



Job Title: Park Guide (Bilingual-Spanish)

Department: Department Of The Interior

Agency: National Park Service

Job Announcement Number: 678157SQ

SALARY RANGE: \$15.00 to \$19.50 / Per Hour
OPEN PERIOD: Thursday, June 07, 2012 to Thursday, June 21, 2012
SERIES & GRADE: GS-0090-05
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: few vacancy(s) - Carlsbad, NM United States [View Map](#)
WHO MAY BE CONSIDERED: All qualified United States citizens

JOB SUMMARY:

Experience your America and build a fulfilling career by joining the National Park Service. Become a part of our mission to unite our past, our cultures and our special places, to establish important connections to the present and build a rich and lasting legacy for future generations. For more information about the National Park Service, click [National Park Service website](#).

WHO MAY BE CONSIDERED: Open to all qualified persons. You do not have to be a current or former government employee to be considered for this position.

POSITION INFORMATION (SUBJECT-TO-FURLOUGH): This position is career-seasonal in nature and does not provide employment on a year-round basis. You may work a minimum of 26 weeks but generally not more than 48 weeks a year. Actual work schedule and period of furlough is contingent upon funding and operational needs.

KEY REQUIREMENTS

- U.S. Citizenship Required
- Appointment subject to background investigation and favorable adjudication
- Required to wear an NPS uniform
- Required to speak and understand Spanish

DUTIES:

Prepare and present a variety of formal and informal interpretive programs to a variety of audiences. Guide tours through developed areas of the Caverns as well as tours into undeveloped limited access areas. Several of the tours are strenuous and require periods of time underground, crawling through tight passage ways and climbing on uneven and slippery surfaces. Present various interpretive programs to large and varied audiences, including international visitors, school groups, etc. Educational programs are presented both on and off-site with ages ranging from pre-kindergarten to adult. Present evening programs at the amphitheater about the park's large

population of resident bats. Other duties include working at the visitor information desk, roving interpretation in the cavern and on the surface, presenting PowerPoint programs on park themes, assisting with special events, operating audiovisual equipment and computers. Collateral duties and special projects such as writing articles for the park newspaper and developing temporary exhibits may be assigned. When needed, provide first aid to visitors and assist with medical emergencies or carry-outs. Successful candidates must be able to speak and understand Spanish at a fluent level. Candidate interviews for this position will be conducted in Spanish. For information regarding this position, please contact Justin Woldt at 575-785-3120.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The position requires standing and walking for extended periods of time, over rough surfaces or inclines, carrying tools, rescue equipment, climbing ladders, using ropes, and other caving equipment, etc. Also requires the incumbent to experience extended period of time bending, crawling, climbing, lifting, pushing, stooping, crouching, reaching, etc. when leading tours in the cave and on the surface areas. Work is performed indoors, outdoors, and in the caves. Outdoor work occurs in all weather conditions from hot and sunny, to cold and snowy and includes winter conditions. Work in the caves is subject to high humidity, slippery trails, confined spaces, and in some instances is subject to falls, scrapes and cuts. Safety precautions are required and the employee is required to use protective equipment and clothing where appropriate.

AREA INFORMATION/HOUSING INFORMATION: Carlsbad Caverns National Park is located 27 miles from the city of Carlsbad in southeastern New Mexico. The Park, at an elevation of 4400 feet, has a semi-arid climate with hot summers, mild winters, abundant sunshine, low humidity, and approximately 10 inches of rainfall per year. Carlsbad (population 30,000) has all amenities and services including medical and dental facilities, motels, banks, restaurants, churches, grocery stores, and department stores. Other services can be found in Albuquerque (275 miles), El Paso, Texas (170 miles), Lubbock, Texas (180 miles), or Midland/Odessa, Texas (140 miles). A government van pool provides services between Carlsbad, NM and Carlsbad Caverns National Park for staff on early shifts. Riders pay a per ride rate of \$1.50. Employees are responsible for their own transportation for late shifts. For more information please visit the following website: <http://www.nps.gov/cave/>.

