

**careers in the national park service**





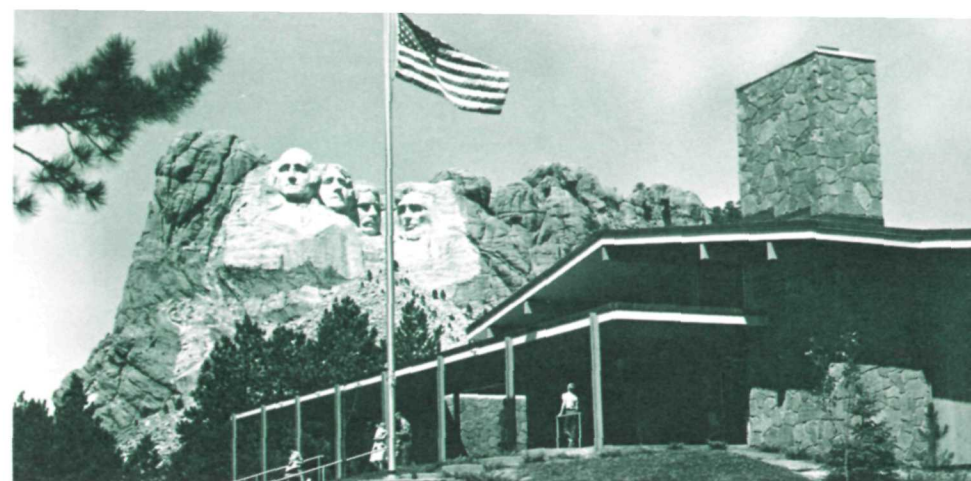
**Cover:**

Top left, a snorkel tour is about to get underway at Virgin Islands

Bottom left, Park Historian at Petersburg National Battlefield leads a guided walk

Right, horseback riders on Mt. Rainier's Wonderland Trail

New Visitor Center at Mount Rushmore National Memorial enriches park experiences for the visitor



# contents

This booklet describes PERMANENT employment in the National Park Service. It is designed to answer the most frequently asked questions from the many interested individuals seeking career information. In many instances, the booklet will be a faster, more economical, service to you than an individual reply. Generally, it will answer questions more completely than would otherwise be possible.

Sunset patrol at White Sands National Monument, New Mexico

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## the national park service

The United States is a leader among the nations of the world in preserving in a natural, and unspoiled condition her great areas of national significance that have natural, scientific, and historic values. These areas compose the National Park System. Their management and care is entrusted to the National Park Service, U.S. Department of the Interior.

The National Park Service was created in 1916. It was charged with the responsibility for maintaining the national parks, monuments, and similar reservations for the inspiration and enjoyment of this and future generations. The organic legislation manifests a challenging purpose for the parks: "To conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as shall leave them unimpaired for the enjoyment of future generations."

The National Park System is not a static institution, however. With each Congressional enactment, it has taken on new vitality in response to the needs of our growing population: To preserve natural beauty; to protect places of scientific interest; to interpret our historic heritage; and to provide healthful outdoor recreational opportunities.

The Service is headquartered in Washington, D.C., and has six regional offices, three planning and service centers, and 259 field areas located in the United States, Puerto Rico, and the Virgin Islands. Approximately 6,000 employees form the dedicated permanent staff that carries out the missions of the Service the year round.



A rescue team inches down a sheer cliff with sparkling Crater Lake in the background



Left, Spider Rock at Canyon de Chelly National Monument, Arizona



## your employment opportunities

Employment with the Service offers many challenging and rewarding experiences. Following are brief descriptions of some of the principal occupational specialties found in the Service. To find out how the various positions are filled, and what procedures must be followed to qualify for them, please turn to pages 15 and 20.

