



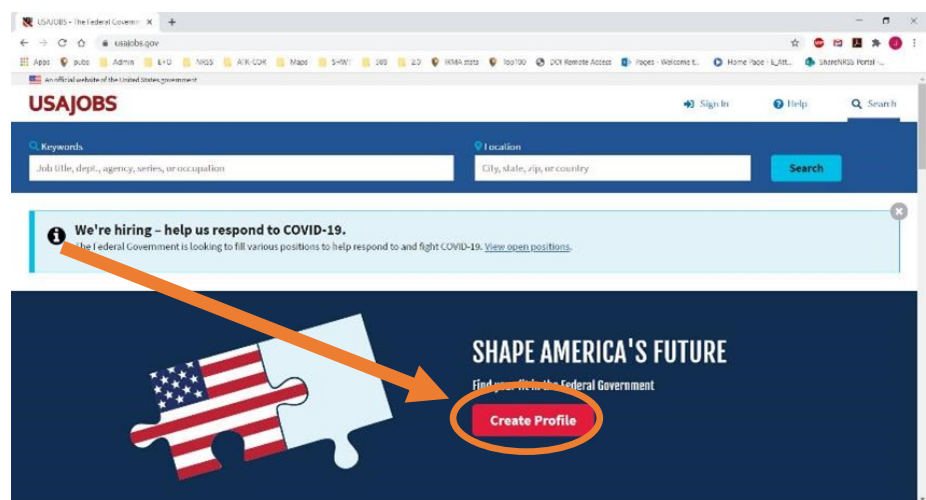
## Applying for Federal Jobs

The National Park Service manages 424 units covering more than 85 million acres in all 50 states, the District of Columbia, and US territories. Use this guide to get started. Join our teams and apply for jobs on USAJOBS.gov.

### 1. Go to [www.usajobs.gov](http://www.usajobs.gov)

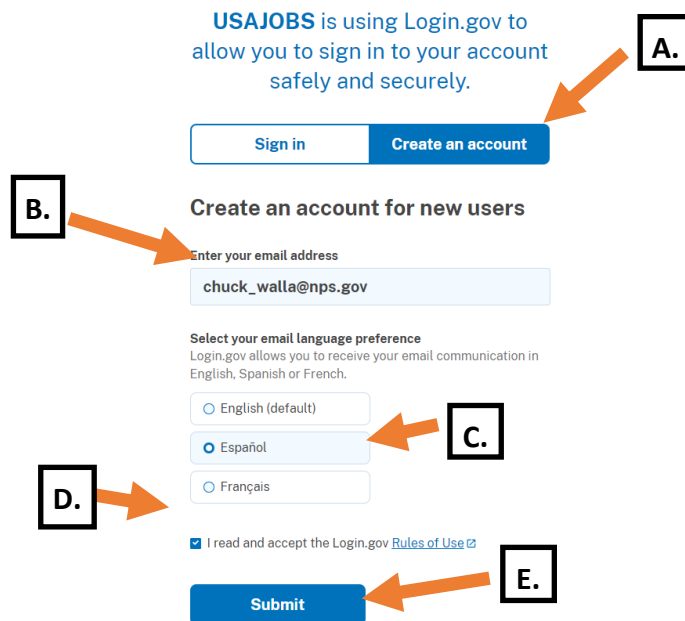


### 2. Select "Create Profile" to create an account

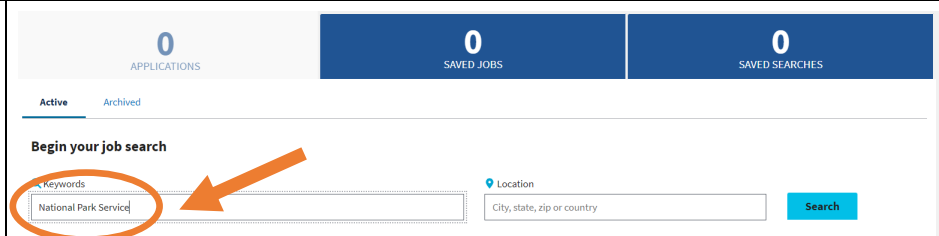


### 3. Create a USA jobs account.

- Select "Create an account"
- Enter your email
- Select an email language preference
- Click the accept terms button
- Click "Submit"