For job posting info: <https://my.usajobs.gov/GetJob/ViewDetails/318473000>

QUALIFICATIONS REQUIRED:

To be eligible for this position, you must possess the basic requirements and qualifying specialized experience as described in the occupational/assessment questionnaire and as outlined below. You must meet the U.S. Office of Personnel Management, (OPM), Operating Manual Qualification Standards for General Schedule Positions. The OPM standard is available in any Federal personnel office for review and also on the OPM web site: <http://www.opm.gov/qualifications/index.asp>. All qualifications must be met by the closing date of this announcement, Thursday, June 21, 2012. Qualifying experience may be obtained in the private or public sectors.

Specialized Experience: Possess at least one year of specialized experience equivalent to the GS-04 level. Specialized experience is experience that involved making oral presentations of historical, scientific, or program information to groups; or developing and/or revising technical, historical, or scientific information for oral presentation to groups. Examples of specialized experience could include Park Guide or tour leader; museum or observatory guide, docent, naturalist; environmental educator or teacher; teaching assistant; or other similar work.

OR

Education: Successfully completed a four year course of study leading to a bachelor's degree with major study in American history, science, and/or public speaking, or a bachelor's degree supplemented by at least 24 semester hours in American history, science, and/or public speaking.

OR

Combination of Specialized Experience and Education: Have an equivalent combination of education and experience. NOTE: Only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, beyond the second year is equivalent to 1 year of specialized experience. For example, I have 6 months of the specialized experience described in A above (50% of the experience requirement), and 3 years of college study from an accredited institution (50% of the qualifying education) which included at least 12 semester hours of related coursework as specified in B above (50% of the related coursework required).

IMPORTANT - PLEASE NOTE: If you are using education to qualify you must document your course work and/or the degree completed in your resume or other application materials you submit. You must submit a copy of your transcripts or a complete list of college courses taken that identifies for each course, the college or university, semester or quarter hours earned, grade received, and date completed. If you are qualifying based on education and you do not submit specific course work information as described previously, you will be rated ineligible for this position. (A copy of your official transcripts will be required before entrance on duty, if selected).

Selective Factor: This announcement has a selective factor of the ability to speak and understand Spanish.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly. To qualify based on education, you must submit a legible copy of transcripts from an accredited institution with your name, school name, credit hours, major(s), and grade-point average or class ranking. Transcripts do not need to be official but if you are selected for

this position and you used your education to qualify then you will need to provide official transcripts before you enter on duty.

You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited education institution in the United States when you apply. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

REQUIREMENTS:

1. You may be required to serve a probationary period of 1 year.
2. National Park Service (NPS) uniformed position. Employee will be required to wear a uniform and comply with NPS uniform standards. A uniform allowance will be provided to defray the cost of the uniform.
3. You may be required to operate a government (or private) motor vehicle as part of your official duties. Prior to your first official motor vehicle operation, and again every year thereafter (or more frequently if management determines such need exists), you will be required to sign an affidavit certifying to your possession of a valid State issued drivers license that is current and has not been revoked, suspended, canceled, or otherwise disqualified in any way to prohibit your operation of a motor vehicle. You will also submit a photocopy of your valid State issued drivers license prior to your first official motor vehicle operation, and again every year, or more frequently if management determines such need exists. Lastly, you may be required to submit (within a State sealed envelope or submitted directly by the State authorities), and at your own expense, all certified driving records from all States that discloses all valid drivers licenses, whether current or past, possessed by you. Please indicate in your application whether you possess a valid State drivers license.
4. Appointment is subject to the applicant's successful completion of a background security investigation and favorable adjudication.
5. In accordance with PL 104-134, new employees of the Department of the Interior must identify a financial institution for direct deposit of net pay within 30 days of entrance on duty.
6. SELECTIVE SERVICE: To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law. To ensure registration or to register, go to www.sss.gov.
7. Individual will be required to work day and night shifts, weekends and holidays.