### uniformed positions

The duties and qualifications required which are outlined in this section focus primarily on professional uniformed positions at the GS-5 entrance grade level. Some exceptionally well-qualified applicants may enter the Service above grade GS-5. Selections may be made from among those rated eligible for grade GS-7, who show at least 1 year of appropriate experience or graduate study or meet one of the conditions outlined in the paragraph entitled "Special Provisions for Some College Students and Graduates" in the Federal Service Entrance Examination Announcement. Generally, grades above GS-7 are filled by re-assignment or promotion of qualified employees in the Service in keeping with Federal Merit Promotion procedures and those

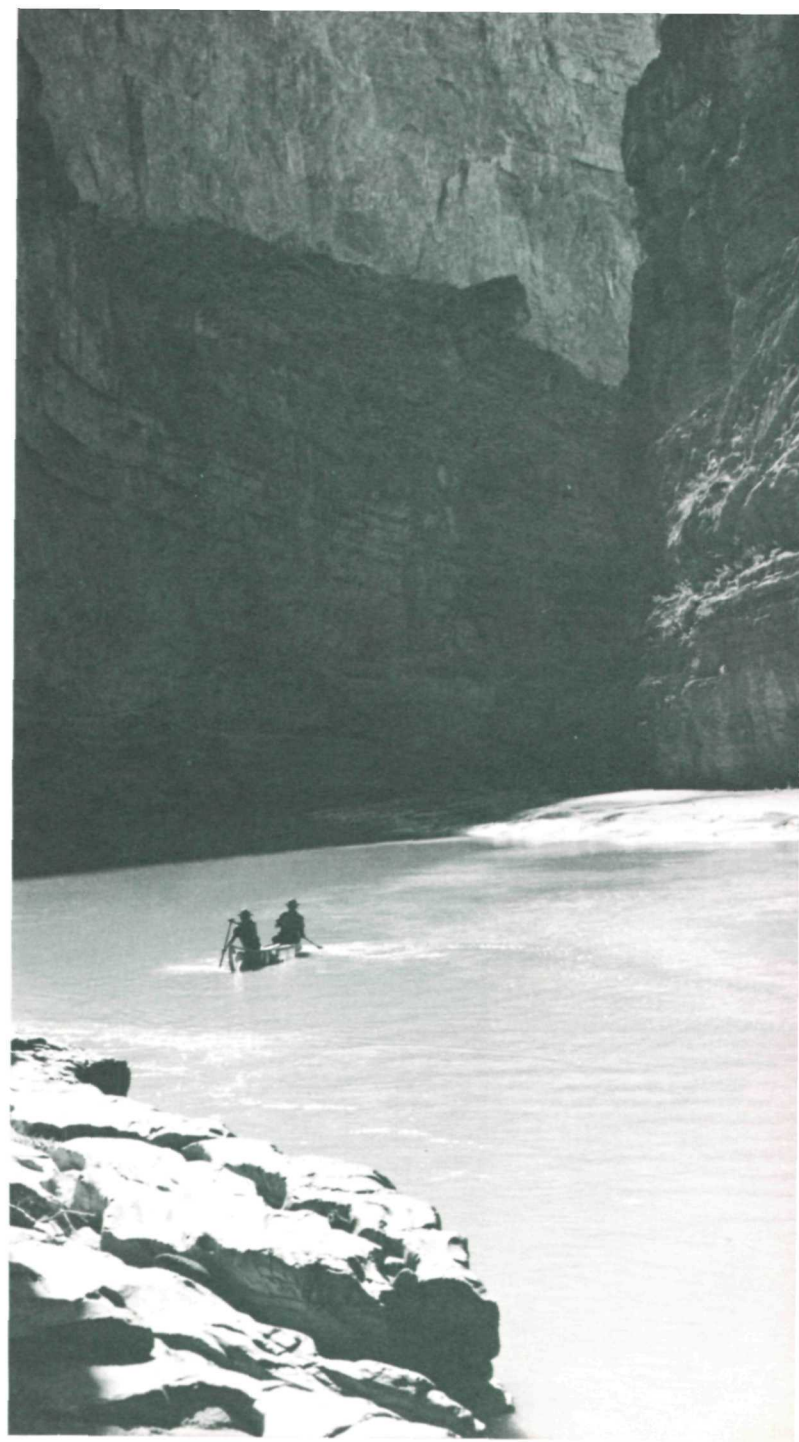
of specific internal Service plans.

