

CAREERS



ISSUED BY: ROCKY MOUNTAIN REGIONAL OFFICE
DENVER, COLORADO
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CAREERS
IN THE
NATIONAL PARK SERVICE

INTRODUCTION

Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of our country's scenic and historic areas. The Service, headquartered in Washington, D. C., has eight regional offices, the Denver Service Center, the National Park Service Science Center, and more than 270 field areas in the United States, Puerto Rico, Virgin Islands, Hawaii, and Alaska. The Park Service also administers the National Capital Parks in the metropolitan area of Washington, D. C.

In 1964, the Secretary of the Interior recommended separate management concepts for three different types of areas--natural, historical, and recreational. The National Park Service, which comprises almost 29 million acres, contains over 70 natural areas which preserve for future generations this country's areas of natural beauty and grandeur; more than 165 historical areas which retell the story of the nation's growth; and over 30 recreational areas which provide space for physical recreation, relaxation and restoration.

CAREER OUTLINES

Approximately 7,000 employees form the permanent staff to carry out the mission of the National Park Service. This agency, under the Department of the Interior, is an equal opportunity employer, and appointments are made without regard to race, color, sex, age, religion, national origin, political affiliation, or other non-merit factors.

Increasing interest of many persons in employment with the National Park Service has created a situation where the number of applicants far exceeds the jobs that are available; this is true of both career and seasonal employment. The National Park Service, like most public and private agencies, attempts to fill most vacant jobs with present employees who are qualified for reassignment and promotion. When there are no, or few, qualified employees who are interested in a vacant job, applications may be accepted from qualified persons who have reinstatement or transfer eligibility (former or present Federal employees). Persons who are on registers maintained by the U. S. Civil Service Commission may also be considered concurrently with other candidates.

The Civil Service Commission has area offices located throughout the United States--there is at least one in every state. You may call, write, or visit any of these Federal Job Information Centers. (See attachment A, page 18 of this booklet, for the Area Offices of the Civil Service Commission located in the Rocky Mountain Region.)

These offices will provide information regarding job opportunities with various Federal agencies, qualifications required, and procedures to follow in making application. Refer to Attachment B, page 20, for additional information, "How to Apply for a Job in the Competitive Federal Service."

The following information may be helpful in answering questions you may have regarding employment and career opportunities in the National Park Service.

Inquiries may also be directed to one of the Personnel Officers in the Regions listed on page 22 of Attachment C of this pamphlet, or to the park where you desire employment (Attachment D).

PARK RANGER

NOTE: Currently we are hiring a very limited number of Park Rangers. A great number of applications are received and jobs are offered to only a few of the best qualified candidates.

1. NATURE OF THE WORK

Park Rangers perform a wide variety of professional duties related to the management of parks, historic sites, and recreation areas. Until recently, we had several specialized career lines in the Park Service, such as Park Historians, Archaeologists, and Naturalists. We have absorbed all of these under the one occupational title of Park Ranger. The duties of a Park Ranger include planning and carrying out conservation efforts to protect plant and animal life in the parks from fire, disease, and heavy visitor usage. Rangers plan and conduct programs of public safety, including law enforcement and rescue work. They set up and direct interpretive programs such as slide shows, guided tours, displays and, on occasion, even dramatic presentations--all designed to help visitors become aware of the natural and historic significance of the areas they visit.

In many areas, Rangers coordinate environmental education programs aimed at acquainting visitors, especially school children with how the community of man and nature functions, and of the importance of maintaining a proper balance. Rangers work on recreation activity planning, conservation programs, park organization, financial management, supervision of other employees, and other activities related to the management of National Park areas.

The duties also involve considerable public contact. Rangers are frequently called on to speak to groups of visitors and also take their message outside park boundaries. In urban areas Rangers are expected to meet with civic groups and community organizations to help improve the National Park Service response to the public. While working, Rangers are required to wear the prescribed uniform.

2. LOCATION

Park Rangers are employed in urban, suburban, and rural areas throughout the United States. More than half of the Rangers in the Park Service work in areas east of the Mississippi. Much of the work is performed outdoors, but often the duties are performed in offices. This is especially true as Rangers advance and assume more managerial responsibilities.

During their careers most Rangers can expect to be assigned to several different parts of the country. While we try to give the employee a preference, we do not guarantee that a Ranger will remain stationed in only one area.

3. INTAKE TRAINING PROGRAM

The Intake Training Program, previously operated by the Washington Office for hiring and developing employees in the Park Ranger/Park Management series, is now decentralized to the regional level. Also, the program is expanded to include trainee-level employees in administration, maintenance, and engineering specialties. The Regional Director has the authority for the recruitment, selection, and development of the trainees.

