



Animal and Plant  
Health Inspection  
Service

Wildlife Services

National Wildlife  
Research Center

4101 Laporte Ave  
Fort Collins, CO  
80521

**OPEN DATE:**

**CLOSING DATE:**

**POSITION TITLE:**

**# OF VACANCIES:**

**TYPE OF POSITION:**

**WORK SCHEDULE:**

**ANNOUNCEMENT #:**

**SERIES/GRADE:**

**FULL PERFORMANCE  
LEVEL:**

**LOCATION:**

Relocation Expenses Authorized:

**SALARY:** \$

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**WHO MAY APPLY/REQUIREMENTS**

- Must be a U.S. Citizen
- Must be 18 years old
- If you are a male born after December 31, 1959 and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must be registered with the Selective Service System, unless you meet certain exemptions (proof of registration and/or exemption required).  
Website: <http://www.sss.gov>.

**REQUIRED DOCUMENTS**

- Resume (Must include: "From" & "To" Dates of Employment, Hours per week worked, Salary and/or Grade Level)
- Transcripts (If qualifying with education or combination of education & experience)
- DD-214 (Member 4 copy) and VA letter as required for Veteran preference. (If Applicable)
- Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted. (If Applicable)

**HOW TO APPLY**

Applicants who do not submit the required items listed above may not be considered. Applications with all supporting documents must be submitted to the contact office and must be **RECEIVED** by the **CLOSING DATE** of this announcement. Additional materials not listed above (i.e. position descriptions, training certificates, etc.) may not be considered.

## **DUTIES**

## **QUALIFICATIONS REQUIRED**

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement, including specialized experience and/or education, as defined below.

## **HOW YOU WILL BE EVALUATED**

Applicants who meet basic minimum qualifications may be referred to the hiring manager for selection. Qualified candidates eligible for veterans' preference will receive referral and selection priority over non-veterans.

## **OTHER REQUIREMENTS**

- As a condition of employment, an appropriate security clearance is required for this position. You must be able to pass a government background check and meet any additional requirements. A background check will include answering questions about where you've lived, worked, went to school, and any military history or police records. Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check).
- Must possess or be able to obtain a valid driver's license. Operation of Government-owned or leased vehicles is a requirement. (Applicable for positions utilizing government owned/leased vehicles)
- Must demonstrate a respect for safety in all operations, including the operation of motor vehicles, control devices, and equipment.

Failure to follow application instructions regarding filing appropriate forms and answering questions may result in loss of employment considerations for this position. **All applications must be signed, dated, and received by the closing date of this announcement.**

### **APHIS is an emergency response agency**

This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur – and could range from several emergencies in a year to none over the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, including overtime, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty state location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum.

### **Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

**The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.**

**More than one position may be selected from this announcement.**