

UCC Postion Discription: Salt Lake Ranger District November through April: 900 Hour Position

INTRODUCTION

This position is located on the Salt Lake Ranger District of the Uinta-Wasatch- Cache National Forest provide information receptionist services. Position will also provide support to the district's winter recreation program.

MAJOR DUTIES

Greets visitors and responds to phone and written inquiries, which often requires an explanation in general terms of functions of the Agency to distinguish among and between function related to the subject of the inquiry. Uses good host techniques in all contacts.

Evaluates inquires in order to provide the most useful and appropriate information or to suggest other productive sources of specific information applicable to the nature and subject of inquiry. Resolves inconsistencies in available information.

Orders and maintains publications for public distribution. Composes letters and mails appropriate material in answer to inquiries from the public on recreation opportunities, or Forest Service history. Orders all films, slides, and tapes, including Smokey Bear and Woodsey Owl material.

Explains rules relating to the use of recreational areas and their facilities. Attempts to obtain greater public cooperation in protecting resources from fire and vandalism, preventing stream pollution and keeping areas free of litter. Explains methods of preventing forest fires. Answers questions regarding fuelwood inquiries.

Serves as Collection Officer to sell such items as National Forest maps, Christmas tree permits, 2400-4's (Forest Product Sale Permits), and Golden Age Passports in accordance with manual and handbook requirements. Is held accountable for the funds collected. Maintains accountability records as required. Prepares Bills for Collection and transmits cash to Unit Collection Officer.

Arranges displays of informational and natural materials in the reception area. Varies or changes displays to coincide with seasonal changes, and special public information programs. Uses imagination and good taste to achieve desirable results.

Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters,

standard paragraphs, and mailing lists. May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.

Is responsible for correct spelling, grammar, capitalization, and punctuation, and for applying routing and clearance procedures.

Transmits, receives, and acknowledges electronic mail and messages and make distribution.

On occasion will assist district recreation team members in the management of the Mill Creek Canyon Recreation Area. Work may entail the operation of an over the snow vehicle for transporting firewood to the Upper Bigwater Yurt, cleaning of winter toilet facilities, and assisting with winter Nordic ski tail grooming operations.

If interested in the above position, please provide me a copy of your most current resume that includes at least three professional references. If you have questions contact me at the office.

Thanks

George King

Dev Rec Program Manager

801-733-2671 (Office)

801-556-6973 (Cell)