4. TRAINING AND ASSIGNMENTS

New Park Rangers, either upon initial appointment or at some later time within the first year of employment, receive orientation and specialized training in park management techniques at the National Park Service Training Center in Grand Canyon, Arizona. New Rangers should be prepared to take on assignments which have been determined to meet the needs of the Service. Some assignments will be made to large cities because of the emphasis on improving services to urban areas.

5. ENTRY LEVEL

Most new Rangers are now hired at grade GS-5, step 1. Some Rangers will be hired at grade GS-7, step 1 (refer to page 19 for the General Schedule salary chart). Because promotion from within is encouraged, we hire very few Rangers for positions above grade 7.

6. CAREER POTENTIAL

From the entry level, Rangers move through the ranks to become District Rangers, Park Managers, and staff specialists in interpretation, resource management, park planning and related areas. Upper level managers in the Park Service are recruited primarily for their managerial capabilities; the Park Ranger ranks are a primary source of managerial competence.

7. MINIMUM QUALIFICATIONS

NOTE: Because of the ever-increasing number of "people" problems we face in our work, we look for applicants who have an adequate grounding in the social and behavioral sciences.

Because Ranger work is not primarily directed to research, we do not seek out candidates with such backgrounds for Ranger positions.

GRADE GS-5

To qualify for Park Ranger positions at grade GS-5, you must meet the following requirements:

1. Eligibility: Establish a rating of eligibility under the Professional and Administrative Career Examination (PACE), administered by the U. S. Civil Service Commission.

OR

Applicant is currently in a career or career-conditional appointment in the Federal government.

OR

Applicant has reinstatement eligibility into the Federal Service.

2. Qualifications: Applicant must meet one of the following qualification requirements:

- (A) Have completed a full four-year course in an accredited college or university leading to a bachelor's degree with at least 24 semester hours in one or not more than two of the following: park and recreation management, any field-oriented natural science, history, archaeology, police science, sociology, business administration, the behavioral sciences, or closely related subjects applicable to park management.

OR

- (B) Have completed three years of park or conservation experience which provides evidence that you have:

- (1) A good general understanding of systems, methods, archaeology, police science, or closely related subjects applicable to park management and administration for accomplishing work in a park or conservation area.

- (2) The ability to analyze work problems effectively and apply sound judgment to their solutions.

- (3) The ability to communicate with others effectively.

- (4) The capacity to apply these abilities and knowledges to resolving problems in park operations.

OR

- (C) Any equivalent combination of education and experience as defined in 1 or 2 above. In combining education with experience, an academic year of study which comprises 30 semester hours or 45 quarter hours will be considered equivalent to nine-months' experience.

GRADE GS-7

To qualify for grade GS-7 you must meet one of these additional requirements:

- A. One year of experience as a Ranger or in a similar line of work. The experience must have been in performing, planning, developing, regulating, advising on, or supervising programs or a variety of activities in a park or comparable environment.
- B. One year of graduate studies in, or directly related to, one of the following: park and recreation management, field-oriented natural science, history, archaeology, police science, sociology, business administration, or behavioral sciences.
- C. A combination of experience and graduate education: Equivalent combinations of park management or similar experience and graduate education of the type described above. (Thirty semester hours, or the equivalent, of part-time graduate education may be considered to be equal to one full academic year of graduate education.)

8. HOW TO APPLY

Ranger vacancies are filled from the Professional and Administrative Career Examination eligibility register according to the normal Federal Civil Service procedures. If your name is certified to one of the National Park Service offices when a vacancy occurs, you will be given every consideration.

Begin by taking the Professional and Administrative Career Examination (PACE). Information is available from the nearest Area Office of the U. S. Civil Service Commission (addresses of these offices located in the states included in the Rocky Mountain Region are listed on page 18 of this pamphlet). You may also contact the main Post Office in your area.

When you take the test, you will be asked to specify cities where you want your name to be registered. It is important that your Rating of Eligibility from the PACE be established with the Area Office of the Civil Service Commission having jurisdiction over the geographic location in which you desire employment.

NOTE:

Because of the large volume of correspondence from persons interested in Park Ranger positions, a personal acknowledgement or running correspondence with each applicant is not always possible. Please expect to hear from us only if your name is referred by the Civil Service Commission and we are able to actively consider you for a vacancy.

PARK AIDS AND TECHNICIANS

Park Aids and Technicians are important components of a park organization. In past years, most of the work, other than maintenance, in the national parks was done by Rangers and other professionals. As the number of visitors and the amount of work increased, it became evident that other men and women were required to support Rangers and to help carry out the technical operations needed to maintain the different areas within the National Park System.

