



Superior National Forest

VACANCY ANNOUNCEMENT NUMBER

22-R9OCR2-303-ASA-4-5DP

Tofte, MN

APPLY BY: 11/4/2022



The Superior National Forest is advertising to fill a **GS-0303-04/05 Administrative Support Assistant** position in **Tofte, MN**

This notification is being circulated to inform prospective applicants of this opportunity.

About the Position - The primary duties include purchasing, office machine operations, word processing, and special project assignments. They also serve as a back up to the front office. The incumbent works closely with Forest Service employees at the Supervisors Office as well as on the districts in records management.

Major Duties

- Supports and assists with a full range of purchasing and procurement needs of the office.
- Requisitions office supplies, equipment, forms, printing services, maintenance services, etc. as required. Resolves non-recurring problems.
- Receives and distributes supplies and reconciles purchases within the appropriate database in a timely manner.
- Maintains procurement/purchasing files in accordance with Federal regulations and agency directives and ensures procurement documentation is signed and attached.
- Receives visitors and handles calls of a routine nature, such as locations of key personnel and recreation opportunities.
- Serves as Collection Officer to sell items as needed. (passes, permits, etc)
- Maintains accountability records for property as required.





- Responds to non-technical requests for information regarding office functions, status of reports, and other information as needed.
- Reviews outgoing correspondence prepared in mercury database and archives documents as necessary and distributes incoming and outgoing mail and UPS packages.
- Establishes and maintains the unit's files and records.
- May performed other duties as assigned.

The vacancy announcement is posted in [USAJOBS -Admin Support Assistant](#) under announcement number **22-R9OCR2-303-ASA-4-5DP** Since this is a continuously open register, a certificate for this position will be requested on **11/4/2022** Please ensure your application is submitted by close of business on this date. This job is open to the public.

Individuals wishing to apply must first create an on-line profile in USA Jobs and upload a customized resume to ensure proper documentation of duties and accomplishments that are directly related to this position. You can create a search in USA Jobs that will notify you jobs are posted.

Tips on writing a Federal resume and applying for Federal jobs can be found on the [USAJobs Channel](#)

Ellen Bogardus-Szymaniak at ellen.bogardus-szymaniak@usda.gov would be glad to provide additional information on this position and the community.

The Superior National Forest is located in the northeast tip of Minnesota and is sandwiched between Lake Superior and the Canadian border. One third of its three million acres contains the Boundary Waters Canoe Area Wilderness (BWCAW). The National Forest has over 2,000 lakes, 3,400 miles of streams, hosts 27 Forest Service campgrounds, nine Minnesota DNR campgrounds, 2,200 developed campsites within the BWCAW, and 254 back country campsites outside the Wilderness. These camping areas provide quick access to 354 fishing lakes, 162 public boat landings, 29 picnic areas, 400 miles of designated hiking trails, 450 miles of groomed cross-country ski trails, and over 1500 miles of canoe routes through the BWCAW. Additional information regarding the Superior National Forest can be found at:

<http://www.fs.usda.gov/superior/>

Tofte, Minnesota is a small picturesque town on the shore of Lake Superior with a population of about 200. It is home to a bank, a Lutheran Church, resorts and restaurants, a grocery store, a gas station and a couple of gift shops. There is an elementary school (grades 1-5) with the remaining grades at a larger school in Grand Marais. Tofte is located between the communities of Silver Bay and Grand Marais. There are limited opportunities for home purchase or rental. More information on Tofte, Minnesota can be found at: www.boreal.org/ ,

www.grandmaraismn.com, www.silverbay.com, www.exploreminnesota.com

Thank you for your interest.

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