



Position Title: Special Uses Resource Assistant

Position Abstract: The Resource Assistant will support the special uses program on the forests through actively carrying out permit application analysis, administering simple permits on NFS lands and maintaining database and billing records. The selected candidate will be actively trained by experienced special use administrators and be provided numerous learning opportunities to advance their skills and abilities in special uses, NEPA, land management policy, partnership building, and communications.

Work Environment: The Intern will perform work in both office and field settings. Office work will (primarily) be of a sedentary nature. While in the field, the Intern may have occasional exposure to adverse conditions including: low temperatures, adverse weather conditions, steep terrain, remote work environments and (relatively) long hours of driving in a back-country setting on native surface roads will most-likely be encountered. While conducting field visits and on-the-ground examinations in connection with proposed plans, the Intern will have high levels of physical exertion for short periods of time.

Location: The National Forests served by The North Idaho Special Uses Zone encompass over 6.5 million acres in North Idaho. The Zone Includes the Nez Perce, Clearwater, St. Joe, Coeur d'Alene and Kaniksu National Forests.

The Forests within the zone are an excellent place for individuals and families to enjoy public lands including activities like: hiking, backpacking, ATV riding, horseback riding, camping, fishing, hunting, skiing, whitewater rafting, kayaking, and countless other adventures. The spectacular landscapes within the zone offer the ability to escape the crowds of the city and encounter nature at its best - to experience the solitude and challenges of wildlands. The forests comprising the zone include the Gospel Hump, Frank Church River of No Return and the Selway-Bitterroot Wilderness Areas. Wild and Scenic Rivers within the zone include the St. Joe, Lochsa and Salmon. There are many broad valleys and big lakes within the zone, like Lake Coeur d'Alene, Priest Lake, and Lake Pend Oreille.

Host Unit: Idaho Panhandle National Forests Supervisor's Office

Duty Station: Coeur d'Alene, ID

Term:

- 26-weeks
- Full Time/40 hours per week

Benefits:

- \$500 per week living allowance (stipend)
- \$1000 per month housing stipend
- Hands on learning and job training experience
- Site travel stipend eligible
- 2-year direct hiring certificate with the Forest Service (with successful completion and 960 hours completion)
- Health insurance eligible
- Mentorship for career and professional development

Duties and Responsibilities:

- Assists in the administration of the special use program. Assists with a variety of special use authorizations (permits, term permits, leases, and/or easements) for a variety of activities, including recreation residences, linear rights-of-ways, electric power lines, gas pipelines, outfitter/guides, campground concessions, recreation events, communication uses, commercial filming, etc.
- Evaluates special use proposals to ensure they meet regulatory screening criteria; assists with contacting various publics, governmental personnel, and Forest Service specialists; assists with financial and technical capability determinations; and helps determine compliance with forest plan direction.
- Processes simple special use authorization renewals and assists with the processing of special use terminations, revocations, or suspensions as needed, completing appropriate documentation to support action.
- Create special use bills and tracks dunnings.
- Conducts special use inspections and compliance reviews.
- Generates and tracks cost recovery and land use bills for recreation and/or lands special uses.
- Queries and generates Special Use Database System (SUDS) reports and user views for use in administration.
- Conducts electronic and hard copy filing for all special use records consistent with Forest Service records policy.
- Assists with updating Special Uses GIS layer.

Experience and Qualifications:

- Bachelor's degree in a Natural Resource-related field.
- Excellent interpersonal skills
- Proven ability to work on and track multiple ongoing projects
- Strong computer and technology skills
- Ability to learn new skills quickly
- Ability to work independently
- Strong attention to detail
- Previous exposure to a Federal Land Management agency and a willingness conduct field work is desired