HOW YOU WILL BE EVALUATED:

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 (KSAs) required of this position. Please follow all instructions carefully.

Please Note: All answers provided in the on-line process must be substantiated in your application package. Upon review, if it is determined that your work history, knowledge, skills and abilities, and/or supporting documents do not support your answer choices, you may be rated ineligible, not qualified or your score may be modified. Please ensure that your work history provides enough detail to support your answers to the assessment questions.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Ability to prepare and present interpretive programs.
- Ability to deal effectively with people using tact and diplomacy.
- Ability to work at an information desk.
- Knowledge of physical and biological sciences.
- Ability to engage in strenuous activities.

In addition, there is a selective factor of the ability to speak and understand Spanish.

Please include ALL applicable work experience that relates to the position for which you are applying. You must include months, years and hours per week worked to receive credit for your work experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You will not receive any credit for experience that indicates hours per week "varies". List exact hours per week on each job experience.

Category rating procedures will be used to rate and rank candidates. Candidates will be ranked into 3 categories: Category Group I (Best Qualified) - applicants possessing experience that substantially exceeds the minimum qualifications of the position including all selective factors, and who are highly proficient in all requirements of the job and can perform effectively in the position.

Category Group II (Well Qualified) - applicants possessing experience that exceeds the minimum qualifications of the position including all selective factors, and who are proficient in most of the requirements of the job.

Category Group III (Qualified) - applicants possessing experience that meets the minimum qualifications of the position including all selective factors, and who are proficient in some, but not all of the requirements of the job.

Veterans' Preference: Veterans' Preference applies to category rating. Within each quality category, veteran's preference eligibles are listed first, including CP, CPS, XP, and TP. In addition, veterans who have a 10% or more service-connected compensable disability (CP or CPS) are placed at the top of the highest quality category. Applicants referred are listed on the selection certificate alphabetically (veterans' preference eligibles before non-veterans) without scores.

Order of Consideration: Candidates who meet the minimum qualifications required by the position will be considered in the following order: (1) best qualified applicants entitled to 10-point veterans' preference who have a compensable service-connected disability of 10 percent or more, best qualified applicants entitled to 10-point or 5-point veterans' preference, and then all other best qualified applicants, (2) well qualified applicants entitled to

10-point or 5-point veterans' preference and then all other well qualified applicants, (3) qualified applicants entitled to 10-point or 5-point veterans' preference and then all other qualified applicants.

Further information on Veterans Preference: Preference will be given to eligible veterans who: Submit a DD-214 showing honorable or general discharge, that they entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Preference will be granted to the eligible veterans who provide a SF-15 and appropriate documentation as listed on the SF-15 who are disabled veterans, Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran. You must submit the appropriate veterans preference documents by the closing date to be credited preference.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees:

<http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>

Such as:

Flexible Spending Accounts

Health Insurance

Leave

Life Insurance

Long Term Care Insurance

Retirement Program

OTHER INFORMATION:

1. CTAP/ICTAP: If you are an eligible Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at **85** or above on the rating criteria for this position. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456. For additional information go to www.opm.gov/ctap

2. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

3. Travel, transportation, and relocation expenses will be paid if the person selected for the position is from outside the local commuting area and is otherwise eligible for reimbursement of relocation expenses under the current Federal Travel Regulations; however, there will be no guaranteed home sale.

4. Number of Vacancies: This announcement may be used to fill additional similar vacancies if necessary.

5. NOTE: Applicants must submit their application packages electronically or by fax. Applications/resumes and supporting documentation sent by mail (including email) WILL NOT BE ACCEPTED.

Applicants are advised that a variety of public facilities such as schools, public libraries, state employment offices and regional job centers provide access to computers at no charge. Help may also be available to targeted groups through a variety of public assistance agencies.

