JOIN THE PORTLAND DISTRICT
CORPS OF ENGINEERS

US Army Corps of Engineers ®
Portland District

THIS IS A STUDENT TEMPORARY
EMPLOYMENT OPPORTUNITY

We are hiring a Cartographic Technician

Student salary range $29,507 – 38,357
($14.14 – $18.37 per hour)

02-STEP-12
Announcement opens: Feb. 28, 2012
Announcement closes: March 9, 2012

You must include the announcement number, 02-STEP-12, in your application for this position.
Your application must be received no later than March 9, 2012.

To be eligible for this student appointment you must be enrolled for at least part-time attendance in an accredited school, college, technical school / institute, or other post-secondary educational facility. You must be at least 16 years of age to be employed.

If you are a selected candidate, you will enter the Student Temporary Employment Program, and your employment is meant to continue through to the completion of your education and will then come to an end. This is an opportunity for you to gain valuable on-the-job experience while attending school. We are flexible with you on your work schedule. You may work part-time while attending classes or you may work between semesters only. You are also able to work full-time during school breaks.

Applicants selected for this position will be responsible for mapping and cartographic functions, to include preparing and revising maps and geo-referencing new imagery using computerized Geographic Information System (GIS) data. The Cartographic Technician will be responsible for preparing and making minor editing revisions of legal descriptions used in deeds, warranty deeds, tract maps and other legal documents though applied knowledge of technical cartographic principles and practices to acquire, manage and manipulate spatial data.

To qualify for placement as a GS-1374-04 Cartographic Technician, you must have successfully completed two years of study that included at least 12 semester hours in any combination of courses such as cartography, relevant mathematical and statistical sciences, or related sciences (e.g., physical geography or geodesy). Not more than six of the 12 semester hours should have been in mathematics or statistics.

If you want to be considered for this student position, submit your resume and college transcripts to the Portland District Civilian Personnel Advisory Center office attached to an email. Please ensure the announcement number is in the subject line of your email and send to: malissa.stjohn@us.army.mil. You may also submit your resume and transcripts through the U.S. Postal Service, addressed to:

U.S. Army Corps of Engineers, Portland District
Attn: CENWP-HR   **02-STEP-12** (St. John)
P.O. Box 2946
Portland, OR 97208-2946

Please visit us on the web at http://www.nwp.usace.army.mil/

Your application package must include:

- A personal resume (preferred), or OF 612 (Federal Government resume form) http://www.opm.gov/forms/index.htm
Please list the years/months for each work experience/company, as well as the salary earned.

- College transcripts and/or enrollment documentation. An online student copy is acceptable at this time.

- If applicable: a copy of your military discharge (DD-214) and if applicable, a SF-15, Application for 10-point Veterans Preference with the supporting documentation identified on the form if you have active duty military service. Please use the links below if applicable.

Request copies of military records here:

http://www.archives.gov/veterans/evetrecs/index.html

Download and complete your application for 10-point Veterans Preference here:

http://www.opm.gov/forms/html/sf.asp

To download the forms above, a program that can open PDFs, such as Adobe Reader, is required. Adobe offers a free copy of Reader at: http://www.adobe.com/products/acrobat/readstep2.html

The Federal Government is an Equal Opportunity Employer
Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and / or sexual orientation except where specifically authorized by law, age, policies or disability which does not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point-of-Contact on this announcement.