

USAJobs.gov Tips and Info

- **DO NOT** use the website resume builder. Write and upload your resume. The resume builder formatting is annoying and hard to read for HR/hiring managers.
- Be very aware of job announcement expirations, some jobs are only listed on usajobs for as little as 3 days.
- Keep certs and other documents uploaded that can be added to your application (S-212 cards, red cards, school transcripts, first aid certs, etc.)


The screenshot shows the USAJobs.gov website interface. At the top, there is a navigation bar with the USAJOBS logo, a user profile for 'Jason', a 'Help' link, and a search icon. Below this is a blue header for the job announcement, titled 'Laborer', with subtext 'DEPARTMENT OF THE INTERIOR National Park Service SCBL, THRO, WICA'. A secondary navigation bar includes 'Overview' (selected), 'Locations', 'Duties', 'Requirements', 'Required Documents', 'Benefits', and 'How to apply'. The main content area is divided into three columns. The left column, titled 'Overview', contains sections for 'Open & closing dates' (12/09/2019 to 06/01/2020), 'Pay scale & grade' (WG 3), 'Appointment type' (Temporary - 1039 Hours), 'Service' (Competitive), 'Salary' (\$14.24 to \$16.64 per hour), and 'Work schedule' (Full-Time). The middle column, titled 'Locations', lists 'Medora, ND' and 'Hot Springs, SD'. The right column, titled 'This job is open to', includes 'Career transition (CTAP, ICTAP, RPL)' and 'The public'. Below these sections are buttons for 'Apply', 'Print', 'Share', and 'Save', along with 'Announcement number' (MW-1542-MWWO-20-10634214-OC) and 'Control number' (552110400).

- When looking at a job announcement, be aware of the open and closing dates, pay grade (ERT experience is equivalent to a GS/WG 3 or 4)
- General Schedule pay is usually universal across the board but WG (wage grade) pay is equivalent to GS but specific to the park/forest.

Hiring path

[? Help](#)


[Select all](#)


 Open to the public (146)


Federal employees (850)

 Competitive service (178)

 Excepted service (2)

 Internal to an agency (72)

 Career transition (CTAP, ICTAP, RPL) (364)

 Land & base management (234)

Armed forces (304)


 Veterans (187)

 Military spouses (117)


Students & recent graduates (3)


 Students (3)


Senior executives (1)


 Senior executives (1)

Additional paths (482)

 Individuals with disabilities (134)

 Family of overseas employees (47)

 Peace Corps & AmeriCorps Vista (129)

 Special authorities (172)

- These symbols next to job announcements tell you who is able to apply. Sadly, Peace Corps & AmeriCorps Vista does not include all AmeriCorps members.

Duties

Summary

The primary purpose of the position is to perform moderately heavy physical labor requiring the use of common hand tools and power equipment.

[Learn more about this agency](#)

Responsibilities

Operates heavy power equipment such as lawn mowers, portable snow blowers, and all types of hand tools (such as shovels rakes, lawn edging equipment, etc.), to maintain buildings, grounds, roads, trails, etc. Loads and unloads supplies and materials from trucks, trailers, dollies, etc. Moves furniture, removes and sets signs, paints picnic tables and signs, rakes and waters lawns, trims trees and shrubbery, and picks up litter. Digs ditches and trenches with pick and shovel where soil is hard and compact and must grade or slope; occasionally breaks up pavement, soil, or concrete; mixes and pours concrete, asphalt, and hot/cold mix; fills and levels holes in damaged roads. Moves heavily loaded wheelbarrows and hand trucks; uses heavy type power mowers including adjusting blades, cleaning and oiling. Cuts heavy trees with axe or chainsaw; stacks heavy logs, lumber, and sacks of cement, etc., or performs other duties requiring similar judgment and comparable physical effort. Performs janitorial duties for buildings.

Cut-off Dates: This is an open continuous announcement, in which applications are collected over several months, and have multiple cut-off dates. Applications will be considered throughout the open period of the announcement.

****INITIAL CUT OFF IS Friday, DECEMBER 13, 2019**** Referral certificates will be issued when a hiring official exhausts current certificate and/or additional vacancies need to be filled.

Travel Required

Not required

Supervisory status

No

Promotion Potential

None

Make sure to read the job description and the responsibilities sections of job announcements. These sections include the key words the electronic screening process looks for in your resume. A good way to get through that is to word the job descriptions on your resume the same way they're described in the job announcement.

Applying to:

Laborer

National Park Service

Closes 6/1/2020

[Who may apply](#)

1

Select
Resume

2

Select
Documents

3

Review
Package

4

Include Personal
Info

5

Continue Application with
Agency

Continue Application with Agency

- * I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the National Park Service application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

- After you click apply and select the documents you want to include in your application, you will be directed to the agency website for a questionnaire. The questionnaire may ask you questions you answered on the USAjobs.gov website.
- Be careful about some job questions, National Parks like to hire locals most of the time so they will ask questions such as "Have you built stone steps using this rock only found around this park?" to weed out non-locals.

1. Select the one that best describes how your experience meets the ability to do the work of the position without more than normal supervision for the Maintenance Worker position. You must show that you meet the experience described below. Make sure your resume supports your response. (SCREEN OUT) MARK ONLY ONE RESPONSE. If you select more than one response, or leave this question blank you will be rated ineligible. If you do not meet these minimum qualifications, you will be considered ineligible and will not receive consideration for this position.

THE RESUME OR APPLICATION MATERIALS YOU SUBMIT FOR THIS ANNOUNCEMENT MUST SUPPORT THE ANSWERS YOU CLAIM UNDER THIS AND OTHER QUESTIONS. IF NOT, YOU WILL BE FOUND TO BE INELIGIBLE FOR THIS POSITION OR YOUR SCORE WILL BE LOWERED.

- A. I have performed the most difficult and complex laborer tasks including operating heavy power equipment such as lawn mowers, portable snow blowers, and all types of hand tools such as shovels, rakes, lawn edging equipment, did manual labor work which required frequent lifting and moving of objects and materials weighing up to 40 pounds; occasional lifting and moving of objects weighing up to 50 or more pounds, used heavy type power mowers including cleaning, oiling, and adjusting blades, cut trees with chainsaw. I performed these duties as an expert with a high degree of independence. My supervisor assigned work orally, through work orders, or with written specifications as to what needed to be done. My work was checked to see that it met compliance with work and safety standards and policies.
- B. I performed the full range of laborer duties listed above. I used most hand and power tools associated with these tasks. I performed these tasks on my own initiative under general supervision subject to occasional inspection for compliance with work and safety standards and policies.
- C. I performed common laborer tasks such as those listed in A above. I utilized most hand and power tools associated with these tasks. I performed these tasks as a skilled helper under close supervision and my work was checked during and after completion.
- D. I am able to perform simple laborer tasks and work under close supervision.
- E. I know little or nothing about laborer work.

Work Practices (includes keeping things neat, clean and in order)

Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

2. Sweep, scrub, strip, wax and polish various types of floors and surfaces.

- A. I know little or nothing about this.
- B. I have had study or training in this.
- C. I have used my knowledge or ability, but I have been closely supervised.
- D. I have used my knowledge or ability on my own, under normal supervision.
- E. I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

- These are the types of multiple choice questions you will see on the questionnaires. Some answers might be worded differently.
- Sadly, everybody who isn't qualified for a job lies on these questionnaires to get past them to an interview. The questionnaires score applicants and only pass on the highest scores.