HOW TO APPLY:

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

- 1.** Your Resume - We encourage you to use the [USAJobs online resume builder](#) to ensure that all required information is in your resume. If you choose to use your own resume make sure it lists all of the required information needed.
- 2.** A complete Occupational Questionnaire
- 3.** Additional Required Documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Thursday, June 21, 2012.

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 occupational 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 ID 678157. Fax your documents to 1-478-757-3144.

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

Note: If you receive an email stating that there was a technical problem uploading your documents, you should fax the applicable documentation to OPM at 478-757-3144. Be sure to use the fax cover sheet that was linked in the vacancy announcement, include the appropriate Office Code (JY) and VIN (six digit code) so that the fax is processed properly and promptly. For further questions regarding applying online or by fax, please contact OPM at ApplicationManagerHelpDesk@opm.gov

If you cannot apply online:

- 1.** Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#), and
- 2.** Print this 1203FX form to provide your response to the occupational questionnaire

http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf and

3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Note: If you are only submitting supporting documents see the **Submitting Documents** instruction below.

REQUIRED DOCUMENTS:

Resume- We encourage you to use the USAJOBS Resume Builder at <https://my.usajobs.gov/Account/login>. This online resume builder will ensure that all required information is in your resume. If you choose to use your own resume make sure it lists all of the required information needed (including hours per week worked and month and year of employment).

Transcripts - If qualifications are based on education, you must submit a copy of your transcripts to be considered for this position (may be unofficial).

Other - Example, typically used for licenses or other documents that attest to the qualifications of the applicant, or any supporting document that does not already have its own type listed.

DD-214, SF-15, Other Veteran Documents - Legible copy of DD-214 that shows honorable discharge, VA letter dated 1991 or later, SF-15 plus proof required by that form, if applicable.

Response to Assessment Questionnaire

DO NOT SEND PHOTOGRAPHS - Any resumes with these attachments cannot be forwarded to the hiring official.

Submitting Documents:

If you upload your documents using Application Manager, **DO NOT FAX** the same documents.

To check the status of your application or review submitted documents:

1. Log into your USAJOBS account.
2. Click Application Status within your profile to expand your applications.
3. Click the more information link under the Application Status column for this position. You will be routed to Application Manager.
4. Click the Vacancy ID link under the "My Application Packages" list to view the Details page for the application. This page will display the status and documents submitted for this application. If the announcement is still open, you can submit additional documents by clicking the Add Documents button.

Faxed documents will take 2-3 business days to process.

To fax documents, you use the special cover page. Print the pre-populated cover page at

<http://staffing.opm.gov/pdf/usascover.pdf> to print a copy of the cover page. When faxing documents, follow the procedures outlined below.

Include the 8-character Vacancy Identification Number 678157

Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.

You may submit multiple documents for the same vacancy announcement using one cover page. Fax your cover page and documents to **1-478-757-3144**. Faxed documents submitted with missing information will not be processed.

The following will prevent your documents from being processed: Not using the special cover page mentioned above. Missing, incomplete, or invalid Vacancy Identification Number Missing or incomplete Social Security Number or name.

If you have documents in your Application Manager account from a previous vacancy announcement they can be reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement. Your resume, curriculum vitae, or any other written format you choose to describe your job-related qualifications can be submitted electronically using the document upload process or fax.

Please be sure to include all of the following information in your resume:

- Vacancy Identification Number, title, grade and location for which you are applying. Personal Information:
- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
- Education:
- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
- Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions)
- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses. (LIST ONLY, PLEASE DO NOT SUBMIT COPIES OF CERTIFICATES AND/OR LICENSES UNLESS SPECIFICALLY REQUESTED IN THE VACANCY ANNOUNCEMENT).
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name.

As allowed by law or presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

AGENCY CONTACT INFO:

Intermountain Region Santa Fe

Phone: (505)988-6076

Fax: (478)757-3144

Email: IMSF_SHRO@NPS.GOV

Agency Information:

Intermountain Region Santa Fe

Human Resources Office

Apply Online or by FAX only

Please call with questions

Thank You, NM

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