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**Job Title:** STUDENT TRAINEE PARK RANGER (INTERNSHIP)  
**Department:** Department of the Army  
**Agency:** U.S. Army Corps of Engineers  
**Job Announcement Number:** WTHF13517664879056PR

**SALARY RANGE:** \$29,865.00 to \$38,822.00 / Per Year  
**OPEN PERIOD:** Saturday, April 27, 2013 to Friday, May 10, 2013  
**SERIES & GRADE:** GS-0099-04  
**POSITION INFORMATION:** Multiple Schedules - Internships NTE 1 year  
**PROMOTION POTENTIAL:** 04  
**DUTY LOCATIONS:** Few vacancies in the following location:  
 Seattle, WA United States [View Map](#)  
**WHO MAY APPLY:** Student Program Eligibles Residing in the Local Commuting Area  
**JOB SUMMARY:**

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

#### About the Position:

Applicants should be graduating no earlier than spring of 2014.

The Lake Washington Ship Canal and Hiram M. Chittenden Locks of the Corps of Engineers connects the waters of Lake Washington, Lake Union, and Salmon Bay to the tidal waters of the Puget Sound, and allows recreational and commercial vessels to travel to the docks and warehouses of one of Seattle's busiest freshwater harbor areas. Through its large and small locks, the project transits commercial vessels of various sizes and cargo; fishing boats, barges, and more recreational boats than any lock and dam facility in the world.

In addition to being the site of a world class botanical garden, the Locks also serves as a major fish passage facility for many migrating species of salmon.

**Other Advantages:** Free parking and transportation vouchers, proximity to many fine eating establishments, and a fitness room. What could be added as unique to our location is a year-round passive recreational experience gained by working at a National Historic Site attracting 1.5 million tourists per year.

Positions will be filled under the Department of the Army Pathways Intern Program.

The Department of the Army Pathways Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in the Department of Army and explore Federal careers while still in school and while getting paid for the work performed.

At the time of application you must be enrolled in an accredited university for a minimum of half-time and remain in that status for the duration of the internship. Your application will be considered incomplete if proof of current enrollment is not submitted i.e., class schedule, letter of enrollment, pre-registration schedule/transcript(s), or receipt for tuition.

Upon selection and before your appointment begins, you must submit proof of enrollment for the Summer or Fall 2013 terms, i.e., class schedule, letter of enrollment, pre-registration schedule/transcript(s), or receipt for tuition.

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#### Agency Information:

DA WER USACE Seattle District  
 314 JOHNSON STREET  
 ABERDEEN PROVING GROUND, MD  
 21005-5283

#### Questions about this job:

Central Resume Processing Center  
 Phone: (410)306-0137  
 Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

**Job Announcement Number:**  
 WTHF13517664879056PR

**Control Number:** 342061800

Selectees must sign a Pathways Program Internship Participant Agreement which, in part, requires you to: furnish course registration information at the start of each school term and provide verification of academic status (transcript) at the end of each academic term.

The Department of the Army Pathways Interns may be converted to a permanent position within 120 days of successful completion of the program.

To be eligible for conversion to a permanent or term position, Interns must:

- Be a U.S. Citizen
- Complete at least 640 hours of work experience acquired through the Internship Program
- Complete their degree or certificate requirements
- Meet the Office of Personnel Management's qualification standards for the position to which the Intern will be converted
- Meet agency-specific requirements as specified in the Participant's Agreement, and;
- Perform their job successfully as documented through performance evaluations and/or completion of an Individual Development Plan (IDP)

To learn more about the Pathways Internship Program, please visit:

<http://www.opm.gov/HiringReform/Pathways/program/interns/> .

#### Who May Apply:

Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

-Must be residing within the the Seattle Local Comutting Area.

#### KEY REQUIREMENTS

- Moving expenses will not be paid.
- Must be at least 17 years of age by 01 May 2013.
- A valid state driver's license is required.
- Must be available to work nights and weekends.
- Announcement open to the local comutting area only.
- Must be available to work through the entire school year.

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#### DUTIES:

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As a temporary Park Ranger Intern you will assist higher-graded rangers in some or all of the following areas:

- Assist in interpretive activities – explain physical features of Project.
- Collect visitation and utilization data, explain regulations, answer routine questions.
- Assist in development of material for presentations of interpretive programs.
- Report all vandalism/larceny or safety deficiencies of Government property.
- Patrol recreation areas to ensure security.
- Report accidents occurring on government property involving people or property.
- Gather information for use by the Government in conjunction with such accidents.
- Render first aid to the injured, as necessary.
- Enforce various rules and regulations.
- Use a computer to store, retrieve, compile and transmit data related to Project requirements.

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#### QUALIFICATIONS REQUIRED:

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You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Ability to Communicate
- Knowledge of Resource Management
- Ability to Provide Visitor Assistance
- Ability to Maintain Accurate Records

**Basic Qualifications:**

Applicants must meet one of the education requirements below:

Completion of 2 academic years of post high school education

**OR**

Associate's Degree

**Note:** The required education must lead to a bachelor's degree with specialization in or directly related to natural resource management, natural sciences, earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/police science, social sciences, museum sciences, business administration, public administration, behavioral sciences, sociology, or other closely related subjects pertinent to the management and protection of natural and cultural resources.