A person interested in starting a career in the Service may wish to gain at least one summer season of actual work experience in a park or office of the National Park System while still pursuing his education. Although this experience is not required for most of these positions, it helps the person decide on the park profession with greater dependability.

Women may not be employed as Park Rangers because of the rugged, and sometimes hazardous, nature of the duties. However, opportunities for women exist in Park Specialist positions, and interpretive positions such as Park Naturalist, Historian, Archeologist, and Park Guide.

Most uniformed positions involve extensive contacts with the public. For this

Rangers canoe through  
the Santa Elena Canyon  
in western  
Big Bend National Park





reason, the Service places great importance on personal characteristics such as good appearance, neat grooming, friendly disposition, and good oral expression.

### park ranger

*Duties:* Park Rangers manage public use of, and protect, the forest, land, and water resources and wildlife in the National Park System. Their duties involve directing, controlling, and assisting park visitors; enforcing laws and regulations; operating rescue and emergency services; controlling forest and structural fires and fire hazards; controlling forest diseases and insects injurious to the ecological balance of areas; managing and controlling wildlife; and performing a variety of other technical and administrative assignments directly related to park operations. After successful training and performance at the entrance level, Park Rangers may be placed in charge of assigned areas in a park, monument, recreation area, or similar reservation, or they may be assigned specific units of work in ranger districts.

### qualifications required

Applicants can qualify with a total of 3 years of appropriate experience, or 4 years of education, as described below, or any time-equivalent combination. Experience must have given sufficient knowledge of the basic principles and practices of park management for the applicant to perform the duties of the Park Ranger position at the

beginning grade of GS-5. Where experience is accepted as qualifying, at least 6 months must have been at a level of difficulty and responsibility comparable to that of grade GS-4 in the Federal Service.

Acceptability of experience will be determined in each individual case. No credit can be given, however, for the following types of experience: lumbering, scaling, etc., or other types of forest work having no application to park conservation activities; routine woods or ordinary farm or plantation work; rodman, chainman, inspector, laborer, etc., or mapping or construction work; experience as a local, State, or Federal law-enforcement officer, or as a game warden; experience as a guide or tour leader where duties would not have developed skill in forest, park, or wildlife protection and management work; any other type of experience which does not develop skills and ability in park management and operations.

Education above the high school level with major courses in such fields as forestry, biology (excluding medical, agricultural, and microbiology), conservation, geology (excluding petrology, mineralogy, and petrography), physical geography, and wildlife management may be substituted for experience at the rate of one academic year of education for 9 months of experience. When education is the sole means for qualifying, the applicant should complete approximately 32 semester hours, or their equivalent, in the above-mentioned disciplines.

Since the duties of the position may demand arduous physical exertion under rig-

orous and unusual environmental conditions, applicants with serious physical disabilities will be disqualified.

The minimum age limit for Park Ranger positions is 21.

A limited number of positions involving duties closely related to those of Park Ranger will be filled under the title of Park Specialist. Qualification requirements for Park Specialist appointments are similar to those for Park Ranger except that broader academic training is acceptable, such as major work in business administration and public administration.

### park naturalist

*Duties:* Park Naturalists perform scientific and professional work dealing with the natural history programs of the Service. Much of this work centers on the interpretation to the visiting public of natural history features of areas in the System; the study, research, management, and protection of these areas; and curatorial tasks related to exhibits and reference collections. Interpretive duties include meeting the public; conducting guided trips; planning, preparing, and delivering illustrated talks both in areas administered by the Service and in nearby communities; planning and developing museums and exhibits; and writing for publication.

