



**CHIPPEWA NATIONAL FOREST, EASTERN REGION**



**OUTREACH NOTICE**  
**Visitor Services Information Assistant**  
**GS-1001-04 & 05**  
**Duty Station: Multiple Locations**

The USDA Forest Service, Chippewa National Forest is seeking candidate(s) for a permanent full time and permanent seasonal positions for Visitor Services Information Assistants at the following locations:

Duty Location	GS- Level	Work Schedule
Blackduck, MN	GS-4/5 (career ladder)	Permanent Full Time
Blackduck, MN	GS-4	Permanent Seasonal 13/13
<b>Blackduck POC - Sandra Miller / 218-835-4291 / <a href="mailto:sandra.miller@usda.gov">sandra.miller@usda.gov</a></b>		
Deer River, MN	GS-4	Permanent Seasonal 18/8
<b>Deer River POC - Jennifer Guith / 218-246-3487 / <a href="mailto:jennifer.guith@usda.gov">jennifer.guith@usda.gov</a></b>		
Walker, MN	GS-4	Permanent Seasonal 18/8
<b>Walker POC - Christine Hansen / 218-820-9614/ <a href="mailto:christine.hansen@usda.gov">christine.hansen@usda.gov</a></b>		

The Permanent Seasonal 18/8 and 13/13 positions are guaranteed full-time work for 18 or 13 pay periods and when not working, will be placed in non-pay/non-duty status. Situational Telework (Referred to as AD HOC, episodic, unscheduled, and intermittent) will be authorized.

The purpose of this outreach is to determine the potential applicant pool for the positions and to establish appropriate recruitment methods and areas of consideration for the vacancy announcements. **This position may be filled permanently though the use of a non-competitive and direct hire authorities, it will be advertised competitively using the Open Continuous Register in in USAjobs.** The hiring manager is considering the following with proof of your eligibility:



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

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- Current Federal Employee through Reassignments (lateral)
  - Resource Assistants
  - Peace Corps Personnel
  - Veterans Recruitment Appointment (VRA)
  - 30% or more Disabled Veteran, and
  - Schedule A authority for hiring people with “severe” disabilities

To express interest in the position please respond directly into the Outreach database at the link below:

### [Visitor Services Information Assistant](#)

To be considered for the position using the Open Continuous Register Job Announcement on USAjobs.gov you must apply by **October 18, 2022**, the link to the job announcement is below.

<https://www.usajobs.gov/GetJob/ViewDetails/672349400>

PLEASE read the Job Announcement thoroughly and ensure you applying to the correct duty location.

### Major Duties

- Provide coverage of information desk answering phone and radio calls
- Greet visitors and provide guidance and useful responses to their inquiries
- Work with Public Affairs office to ensure accurate in up-to-date information is available to the public
- Arrange interpretive displays and presentations for Forest visitors
- Manage office duties such as, mail and package delivery, updating phone lists, and conference room scheduling
- Various Collection Officer duties, to include sale of permits/passes and counting of recreation fees
- Assist with office ordering and other purchase card duties as required

If you have questions regarding the positions, please contact the Point of Contract for each Duty Location

Information about eligibility can be found here: [USAJOBS Help Center | Which jobs am I eligible to apply for?](#)

Please see the USDA Forest Webinar links below for helpful information when applying for federal jobs:

- [Tips for Job Seekers](#)
- [Hiring Eligibility and Qualifications](#)
- [How to Write a Federal Resume](#)
- [Navigating USAJOBS.gov](#)

Chippewa National Forest  
200 Ash Ave NW Cass Lake, MN 56633  
Voice: 218-335-8600  
<https://www.fs.usda.gov/Chippewa>



### **About the Forest**

The Chippewa National Forest is located in north central Minnesota, approximately 200 miles northwest of Minneapolis/St. Paul, and encompasses about 1.6 million acres which includes approximately 666,600 acres of checkerboard ownership with other public, private, and tribal lands interspersed. The Forest Supervisor's office is located in Cass Lake, MN, with district offices in Blackduck, Deer River and Walker. The Forest was the first National Forest established east of the Mississippi River in 1908 and has a rich cultural history spanning at least 10,000 years including pre-European contact sites, logging camps, and Ojibwe and Euroamerican homesteads. Over 40% of the Forest is within the Leech Lake Indian Reservation and forest employees coordinate and consult closely with the Leech Lake Band of Ojibwe.

Water is very abundant on the National Forest and includes the Mississippi River headwaters region along with over 1300 lakes, 923 miles of rivers and streams, and 400,000 acres of wetlands providing world class fishing opportunities to visitors. Mixed northern conifer and hardwoods blanket the rolling uplands of the Chippewa. Recreation opportunities abound with canoeing, camping, boating, swimming, hiking, biking, horseback riding, cross-country skiing, snowmobiling and scenic drives throughout the area.

For further information about the Forest, see our website: <https://www.fs.usda.gov/Chippewa>

### **DUTY LOCATIONS**

#### ***Walker, MN***

Walker is a gateway community to the Chippewa National Forest, with a population that goes from 1000 in the off-season to over 10,000 seasonal residents in the summer! This is a City on the Bay, and highlights the big lake, bike trails and many recreational opportunities. [Walker Chamber of Commerce](#)

#### ***Blackduck, MN***

Located near Blackduck Lake along the northwest edge of the Chippewa National Forest (just 25 miles north of Bemidji), Blackduck is known for its unique recreational opportunities and scenic attractions. Blackduck is also a wonderful place to raise a family. From great schools to great fishing, from quality healthcare to world class hunting, it's the perfect place to settle down in northern Minnesota.

[Blackduck Chamber of Commerce](#)

#### ***Deer River, MN***

The Deer River is the "Gateway to the Chippewa National Forest" rich in history, heritage, and scenic beauty! Surrounded by lakes, rivers, and forests, it's a community with an abundance of outdoor recreational opportunities to enjoy including hiking, fishing, camping and winter snowmobiling. [Deer River Chamber of Commerce](#)



## SURROUNDING COMMUNITIES

### *Bemidji, MN*

Bemidji has a city population of 15,404, and is a regional center, serving over 100,000 northern Minnesota residents. It's a university town with arts and cultural activities as well as recreational opportunities year-round. [Bemidji Chamber of Commerce](#)

### *Grand Rapids, MN*

Grand Rapids hosts a population of 11,097 people. Known for recreation opportunities, scenic beauty of the Highway 38 National Scenic byway, preserved heritage and vibrant arts and entertainment. [Grand Rapids Chamber](#)

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Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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