Consequently, a new field of work was developed for Park Aids and Technicians. Similar technical support occupations are available in engineering, architecture, biological sciences, teaching, data processing, and others, thus providing challenging careers for men and women with less than a four-year college education.

1. PARK AIDS

Park Aid positions are the first steps to careers as Park Technicians. Through on-the-job training, Aids develop in skills and knowledge of park operations. They work at the more basic tasks involved in fire control, law enforcement, traffic control, campground operations, resource protection and conservation, preservation of historical structures and objects, and other jobs related to park and recreation operations.

2. PARK TECHNICIANS

Technicians perform a wide variety of more complex assignments, usually following the direction or plans for Park Rangers. They work on fire-fighting crews, conservation teams working in soil erosion, plant and insect control projects, and wildlife protection.

In historical and archaeological areas, Technicians carry out plans to preserve and restore buildings and sites. They operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, and providing information to visitors.

Technicians lead guided tours and give talks to groups of visitors. They also operate various types of audiovisual and photographic equipment, direct and control traffic, go on law enforcement patrols and water safety missions, operate radio dispatch stations, and perform other visitor-oriented activities.

LOCATION

Park Aids and Technicians work in urban, suburban and rural areas-- wherever there are national parks, historic sites, or recreation areas.

SALARY

Park Aids start at grade GS-1, GS-2, or GS-3, step 1. Park Technicians can start at grade GS-4, step 1 (refer to page 19 for the General Schedule salary chart). Opportunities exist for advancement to the GS-9 level, though the great majority of positions are at lower grades.

QUALIFICATIONS

NOTE: All applicants must submit their qualifications to the U. S. Civil Service Commission for review and rating. Applicants for Park Aid GS-2 and GS-3 jobs must pass a written test.

1. PARK AIDS

Generally, candidates for GS-2 must have at least one-half year of experience in a park or similar situation or have successfully completed high school; for GS-3 positions, candidates must have completed one year of college level studies in acceptable course studies such as history, archaeology, park and recreation management, and natural sciences or have one year of park-related experience.

2. PARK TECHNICIANS

Usually candidates need at least two years' experience in a park or similar situation or two years of college-level studies relating to park operations.

NOTE: These are only brief summaries of the requirements. There are a number of exceptions and alternatives. The Civil Service Commission will decide eligibility when candidates apply for a rating.

HOW TO APPLY

Begin by contacting the nearest Area Office of the U. S. Civil Service Commission. This information can be obtained from the main Post Office in your area.

For a Park Aid job, the Civil Service Commission will tell you the name of the written test to take in your area of the country.* For Park Technician positions at grade GS-4, ask to be rated under the Technical Assistant Examination. There is no written test, just a review of your experience and education.

* Eligibility with the Denver Area Office of the U.S. Civil Service Commission is established under Announcement No. RD-0-16. No written test required for the geographical area covered by the Denver Area Office.

If the Civil Service Commission Area Office gives you an eligible rating, your name will be put on a list of eligible applicants for the area administered by that office.

When the Park Service has an opening for an Aid or a Technician, the appropriate Area Office of the Civil Service Commission will send us names of eligible applicants. They will refer those with the highest ratings first, except as provided by the Veterans Preference Act.

If there is a particular Park Service area in which you desire employment, write to the Park Superintendent and inform him of your interest. We suggest you include an extra copy of your application and notice of rating.

OTHER UNIFORMED POSITIONS

1. PARK GUIDES

Guides give talks, answer questions, conduct groups of visitors in or through an area, site, building or structure of public interest, and give general information concerning the area or facility and its features. These positions may be temporary or permanent. Entry level is usually at grade GS-4.

To be considered for Park Guide positions, applicants must pass the written test and meet the requirements outlined in the Civil Service Commission's Junior Federal Assistant Announcement. Additional information may be received by contacting the National Park Service Regional Office having jurisdiction over the geographical area in which employment is desired.

2. GUARDS

Positions in this field generally involve duties pertaining to the protection of property and buildings. The usual entry level is GS-3. Parks fill these positions locally from lists of eligibles established by Civil Service Commission Interagency Boards. Generally, competition in guard examinations is limited to those persons entitled to veterans' preference.