### qualifications required

To qualify, applicants must successfully complete a full 4-year course of study in an accredited college or university with major



study in (1) botany, zoology, geology (excluding petrology, mineralogy, and petrography), natural history, or closely related subject-matter fields of natural history, such as ecology and wildlife management, or in (2) forestry, conservation, science education, biology (excluding medical, agricultural, and microbiology), meteorology, or park management, provided the training has included at least 24 semester hours in one or a combination of courses in botany, zoology, or geology.

Applicants may also qualify if they successfully complete course work in an ac-

credited college or university with major studies in the subject-matter fields listed above where the training has included at least 24 semester hours of botany, zoology, or geology and has been supplemented by enough additional experience or education, of an appropriate nature to total 4 years of experience and education or 4 years of education. The quality of this additional experience must be such that, when combined with the required 24 semester hours in zoology, botany, or geology, it gives the applicant a technical and professional knowledge comparable to that normally gained through

the successful completion of a full 4-year course of study.

### historian

**Duties:** Historians perform or supervise professional work in selecting, restoring, developing, protecting, and preserving historical areas or historical museums in the Service and in interpreting the historical features and significance of these places to the public. Historians conduct guided tours, give illustrated talks, research historical themes to be interpreted in their parks,

### Back Packing on the Alaska Range





prepare plans for the protection of historical features from damage by public use or other causes, plan museums in historical areas, and write for publication.

### qualifications required

Applicants must meet *one* of the following requirements: (1) A full 4-year course in an accredited college or university leading to a bachelor's degree with major study (at least 24 semester hours) in history, or (2) 3 years of progressively responsible experience in the field of history during which

the applicant gained a technical knowledge of history comparable to that which he would have gained by completing the 4-year college course described in (1) above; or (3) any equivalent combination of (1) and (2), provided that for each year of education claimed, the applicant shows an average of 6 semester hours in history.

