JOB SUMMARY:
A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation’s most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

It’s an awesome responsibility - but the rewards are as limitless as the views.

The Guidance Counselor is involved in a professional counseling program for Center students and assists students in understanding the relevance of appropriate social and employability skills to workplace success.

The USDA Forest Service has legislative authority to recruit and fill Permanent (Career/Career-Conditional), Temporary, and Term Appointments under the USDA Demonstration Project. Under this authority, any U.S. citizen may apply.

WHO MAY APPLY:
US Citizens and Nationals; no prior Federal experience is required.

SECURITY CLEARANCE:
Public Trust - Background Investigation

SUPERVISORY STATUS:
No

DUTY LOCATIONS:
10 vacancies in the following location(s):
Collbran, CO
Frenchburg, KY
Mammoth Cave, KY
Pine Knot, KY
Estacada, OR

MORE LOCATIONS (5)

SALARY RANGE:
$47,923.00 to $47,923.00 / Per Year

OPEN PERIOD:
Monday, May 12 2014 to Friday, June 20 2014

SERIES & GRADE:
GS-1740-09

POSITION INFORMATION:
Full-Time - Permanent

PROMOTION POTENTIAL:
09

OVERVIEW
DUTIES
QUALIFICATIONS & EVALUATIONS
BENEFITS & OTHER INFO
HOW TO APPLY

Job Title: Guidance Counselor
Department: Department Of Agriculture
Job Announcement Number: 14-5107-23890DP-NR
This position is being concurrently announced under Merit Promotion Announcement Number 14-5107-23890G-NR. Current or former Federal employees may apply to both announcements. Apply to both to avoid losing consideration since different referral criteria apply to each type of announcement. Disabled veterans, candidates with 3 or more years of active duty military service, and candidates eligible for special hiring authorities may apply to the Merit Promotion Announcement if they meet the criteria outlined in the announcement and submit supporting documentation.

**TRAVEL REQUIRED**
- Not Required

**RELOCATION AUTHORIZED**
- No

**KEY REQUIREMENTS**
- A 1-year probationary period is required.
- Must be a U.S. Citizen/National to apply.
- Males born after 12/31/1959 must be registered with the Selective Service.
- Subject to a negative drug test prior to entrance on duty.
- Willing to live/work in remote locations.

**DUTIES:**
Conducts initial counseling sessions, individual social history interviews, and needs assessment inventories with new students. Counsels participants in establishing career goals, available educational and training opportunities, and making appropriate plans. Interprets test results to determine interest areas and strengths and weaknesses of student aptitudes. Maintains a professional and timely counseling file on each student assigned. Monitors the quality and effectiveness of the educational, vocational, and residential training components based on established and defined measures, and advises managers and staff members of findings. Conducts group counseling in structured group sessions.

**QUALIFICATIONS REQUIRED:**
You must possess the Basic Requirements identified below to be considered eligible for this position. Transcripts must be provided for qualifications based on education. Your application or resume must clearly show that you possess the appropriate experience requirements.

**Basic Requirements:**
Degree: that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the areas described below. At least one course must have been from (1) or (2) below. For guidance counselor positions, a college or university-sponsored practicum in counseling is also required.

1. **Tests and measurement:** Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests.
2. **Adult education:** Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities.
3. **Educational program administration:** Study of the foundation and methods in organizing for adult and continuing education programs.
4. **Curriculum development or design:** Study of the principles and techniques for development of curricula for adult or vocational education programs.
5. **Teaching methods:** Study of teaching strategies and learning styles of the adult learner.
6. **Guidance and counseling:** Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation.
7. **Career planning:** Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems.
8. **Occupational information:** Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources.

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education in the amounts shown below:

One year of specialized experience equivalent to at least the GS-7 grade level. Examples of specialized experience are: Counseling participants in establishing education and occupational goals; assessing individual capabilities and education needs to develop educational and vocational training plans; providing information and planning services concerning available options, resources, and methods for meeting educational and vocational goals.
Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or L.L.B. or J.D., if related. The education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work.

An appropriate combination of specialized experience and education (only graduate education in excess of 18 semester hours may be used to qualify applicants for this grade level).

To receive consideration for this position, you must meet all qualification requirements as of the closing date of the announcement.

**REQUIREMENTS:**

May be subject to satisfactory completion of one year probationary or trial period.

- **DRUG TESTING:** This is a Testing Designated Position (TDP). Selectee must submit to a urinalysis to screen for illegal drug use prior to appointment and random testing thereafter. Final appointment and continued employment is conditional on negative results for illegal drug use.

**HOW YOU WILL BE EVALUATED:**

You will be evaluated in accordance with the category rating procedure as defined in the USDA Demonstration Project Plan. Applicants who meet the basic minimum qualification requirements established for the position will be placed in the Eligible category. Eligible applicants will be further evaluated against criteria for placement in the Quality category. This evaluation is based on the level of your experience, education, and/or training as determined by your responses to the Occupational Questionnaire. Applicants with veterans’ preference are listed ahead of applicants who do not have veterans’ preference within each category.

Clicking the link below will present a preview of the application form; i.e the online questionnaire. The application form link below will only present a preview and does not initiate the application process. To initiate the online application process, click the “Apply Online” button to the right.

To view the application form, visit:
https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=cd373f72-098d-4f66-9a0b-a31b01440798

**BENEFITS:**

You can review our benefits at:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at: http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc

**OTHER INFORMATION:**

Relocation expenses are not authorized.

We may select from this announcement or any other source to fill one or more vacancies.

Bargaining Unit Status: Eligible - Coverage is dependent upon unit location.

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency's definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM's Career Transition Resources website at http://www.opm.gov/careertrans/index.aspx.

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

**HOW TO APPLY:**

Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

● We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.

● This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

Step 1: Create a USAJOBS account (if you do not already have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2: Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

REQUIRED DOCUMENTS:

You must submit a complete Application Package, prior to 11:59, ET, on the closing date of this announcement. The following documents must be submitted for your application package to be considered complete. It is your responsibility to ensure all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

● Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications.

● College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience and/or if you are using education to meet the criteria for the quality category. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required prior to entering on duty.

● DD-214 (Member 4 Copy) if claiming Veterans' Preference. Veterans claiming 10 point preference must also submit a VA Letter and an SF-15 Application for 10-point Veteran Preference. Current Active Duty members must submit a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.

● Other required documents may include:

- CTAP/ICTAP Required Documentation Reduction-In-Force: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from.
- Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

AGENCY CONTACT INFO:

HRM Contact Center Agency Information:
Phone: 677-372-7248, option 2 USDA Forest Service
Fax: 866-338-4527
Email: fsjobs@fs.fed.us Do not mail in applications, see instructions under the How to Apply tab.
Albuquerque, NM, 87109
United States
Fax: 866-338-4527

WHAT TO EXPECT NEXT:

If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgment email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.
Additional Duty Location Info
10 vacancies in the following locations:
Collbran, CO
Frenchburg, KY
Mammoth Cave, KY
Pine Knot, KY
Estacada, OR
Glide, OR
Yachats, OR
Bristol, TN
White Swan, WA
Harpers Ferry, WV