3. PARK POLICE

The U. S. Park Police is a unit of the Office of National Capital Parks, National Park Service, Department of the Interior. Jurisdiction extends to property administered by the National Park Service in the District of Columbia and the surrounding nine counties of Maryland and Virginia. The force has the same police powers within the District as the D. C. Metropolitan Police Force. Although duty is performed primarily in the area of National Capital Parks, Park Police may be detailed to any area of the National Park System. There is also a Park Police Field Headquarters located at Golden Gate National Recreation Area in San Francisco and another at the Gateway National Recreation Area in New York City. Each member of the Park Police is responsible for providing a wide variety of protective and investigative services dealing with the complex problems typical of our changing society and behavioral patterns today. Many of these tasks require full application of social skills in dealing with people under many different circumstances in order for the best interest of society and the individual to be served. In addition to the primary protective responsibilities, members of the Park Police act as host to millions of park visitors annually, serving as guides and information specialists. Other services are provided for the many noted civic events conducted in the National Capital Parks.

The starting salary for Park Police recruits is presently \$11,600 annually, and applicants must pass a written test. You may get copies of the announcement for Park Police positions by writing to the Civil Service Commission in Washington, D. C., or the National Capital Parks Office of the Park Service, also located in Washington.

ADMINISTRATIVE POSITIONS

1. ADMINISTRATIVE ASSISTANT

Positions involving miscellaneous administrative duties are located in various parks and regional offices. These positions include duties in two or more of the following fields: personnel, budget, supply procurement, and property management. Entry levels are usually at grades GS-5 and GS-7 levels, and the Professional and Administrative Career Examination is required. In the instances where positions of this type are filled at higher levels from outside the Federal Service, the Civil Service Commission Announcements for Mid-Level and Senior-Level positions are required.

2. PERSONNEL, BUDGET, PROCUREMENT AND PROPERTY MANAGEMENT

Specialized positions in the above fields are located in large parks, regional offices, and the Washington Office. At the grades GS-5 and GS-7 levels, the Professional and Administrative Career Examination is required. In the few instances where positions of this type are filled at higher levels from outside the Federal Service, the Civil Service Commission Announcements for Mid-Level and Senior-Level positions are required.

3. ACCOUNTANT

Professional accounting positions are located in the regional offices and the Washington Office. Entry levels are grades GS-5 and GS-7. Specific Civil Service examinations for accountants generally are open on a continuous basis for rating of applicants. The announcements state the qualification requirements, which include a written test for applicants who do not meet the college education requirements or who do not possess a CPA certificate.

4. MANAGEMENT AND SYSTEMS ANALYSTS

Management and systems analysts seek to improve administration by applying the latest management techniques to problems of organization, communication, data processing, work methods, and similar functions.

Most of these positions are located in Washington, D. C., and are filled either by transfer of current Federal employees or from the Professional and Administrative Career Examination.

5. CLERICAL AND SECRETARIAL

There is a continuing need for well-qualified and highly competent clerks, typists, and stenographers to serve in the parks, regional offices, the Denver Service Center, and the Washington Office. Entry levels for these positions are grades GS-2, 3 and 4.

A Civil Service examination is generally open on a continuous basis and copies of the appropriate exam can be obtained from most large Post Offices and Civil Service Commission Offices.

Appropriate Civil Service examinations are announced locally as the needs arise and are kept open until a sufficient number of eligibles have been rated. Copies of the announcements may be secured from most large Post Offices and offices of the Civil Service Commission.

FEW OF A KIND POSITIONS

1. EDITORIAL AND INFORMATION SPECIALISTS

A small number of positions directly involving the Service's information and publications program are needed in the Washington Office and regional offices. Persons with English, Journalism, Communications, and similar backgrounds are considered for these positions.

Most positions at grades GS-5 and GS-7 in these fields are filled from the Professional and Administrative Career Examination. At higher levels applicants must meet specific qualification requirements stated in the appropriate announcement. Announcements may be obtained at the various offices of the Civil Service Commission.

2. EXHIBIT SPECIALIST, MUSEUM SPECIALIST AND CURATORS

The National Park Service has relatively few positions in museum work since most of the day-to-day care of collections is done on a part-time basis by Park Rangers serving in historical, archaeological, or natural areas. The few positions that do exist involve the design and preparation of wayside exhibits, professional work in the development and care of museum collections, or the planning of park museum development and exhibits. Most of the positions are located in Harpers Ferry, West Virginia.

Applicants must meet specific qualification requirements stated in the appropriate announcement. Announcements may be obtained at the various offices of the Civil Service Commission.

3. RESEARCH SCIENTISTS

A relatively small number of biologists, physiologists, geologists, sociologists, and other research scientists are employed by the Service. Most of these positions are higher level and are filled by applicants with previous experience. A limited number of these positions are located in field areas; the majority, however, are assigned to the Denver Service Center, Denver, Colorado; the National Park Service Science Center, Bay St. Louis, Mississippi; and the regional and Washington Offices.