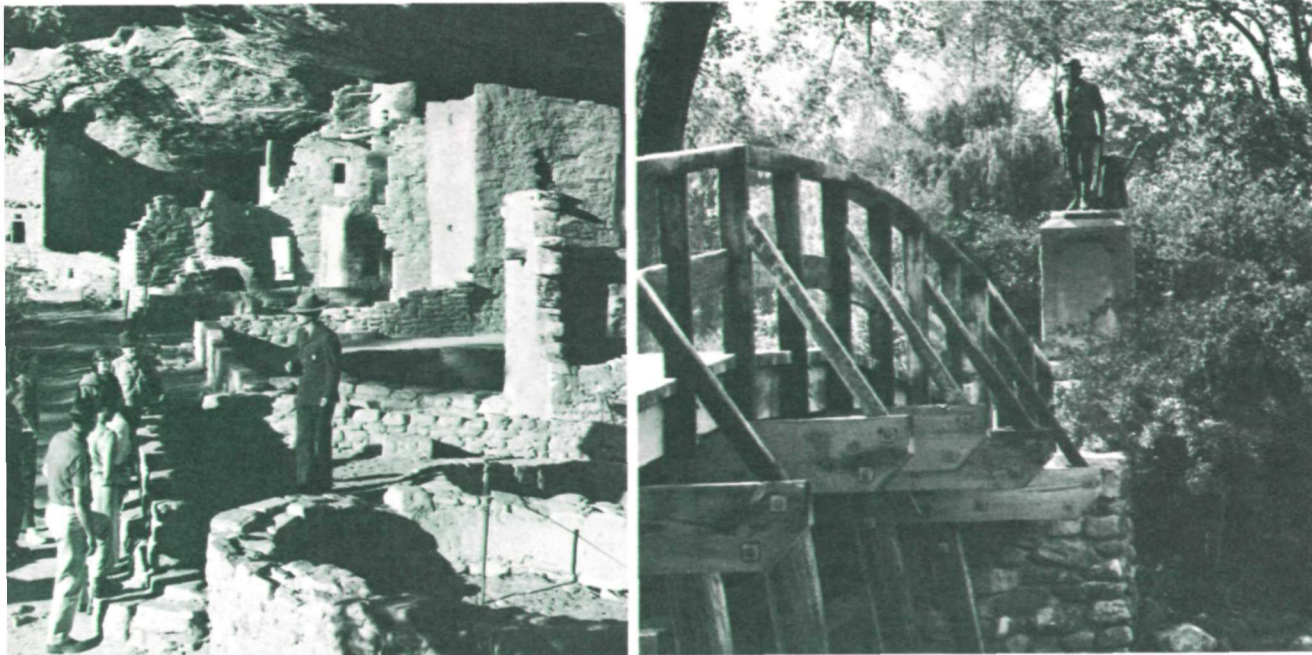
### archeologist

*Duties:* Archeologists perform or supervise scientific and educational work in the archeological areas and programs of the

Service. In areas of primary archeological interest, they help plan and conduct interpretive programs, guide visitors through ruins, develop and give illustrated talks on Indian cultures, and prepare interpretive materials and literature. As necessary, they perform research and salvage in archeology resulting in scientific reports. Often they are responsible for operating small museums, caring for and preserving scientific collections, and for planning, erecting, or modifying interpretive exhibits.

### qualifications required

Applicants for these positions must meet one of the following requirements: (1) A full 4-year course in an accredited college or university including or supplemented by 20 semester hours in anthropology (one course in American archeology is required); or (2), courses in anthropology in an accredited college or university totaling 20 semester hours, including one course in



Cliff dwellings at Mesa Verde National Park tell of ancient Indian cultures

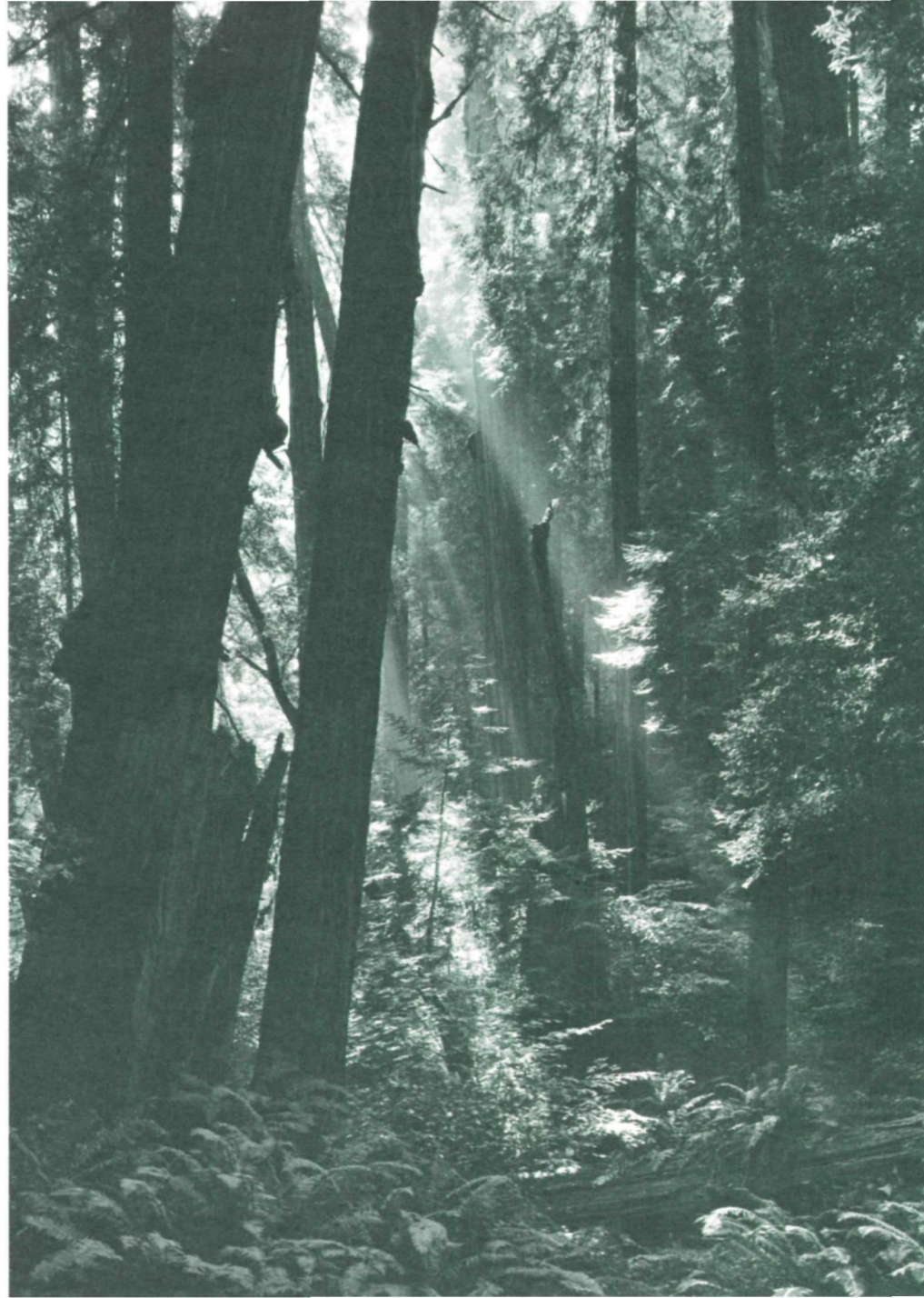
North Bridge at Minute Man National Historical Park

