South Carolina. The other Sumter districts are the Long Cane Ranger District near Edgefield and the Enoree Ranger District near Union. The Francis Marion National Forest and Ranger District is located near Charleston.
Local Communities

The mailing address for the Ranger Station (Stumphouse Ranger Station) is Mountain Rest located in Oconee County. Mountain Rest is one of several small communities located within the boundaries of the district. Just outside the district boundaries are the towns of Walhalla (population 4,000), Westminster (3,400), Salem (128), and Seneca (8,000). Schools with K-12 are located in Walhalla, Seneca, Salem, and Westminster. Clemson University is located in Clemson (12,000) about 18 miles away.

Climate

The average maximum summer temperature for Walhalla is 88.6 in July. The average minimum winter temperature is 30.2 in January. Average total precipitation is 60.64 inches per year. Average total snowfall is 3.8 inches per year. Temperatures in the mountains (Mountain Rest) are typically a few degrees cooler year round with heavier rainfall amounts.

If you are interested in this upcoming position, please complete the attached Outreach Response Form and return to:

District Ranger,
112 Andrew Pickens Circle
Mountain Rest, SC 29664

Or email to

mcrane@fs.fed.us

Don’t hesitate to call 864-638-9568 if you have any questions.
OUTREACH RESPONSE FORM

SUPPORT SERVICES SPECIALIST
GS-0342-06
ANDREW PICKENS RANGER DISTRICT

If you are interested in this position and will likely be applying for it, please complete this form and return it to District Ranger, 112 Andrew Pickens Circle, Mountain Rest, SC 29664 or email to mcrane@fs.fed.us by March 23, 2009.

Name __________________________________________

Mailing Address _____________________________________________________________
Street/Box

City State Zip

Email Address _______________________________________________________________

Phone _________________________________________________________________

Education ________________________________________________________________
Include titles of any degrees earned

Work Experience Related to the Major Duties as described on the Outreach Notice. Please include name of the organization, location, position title, salary, dates of employment, and brief description of duties performed

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