OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Computer Assistant, GS-0335-07

Announcement #: 

IMPORTANT NOTES:
This position is located on a Forest Service Job Corps Civilian Conservation Center. Incumbent is responsible for technical support of Center computer systems and business management. The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

DUTIES:
Incumbent is responsible for providing technical support for the Center computer system(s) which may include but not limited to HP, IBM, Compaq, etc., and various software programs such as Microsoft Office, Lotus Notes, Microsoft Outlook, Novell, Corel WordPerfect Office Suites, and GroupWise. Incumbent is responsible for WAN and LAN security issues, user support and system maintenance; backups; troubleshooting for network connectivity; space management; submitting requests for creating/deleting/modifying of employee profiles to Forest Service and/or JC National Office; access, i.e. passwords, login verification, etc.; firewall maintenance and virus detection. Provides Center personnel with training and user support problem solution related to the areas of software, hardware and data communications. Performs project support assignments for various teams within the organization; assists with data base design, hardware/software acquisition support, imaging, cataloging, indexing, edits, and updating computer databases. Conducts research necessary to assist with creating database(s) and to ensure the most useful database for the assigned subject matter or task is utilized. Uses organizational and record keeping skills to help maintain a substantial amount of service/project
information and data. Assists in the planning, scheduling, and directing the transfer of program and/or data files as required, maintaining records of programs and data stored, and scheduling restoration/recovery from backup files when needed for problem solving in subsequent processing. Performs other duties as assigned.

OUTREACH RESPONSE: (Please respond no later than 2/01/2013)

Interested applicants desiring further information should contact Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it (with a resume preferred) to the email address or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review www.usajobs.com, the U.S. government’s official site for jobs and employment information.

HOW TO APPLY:

The vacancy announcement for this position will be posted on the U.S. Government’s official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

About the Pine Knot Job Corps Center:

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

Offices on the Daniel Boone National Forest include:

Supervisor’s Office, Winchester, KY
London Ranger District, London, KY
Morehead Ranger District, Morehead, KY
Redbird Ranger District, Manchester, KY
Stanton Ranger District, Stanton, KY
Stearns Ranger District, Whitley City, KY

The Center has the following five organizational areas:

Administration
Counseling
Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America's disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 224 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.

**Pine Knot offers training in the following career technical training fields:**

- Auto Mechanics
- Construction Craft Laborers
- Culinary Arts
- Urban Forestry
- Welding
- Union Brick Masonry
- Union Carpentry
- Union Painting
- Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Four dormitories (one female, three male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.
About Pine Knot:

Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).
## OUTREACH RESPONSE FORM
Pine Knot Job Corps, Pine Knot KY

<table>
<thead>
<tr>
<th>Position Applying For: Computer Assistant GS-0335-07</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Are you currently employed by the Federal Government? Y N</td>
</tr>
<tr>
<td>If so, name of Agency:</td>
<td></td>
</tr>
<tr>
<td>Type of Appointment:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Current series, grade and title:</td>
<td></td>
</tr>
</tbody>
</table>

If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities?

<table>
<thead>
<tr>
<th>Person with disabilities</th>
<th>Veterans readjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled veteran w/30% compensable disability</td>
<td>Veterans Employment Opportunities Act of 1998</td>
</tr>
<tr>
<td>Former Peace Corps Volunteer</td>
<td>Student Career Experience Program</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Narrative on why you feel you are a Qualified Candidate for this position:

---

Please send this completed form and (resume preferred) to Allen Vaughn at arvaughn@fs.fed.us, or by fax to 606.354.4270, or by mail to:

Pine Knot Job Corps  
P.O. Box 1990  
Pine Knot, KY 42635

Thank you for your interest in our vacancy. Pine Knot Job Corps is an equal opportunity employer.

This form will inform us of your interest in the position. **In addition to this form, you must still apply online at USAJOBS at:**  [www.usajobs.gov](http://www.usajobs.gov)