When a vacancy cannot be filled by the promotion of a current employee, qualified applicants are selected from the pertinent Civil Service register.

4. FORESTERS, FOREST RANGERS

Personnel Offices of the Park Service get many inquiries from persons interested in Forest Ranger or Forester positions. Forest Rangers work for the United States Forest Service in the Department of Agriculture, not the National Park Service.

Forester positions are established according to the forest management and forest protection needs of the Service and are few in number. When there is a vacancy, it is frequently filled by the promotion or reassignment of a qualified Park Service employee.

5. OTHER POSITIONS

We receive many inquiries about positions as oceanographers, pilots, attorneys, and photographers. The number of these positions in this Service is very, very limited and they are quite often filled by people already employed in the Park Service. All of these jobs are general Civil Service positions and may be available in other Federal agencies.

MAINTENANCE AND CONSTRUCTION POSITIONS

An important and critical facet of all park operations is the maintenance and construction function. Maintenance and construction personnel perform a wide variety of professional, skilled, and unskilled jobs related to the operation, maintenance, and construction of physical facilities located within the areas administered by the National Park Service. Personnel assigned to maintenance within the field areas are also required to participate in firefighting, rescue, and similar emergency operations and are expected to assist the visiting public as needed.

Professional occupations include Civil, Electrical, Mechanical, Sanitary, Safety, and General Engineers; and Landscape Architects.

Trades, crafts, and labor (Federal Wage System) occupations are many and varied depending upon each park's particular needs. Some typical positions are laborers, maintenance workers, maintenancemen, motor vehicle operators, automotive mechanics, and positions in the skilled trades field, such as carpenters, plumbers, electricians, etc.

Maintenance and construction supervisory ranks are another primary source of managers within the Service.

LOCATION

The major portion of the professional positions are assigned to the design and construction function located at the Denver Service Center, Denver, Colorado. Maintenance positions in the field areas include a lesser number of professionals, many technicians, and virtually all of the skilled and unskilled jobs.

Professional supervisory personnel can anticipate several assignments in different geographic locations. This is especially true as they advance and assume more managerial responsibility. Generally, personnel in the supervisory and higher-graded skills positions can look forward to different geographic assignments such as professional personnel. Nonsupervisory positions generally are not transferred to other locations.

SALARY

The entry level for professional positions is GS-5 or GS-7, step 1 (refer to page 19 for the General Schedule salary chart). Initial recruitment may occur at grade levels above the entry level, depending upon the needs of the Service. Career advancement opportunities into managerial and staff specialist positions throughout the Service are potentially unlimited. Advancement, of course, is dependent on one's capabilities, career goals, mobility, and availability of appropriate vacancies.

Trade, craft, and labor positions are paid on an hourly basis. The exact rate is determined by local prevailing wage rates in effect for the geographic location of the jobs. For instance, a WG-3 Laborer at Padre Island National Seashore, Texas, currently earns between \$3.77 to \$4.40 per hour; a WG-3 Laborer at Bandelier National Monument, New Mexico, currently earns \$3.34 to \$3.90 per hour (the exact rate paid is dependent upon the length of time an individual has been on the job).

The Civil Service Commission Area Offices often specify the range of wage rates covered under their examination announcements for these positions. Career advancement opportunities into higher-graded positions and/or supervisory and managerial positions are available to those who demonstrate the capability or potential to advance and the desire to assume broader responsibilities.

HOW TO APPLY

Begin by contacting the nearest office of the Civil Service Commission for information on the examination appropriate for your experience and/or educational background. You may also obtain information on various examination announcements at any main Post Office in your area.

For professional positions, apply for Examination Announcement No. 424 entitled "Federal Jobs in Engineering, Physical Sciences, and Related Professions." This announcement requires no written examination; your rating is based upon an assessment of your overall experience and education.

For Federal Wage System positions in the trades, crafts, or labor occupations, apply to the Civil Service Commission Area Office serving the area in which you are interested in employment. Each Area Office maintains registers for positions available within its geographical jurisdiction. You may apply to more than one Area Office if you wish to be considered for jobs in different geographical locations.

DENVER SERVICE CENTER

The Denver Service Center is a multi-disciplinary professional organization concerned with the accomplishment of master planning, advance planning, project planning, and construction programs; the preparation of new area studies, legislative data, the administration of architectural and engineering contracts, and for providing research and consultative services on all planning and design activities. The Service Center provides supportive professional assistance to all areas of the National Park Service.