### 4. Search a government agency or job



<p><b>5. Review job announcement</b></p> <p>a. Save your search</p> <p>b. View how long application period is open</p> <p>c. View hiring path</p>	
<p><b>6. Read whole job announcement</b></p>	
<p><b>7. Review job duties and requirements</b></p> <p><b>8. Write resume to explain how you qualify</b></p>	<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Presents a variety of formal and informal interpretive and educational programs to a wide variety of audiences.</li> <li>• Serves as a front-line representative of the National Park Service to meet and greet visitors in the visitor center and on park grounds, providing orientation, information, and informal interpretation.</li> <li>• Works effectively and cooperatively with coworkers, park partners (educators, cooperating associations, Tribes, community groups, other agencies), and the general public in an effort to provide quality park interpretation and effective outreach to park communities.</li> </ul> <p><b>Requirements</b></p> <p><b>Conditions of Employment</b></p> <ul style="list-style-type: none"> <li>• U.S. Citizenship required.</li> <li>• Appointment subject to background investigation and favorable adjudication.</li> <li>• Meet Selective Service Registration Act requirement for males.</li> <li>• Complete the initial online assessment and USAHire Assessment, if required.</li> </ul>
<p><b>9. Review Qualifications</b></p> <p>Qualify with education, work experience, or both</p>	<p><b>EXPERIENCE:</b> At least one full year of specialized experience comparable in scope and responsibility to the GS-4 grade level in Federal service (obtained in either the public or private sectors). This experience includes activities such as: handling, tracking, depositing monies; using software programs to maintain financial/accounting data (such as fee and stock data); performing financial collection, accounting or financial duties; or using tools or equipment (e.g., cash registers, calculators, etc.) to make sales transactions ensuring accountability of funds and accurate financial records. You must include hours per week worked.</p> <p>-OR-</p> <p><b>EDUCATION:</b> Successful completion of at least 4 years of education above high school (120 semester hours or 180 quarter hours leading to a bachelor's degree from an accredited college or university. One full year of academic study is 30 semester hours.) include transcripts.</p> <p>-OR-</p> <p>Successful completion of a combination of education and experience as described above. NOTE: only education in excess of t</p>
<p><b>10. Gather Required documents</b></p>	<p><b>Required Documents</b></p> <p>The following documents are required and must be submitted by 11:59 PM (EST) on 07/12/2023.</p> <ol style="list-style-type: none"> <li>1. <b>Resume</b> which includes a list of all significant jobs held and duties performed, with dates specified in month and year format, and <u>indicate hours worked per week</u>. If military or civilian, please include your rank and/or grade.</li> <li>2. A complete <b>Occupational Questionnaire</b></li> <li>3. <b>Merit Promotion Eligibility Documentation</b> such as:</li> </ol>
<p><b>11. Review the online questions</b></p> <p><b>12. Update resume as needed to explain how you qualify</b></p>	<p><b>How to Apply</b></p> <p><b>To apply for this position:</b> You must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below. To receive consideration, the complete application package must be submitted by 11:59 PM (EST) on 10/23/2020. <b>WE DO NOT ACCEPT HARD-COPY OR E-MAIL APPLICATION PACKAGES.</b></p> <ol style="list-style-type: none"> <li>1. Select Apply. If you are not logged in, you will be prompted to login or <a href="#">create an account</a>.</li> <li>2. Prompted to Start the Application Process by selecting "Start Application."</li> </ol> <p><a href="#">Click here for USAJobs Help with "How to create an application"</a></p> <p>To <b>REVIEW</b> the application questionnaire, select the following link:  <a href="https://apply.usastaffing.gov/ViewQuestionnaire/10941478">https://apply.usastaffing.gov/ViewQuestionnaire/10941478</a></p> <div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p><b>Review Assessment Questions</b></p> </div>
<p><b>13. Click apply to begin application</b></p>	