**Note:** An academic year of undergraduate education is defined as 30 semester hours or 45 quarter hours; or the equivalent in an accredited college or university. An academic year of graduate-level education is defined as 18 semester hours or the equivalent in an accredited college or university.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

**Other Requirements:**

Click [here](#) for more information.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

The duration of a Pathways appointment is a trial period.

Direct Deposit of Pay is Required.

This is a Career Program 18 position.

Wearing and maintaining a prescribed uniform is required.

A Personnel Security Investigation is required.

Salary includes applicable locality pay.

May be required to work outdoors in inclement or extreme weather conditions.

May be required to wear protective clothing and/or equipment.

Work schedule may flex between part time and full time.

Will be required to sign a Pathways Participant Agreement.

Initial appointment will not exceed 1 year; may be extended.

Work schedule may change to part time during the school year.

Must be a U.S. citizen or lawfully permitted to work in the United States.

Must be in and remain in good academic standing.

Must be enrolled in or accepted for enrollment in an accredited school.

Must be taking at least half-time course load as defined by your school.

**HOW YOU WILL BE EVALUATED:**

Your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification

requirements. Your responses to the questionnaire will be used to evaluate your relevant personal, educational, and work experiences. Only the most recently submitted resume will be considered.

**Basis for Rating:** Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

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**BENEFITS:**[Back to top](#)

**The Department of Defense offers excellent benefits programs some of which may include:**

- Comprehensive health and life insurance
- Competitive salaries
- Generous retirement programs
- Paid holidays, sick leave, and vacation time
- Flexible work environment to include use of Telework and alternate work schedules
- Paid employment related training and education
- Possible student loan repayment
- Payment of licenses, certification, and academic degrees as applicable
- Bonuses, incentives, and awards as appropriate for the job.

**OTHER INFORMATION:**

The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available at

<http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V300.pdf>

In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e. retired under section 8336(d)(1) or 8416(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD instructions 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)

Further certification from this announcement may take place up to 90 days beyond the closing date of this announcement.

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**HOW TO APPLY:**[Back to top](#)

To apply for this position, you must provide a complete Application Package which includes:

1. Your resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
2. Your responses to the questionnaire
3. Additional required documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Friday, May 10, 2013.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID879056. Fax your documents to **1-478-757-3144**.

**If you cannot apply online**, you will need to provide the same information obtained in the online process. You will need three documents to complete this process: the Occupational Questionnaire, the scan response form, U.S. Office of Personnel Management Occupational Questionnaire (OPM Form 1203-FX), and a separate document described in item #3. below.

1. Download the scan response form, OPM Form 1203-FX, from [http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf).
2. [View Occupational Questionnaire](#). Use this information to guide you in completing the OPM Form 1203-FX. Note that you may be instructed to leave some responses blank on the scan response form.
3. On a separate document, please identify which position(s) on your resume (include title, organization, and employment dates) support any response of "E" ("I am considered an expert in performing this task...").
4. Fax the completed OPM Form 1203-FX, along with your required and supporting documents, to 1-478-757-3144. Your OPM Form 1203-FX will serve as a cover page for your fax transmission.

**PLEASE NOTE:** The numbering on the OPM Form 1203-FX will not match the Occupational Questionnaire. Section 25 of the OPM Form 1203-FX continuously numbers from number one, while the Questionnaire starts each section of questions with number one. When entering your responses please continue regardless of number sequence. This issue has been identified and will be resolved as soon as possible.

It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Requests for reasonable accommodations are made on a case-by-case basis.

#### **REQUIRED DOCUMENTS:**

The following documents are required:

- Resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
- Applicants **MUST** include a copy of their unofficial transcripts and enrollment verification for high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate with their application.
- If the position has an education requirement or you are qualifying based on a combination of education and experience or solely on education, you must submit your college transcripts with your application.
- If you are claiming Veterans Preference or Military Spouse preference (MSP), to verify your preference claim you **MUST** submit supporting documents with your application package. These documents may include, but are not limited to: for MSP claims, PCS orders and marriage certificate; for verification of Veteran Preference, DD214 (which indicates character of service) SF-15, VA Letter and/or Activation/Deactivation orders.
- If you are currently serving on active duty: You **MUST** submit a certification from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed. If you supply a certification at this stage, your preference/eligibility will be verified prior to appointment. For more information about Veteran's Preference, please click this link:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>. Please upload veteran's documents under the appropriate category.

**If you fail to provide these documents, you will be marked as having an incomplete application package and will not be considered any further.**

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. These documents may be sanitized to remove such personal information before submission with the application. Applicants may be asked to provide an un-sanitized version of the documents upon selection to confirm eligibility.

#### **AGENCY CONTACT INFO:**

*Central Resume Processing Center  
Phone: (410)306-0137  
Email: USARMY.APG.CHRA-  
NE.MBX.APPLICANTHELP@MAIL.MIL*

*Agency Information:  
DA WER USACE Seattle District  
314 JOHNSON STREET  
ABERDEEN PROVING GROUND, MD  
21005-5283*

#### **WHAT TO EXPECT NEXT:**

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position. Please follow all instructions carefully. Errors or omissions may affect your rating.

To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *My Applications*, and click on the *more information* link under the application status for this position.

For questions regarding the status of your application, eligibility or qualifications determination contact:

[USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL](mailto:USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL)

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.