BENEFITS OF EMPLOYMENT:

1. TRAINING

To supplement on-the-job development, several formal training programs serve the needs of Service employees. Two training centers, the Horace M. Albright Training Center in Grand Canyon National Park and the Stephen T. Mather Training Center in Harpers Ferry, West Virginia, offer facilities and resources for training. These centers are for in-service training use; with few exceptions, courses are not open to the general public.

Employees may take advantage of certain training opportunities outside the Service at Government expense, including full-time graduate level college work at selected universities for a few especially well qualified individuals. In most cases, the course work may be initiated only after a person has been employed at least one year and only providing that the schooling is directly applicable to the employee's duties.

Employees also have the opportunity to broaden their experience base and increase possibilities of future advancement through planned reassignments to other areas throughout the Service.

2. OTHER BENEFITS

For detailed information on other employee benefits, including annual and sick leave, retirement, life insurance, and health benefits, please see the Civil Service Commission publication, "Working for the U.S.A.," which is available at most large Post Offices and Civil Service Commission Offices.

SPECIAL NOTE: There is no maximum age limit for positions in the Federal Service, but there is a minimum age limit of 18, unless otherwise specified.

CONCLUSION

The National Park Service is under the Department of the Interior. As the Nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public land and natural resources. This includes fostering the wisest use of our land and other resources, protecting our fish and wildlife, preserving the environmental and cultural values of our national parks, and providing for the enjoyment of life through outdoor recreation. The Department assesses our energy and mineral resources and works to assure that their development is in the best interest of all our people. The Department also has a major responsibility for American Indian reservation communities and for people who live in island territories under U. S. Administration.

AREA OFFICES OF U.S. CIVIL SERVICE COMMISSION
IN THE ROCKY MOUNTAIN REGION

<u>STATE</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
COLORADO:	Post Office Building Room 203 18th and Stout Streets Denver, CO 80202	(303) 837-3506 Toll Free No. 1-800-332-3310
MONTANA:	I.B.M. Building 130 Neill Avenue Helena, MT 59601	(406) 442-9040, Ext. 3388 Toll Free No. *800-332-3410
NORTH DAKOTA:	Federal Building Room 200 657 Second Avenue, N. Fargo, ND 58102	(701) 237-5771, Ext. 363 Toll Free No. *800-342-4781
SOUTH DAKOTA:	Dusek Building Room 118 919 Main Street Rapid City, SD 57701	(605) 348-2221 Toll Free No. *800-742-8944
UTAH:	Federal Building Annex 135 South State Street Salt Lake City, UT 84111	(701) 524-5744 Toll Free No. 1-800-662-5355
WYOMING:	Teton Building Room 108 1805 Capitol Avenue Cheyenne, WY 82001	(307) 778-2220, Ext. 2108 Toll Free No. 1-800-442-2766

*Refer to long distance dialing instructions in your local telephone directory.

GENERAL SCHEDULE - 5 U.S.C. 5332(a)	
GS	1
1	\$5294
2	5996
3	6764
4	7596
5	8500
6	9473
7	10520
8	11640
9	12841
10	14117
11	15481
12	18463
13	21816
14	25581
15	29818
16	34607
17	40062*
18	46336*

General Schedule — Effective October 13, 1974
 DEPARTMENT OF THE INTERIOR INT-1924-74

534589

**The salary for employees at these rates is limited by 5 U.S.C. 5308 to the rate for level V of the Executive Schedule (\$36,000 as of the effective date of this salary adjustment).*

HOW TO APPLY FOR A JOB IN THE
COMPETITIVE FEDERAL SERVICE

People are hired for jobs in the Federal Civil Service merit system on the basis of ability to do the work. This ability is demonstrated in competition with other applicants by passing either a written test or an evaluation of your experience and education, or both.

The procedures for hiring begin when a need arises for people to fill positions in Federal agencies. To meet this need, offices of the U. S. Civil Service Commission issue "examination announcements" which describe the positions involved, experience and education requirements, their locations, pay and other details.

Your first step, therefore, to apply for Federal employment is to obtain the latest examination announcement for your particular field of interest. These may be obtained from college placement offices, or any Area Office of the Civil Service Commission. You should then study the announcement carefully to find out if you meet the experience and/or educational requirements.

After determining your qualifications for a particular kind of position, obtain the application forms specified in the examination announcement. If a written test is required, indicate on one of the forms where you wish to take the test, and you will be notified when and where to report for the test. Where no written test is required, the application forms you submit are evaluated according to the experience and education you list. Therefore, it is necessary that you exercise care in completing the application forms and include all important facts about your education and experience. The forms should be mailed to the address listed in the examination announcement before the deadline, if one is listed.