American archeology, plus additional appropriate experience or education which when combined with the 20 semester hours in anthropology will total 4 years of education and experience and give the applicant the substantial equivalent of the 4-year course.

The education or experience required in (1) or (2) above must have included or been supplemented by 3 months of archeological excavations experience under the direction of a recognized professional archeologist.



Nature's own symmetry  
at Muir Woods National Monument





## selection procedures and initial training

Selections are made usually during the months of January through June from the central register of the Federal Service Entrance Examination to fill anticipated vacancies for the year. A few positions may be filled later in the year to meet unanticipated needs. See page 15 for how to apply.

Normally, those selected for uniformed positions enter the Service in groups of 45 at one time at the Horace M. Albright Training Center at Grand Canyon National Park, Arizona. Three groups per year begin the 10- to 12-week Intake Training program in March, July, and September, respectively.

The program includes: Special orientation in National Park Service missions, programs, and policies; basic skills training in such areas as search and rescue, firefight-

ing, public safety; concepts of law enforcement, interpretive methodology and similar job-oriented knowledges; practical field exercises in various park operations; and concepts of personnel management, leadership techniques, conservation philosophy, and programs of public interest as well as a period of on-the-job experience.

After successfully completing the training, these uniformed employees are assigned to appropriate park locations for further training and development during their first year with the Service. At the end of the first year, those who perform successfully are promoted to GS-7. In general, those who do not meet performance standards for promotion to GS-7 are separated for failure to qualify in their probationary year.

Intake trainees on a  
map interpretation assignment  
at Albright Training Center



## other uniformed positions

(guards, park guides, information receptionists)

Some uniformed positions in the Park Service are filled below grade GS-5 because of their nonprofessional nature. Examinations are announced in the local area where the jobs exist. Primarily, these jobs include (a) guard positions, usually filled at grade GS-3 and involving protection of buildings and property; and (b), park guide and information receptionist positions

(sometimes referred to as tour leaders) filled at grade GS-4 and GS-5 and involving conducting tours and giving general information to visitors.

Since most of these jobs are very public-contact oriented, the Service places great importance on personal characteristics such as good appearance, neat grooming, friendly disposition, and where the duties involve giving information to visitors, good oral expression and a pleasing voice. Qualification requirements for these positions are stated in the appropriate examination announcements.

## your salary

The table below shows approximate ranges of pay currently paid to employees in grades GS-1 through GS-15 under the General Schedule, set by Congress. Employees serving effectively in grade may be given periodic within-grade increases in the amounts shown in the last column. These rates naturally are subject to change, as Congress sets new rates to maintain Federal salaries in a competitive position with those of private industry.

Grade	Beginning Yearly Rate in Grade	Beginning Rate for Shortage Category (Engineers, Architects, Landscape Architects)	Amount of Periodic Increase in Grade
GS-1	\$3,776		\$126
GS-2	4,108		137
GS-3	4,466		149
GS-4	4,995		166
GS-5	5,565	\$7,239	186
GS-6	6,137		205
GS-7	6,734	8,759	225
GS-8	7,384		246
GS-9	8,054	9,668	269
GS-10	8,821		294
GS-11	9,657	10,945	322
GS-12	11,461		382
GS-13	13,507		450
GS-14	15,841		528
GS-15	18,404		613

Legislation passed in 1967 provides a definite increase of the above rates in July 1968.



The mounted Ranger helping park visitors at Shenandoah National Park



Historians discuss public contact methodology with Airline Hostess at Albright Training Center



## design profession positions

(architect, landscape architect, and engineer)

Persons in these positions collaborate closely in preparing master plans for the orderly development of parks and site plans for the developed areas within the parks; they also work on project plans for roads, parkways, bridges, tunnels, utility systems, parking areas, buildings, marinas, amphitheatres, and other undertakings. They survey areas which have been proposed for inclusion in the System and work closely with private engineering and design offices, which occasionally are retained as consultants or contractors.

They are the Service's legal representatives in the inspection and administration of construction work performed for the Service by private contractors.

In the Service, the practice of architecture, landscape architecture, and engineering offers unique challenges to one's ingenuity and imagination and a feeling of having contributed to a far-reaching effort. All planning and design, whether broad or specific, must be appropriately and effectively conceived to fit the fundamental concepts of the organic legislation which created the National Park Service.

Most of the design profession positions in the Service are headquartered in the three Planning and Service Centers located in San Francisco, Philadelphia, and Washington, D.C., although duty stations for many of them are in various parks at times. Some engineer positions are permanently

located in the larger parks. Some entrance-level engineer positions are filled under a training agreement with the Civil Service Commission, which provides for more rapid advancement through intensive work experience and rotation of assignments.

Positions in architecture, landscape architecture, and engineering have been placed in the "shortage category" by the U.S. Civil Service Commission, meaning there is a scarcity of available qualified talent in the labor market for such jobs. As an incentive, the Commission sets rates higher than the normal beginning rates of pay for GS-5's, GS-7's and higher grades in this category. Current entrance rates for shortage category GS-5's and GS-7's is the seventh step of the regular schedule or the amounts shown on page 10, while the rate for GS-9's is the fourth step. Interested applicants should make sure to check the civil service examination announcement for their appropriate specified entrance rate.

### landscape architect

Applicants must meet the basic requirements specified under A or B below, or they must have had any time-equivalent combination of A and B.

- A. A full 4-year or longer course leading to a bachelor's degree with major study in landscape architecture or landscape design at an accredited college or university.

B. Four years of successful and progressive technical experience in landscape architecture of such a nature as to enable the applicant to perform successfully at the professional level. This experience must have demonstrated that the applicant has acquired a thorough knowledge of the fundamental principles and theories of professional landscape architecture and that he possesses an understanding of the field of landscape architecture comparable to that which would be acquired through successful completion of a full 4-year course leading to a bachelor's degree in an accredited college or university with major study in landscape architecture or landscape design.