An applicant must make a passing score of at least 70 points. After your written test is scored or your application evaluated, you will be given a NOTICE OF RATING. This will show either ELIGIBLE and list your numerical score, or INELIGIBLE. An INELIGIBLE rating means you did not meet the requirements for the position or did not pass the written test, if one was required. An ELIGIBLE notice means your name has been entered on a list, along with other eligible applicants, for positions you applied for in rank order of your numerical score. An ELIGIBLE notice without a numerical score means that you have been rated basically eligible in accordance with minimum standards and that at a later date you will be rated more thoroughly for a particular position.

When a Federal agency has a job to fill, the hiring official of the agency requests a list of ELIGIBLES from the Civil Service Commission. The Commission then sends to the agency a list of those who rank highest at the time of the request. The hiring official has a choice from among

the top three applicants for each job to be filled. He may ask them to come in for a personal interview before making a selection. After the hiring official has made a selection, the names of those who were not selected are returned to the list of ELIGIBLES and again placed in rank order by score for consideration when other vacancies occur. All Federal positions are filled without regard to race, creed, color, sex, or national origin.

The opportunities for employment depend on a number of factors:

1. How well you scored on the examination in comparison with other competitors.
2. How fast vacancies are occurring and jobs are being filled.
3. How many eligible applicants there are for that kind of job.
4. Geographic locations in which you are willing to accept employment. REMEMBER: If you indicate you will accept employment only in certain locations, you are not just indicating a preference--you will be considered for employment only in the areas where you have indicated you will accept employment. Obviously, your chances of employment are reduced in direct proportion to the extent that you limit your geographical availability.
5. The minimum salary or grade you indicate you are willing to accept. REMEMBER: If, for example, you indicate the minimum salary or grade you will accept is GS-7, you will not be considered for any position below that level. Conversely, no matter what you indicate as the minimum you will accept, you will be rated for the highest level for which you qualify.

Regions of the National Park Service, Department of the Interior
(Effective January 1974)

REGIONS

MID-ATLANTIC REGION
143 South Third Street
Philadelphia, Pennsylvania 19106

Maryland, Delaware, Pennsylvania,
Virginia and West Virginia

MIDWEST REGION
1709 Jackson Street
Omaha, Nebraska 68102

Indiana, Illinois, Iowa, Kansas,
Michigan, Minnesota, Missouri,
Nebraska, Ohio, and Wisconsin

NORTH ATLANTIC REGION
150 Causeway Street
Boston, Massachusetts 02114

Connecticut, Maine, Massachusetts,
New Hampshire, New Jersey, New York,
Rhode Island and Vermont

PACIFIC NORTHWEST REGION
523 Fourth and Pike Building
Seattle, Washington 98101

Alaska, Idaho, Oregon, and
Washington

ROCKY MOUNTAIN REGION
655 Parfet Street
P. O. Box 25287
Denver, Colorado 80225

Colorado, Montana, North Dakota,
South Dakota, Utah and Wyoming

SOUTHEAST REGION
3401 Whipple Street
Atlanta, Georgia 30344

Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South
Carolina, Tennessee, Puerto Rico, and
the Virgin Islands

SOUTHWEST REGION
P. O. Box 728
Santa Fe, New Mexico 87501

Arkansas, Louisiana, Oklahoma,
New Mexico and Texas

WESTERN REGION
450 Golden Gate Avenue
Box 36063
San Francisco, California 94102

Arizona, California, Nevada, and
Hawaii

NATIONAL CAPITAL PARKS
1100 Ohio Drive, SW
Washington, D.C. 20242

Metropolitan area of Washington,
D.C.

ROCKY MOUNTAIN REGION
NATIONAL PARK SERVICE

ARCHES NATIONAL PARK, Utah
c/o Canyonlands National Park
Moab, Utah 84532

BADLANDS NATIONAL MONUMENT,
South Dakota
P.O. Box 72
Interior, South Dakota 57750

BENT'S OLD FORT NATIONAL
HISTORIC SITE, Colorado
P.O. Box 581
La Junta, Colorado 81050

BIG HOLE NATIONAL BATTLEFIELD,
Montana
c/o Yellowstone National Park
Yellowstone National Park,
Wyoming 82190

BIGHORN CANYON NATIONAL RECREATION
AREA, Montana--Wyoming
P.O. Box 458
Hardin, Montana 59035

BLACK CANYON OF THE GUNNISON
NATIONAL MONUMENT, Colorado
P.O. Box 1648
Montrose, Colorado 81401

BRYCE CANYON NATIONAL PARK, Utah
Bryce Canyon, Utah 84717

CANYONLANDS NATIONAL PARK, Utah
446 South Main Street
Moab, Utah 84532

CAPITOL REEF NATIONAL PARK, Utah
Torrey, Utah 84775

CEDAR BREAKS NATIONAL MONUMENT, Utah
c/o Zion National Park
Springdale, Utah 84767

COLORADO NATIONAL MONUMENT, Colorado
Fruita, Colorado 81521

CURECANTI NATIONAL RECREATION
AREA, Colorado
P.O. Box 1040
Gunnison, Colorado 81230

CUSTER BATTLEFIELD NATIONAL
MONUMENT & CEMETERY, Montana
P.O. Box 416
Crow Agency, Montana 59022

DEVILS TOWER NATIONAL MONUMENT,
Wyoming
Devils Tower, Wyoming 82714

DINOSAUR NATIONAL MONUMENT,
Colorado--Utah
P.O. Box 210
Dinosaur, Colorado 81610

FLORISSANT FOSSIL BEDS NATIONAL
MONUMENT, Colorado
P.O. Box 185
Florissant, Colorado 80816

FORT LARAMIE NATIONAL HISTORIC
SITE, Wyoming
Fort Laramie, Wyoming 82212

FORT UNION TRADING POST NATIONAL
HISTORIC SITE, North Dakota--
Montana
c/o Theodore Roosevelt National
Memorial Park
Medora, North Dakota 58645

FOSSIL BUTTE NATIONAL MONUMENT,
Wyoming
P.O. Box 527
Kemmerer, Wyoming 83101

GLACIER NATIONAL PARK, Montana
West Glacier, Montana 59936

GLEN CANYON NATIONAL RECREATION
AREA, Utah--Arizona
P.O. Box 1507
Page, Arizona 86040

GOLDEN SPIKE NATIONAL HISTORIC
SITE, Utah
Promontory Star Route
Corinne, Utah 84307

GRAND TETON NATIONAL PARK,
Wyoming
P.O. Box 67
Moose, Wyoming 83012

GRANT-KOHRS RANCH NATIONAL
HISTORIC SITE
P.O. Box 799
Deer Lodge, Montana 59722

GREAT SAND DUNES NATIONAL
MONUMENT, Colorado
P.O. Box 60
Alamosa, Colorado 81101

HOVENWEEP NATIONAL MONUMENT,
Colorado--Utah
c/o Mesa Verde National Park
Mesa Verde National Park,
Colorado 81330

JEWEL CAVE NATIONAL MONUMENT,
South Dakota
c/o Wind Cave National Park
Hot Springs, South Dakota 57747

KNIFE RIVER INDIAN VILLAGES
NATIONAL HISTORIC SITE
c/o Theodore Roosevelt National
Memorial Park
Medora, North Dakota 58634

MESA VERDE NATIONAL PARK, Colorado
Mesa Verde National Park, Colorado
81330

MOUNT RUSHMORE NATIONAL MEMORIAL,
South Dakota
Keystone, South Dakota 57751

NATURAL BRIDGES NATIONAL MONUMENT, Utah
c/o Canyonlands National Park,
Moab, Utah 84532

PIPE SPRING NATIONAL MONUMENT,
Utah
c/o Zion National Park
Springdale, Utah 84767

RAINBOW BRIDGE NATIONAL MONUMENT,
Utah
c/o Glen Canyon National Recreation
Area
P.O. Box 1507
Page, Arizona 86040

ROCKY MOUNTAIN NATIONAL PARK,
Colorado
Estes Park, Colorado 80617

SHADOW MOUNTAIN NATIONAL RECREATION
AREA, Colorado
c/o Rocky Mountain National Park
Estes Park, Colorado 80617

THEODORE ROOSEVELT NATIONAL
MEMORIAL PARK, North Dakota
Medora, North Dakota 58645

TIMPANOGOS CAVE NATIONAL MONUMENT,
Utah
Route 2, Box 200
American Fork, Utah 84003

WIND CAVE NATIONAL PARK,
South Dakota
Hot Springs, South Dakota 57747

YELLOWSTONE NATIONAL PARK, Wyoming--
Montana--Idaho
Yellowstone National Park, Wyoming
82190

YUCCA HOUSE NATIONAL MONUMENT,
Colorado
c/o Mesa Verde National Park
Mesa Verde National Park,
Colorado 81330

ZION NATIONAL PARK, Utah
Springdale, Utah 84767



As the Nation's principal conservation agency, the Department of the Interior has basic responsibilities to protect and conserve our land and water, energy and minerals, fish and wildlife, parks and recreation areas, and to ensure the wise use of all these resources. The Department also has major responsibility for American Indian reservation communities and for people who live in island territories under U. S. administration.