### architect

Qualification requirements for these positions follow the same basic pattern as those listed above for landscape architect with education and/or experience in the field of architecture. In addition, a nondegree applicant may qualify if he possesses a license to practice architecture from one

Excavating the foundations  
of Christ Church  
in Old Philadelphia

Historical architecture student  
examines a section of molding  
at Independence Hall

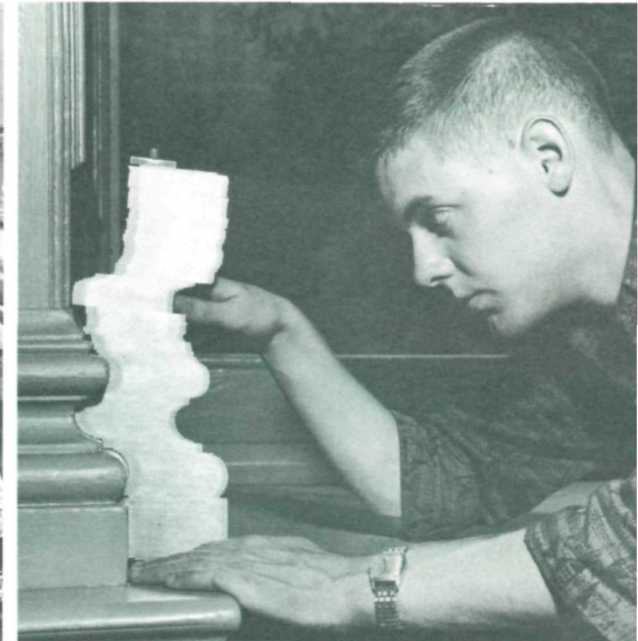
of the State licensing boards using standards which meet the basic minimum provision recommended by the National Council of Architectural Registration Boards.

### engineer

Applicants with college degrees must have completed either (1) A full 4-year or longer professional engineering curriculum, accredited by the Engineer's Council for Professional Development, leading to a bachelor's degree, in an engineering college or university; or in other 4-year or longer

professional engineering curriculum equivalent thereto in type, scope, content, and quality; or (2) a full 4-year or longer curriculum leading to a bachelor's degree in fields closely related to engineering (such as engineering physics, construction, or certain branches of architecture) in a college or university accredited by a regional accrediting association or by the State university or State department of education of the State in which the school is located.

Nondegree applicants must have a minimum of 4 years of successful and progres-





The Gateway Arch  
at Jefferson National  
Expansion Memorial,  
St. Louis, Mo.

sive experience in technical engineering or a combination of such experience with acceptable college-level engineering education in accredited or nonaccredited institutions totaling not less than 4 years. To be acceptable, the experience and education must be such that, taken together with any private study, they are considered to have given the applicant a thorough knowledge and understanding of engineering sciences and techniques and their applications to one of the branches of engineering, equivalent to the knowledge and understanding furnished by

a complete engineering college curriculum. In addition, a nondegree applicant must qualify in a written test, unless he has a currently valid license as a professional engineer.

#### other design profession positions

The Service has a few subprofessional positions in this field, such as construction representative, engineering aid, and engineering draftsman, located mostly in the planning and service centers.



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## how to apply

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- 1. APPLICATION:** Get from a first- or second-class post office or an office of the Civil Service Commission (See page 28) a copy of the examination announcement covering the position for which you wish to apply. Follow the application procedure outlined in the announcement.  
Apply only if you believe you meet the qualification requirements stated in the announcement.
- 2. EXAMINATION:** The announcement states whether you need to take a written test (assembled examination) or whether it consists only of an evaluation of your qualifications as described in your application (unassembled examination). You will be notified by the appropriate civil service office about when and where to appear for the written test, if one is required.
- 3. NOTICE OF RATING:** When your examination is rated, you will receive a Notice of Rating showing the results of the examination. To be eligible, you must have passed any required written test and met all the other requirements on education, experience, minimum age, etc., as stated in the announcement. If you are eligible, your name is placed in numerical order relative to other candidates on a register (list of eligibles) for the position. You will then be considered for appointment

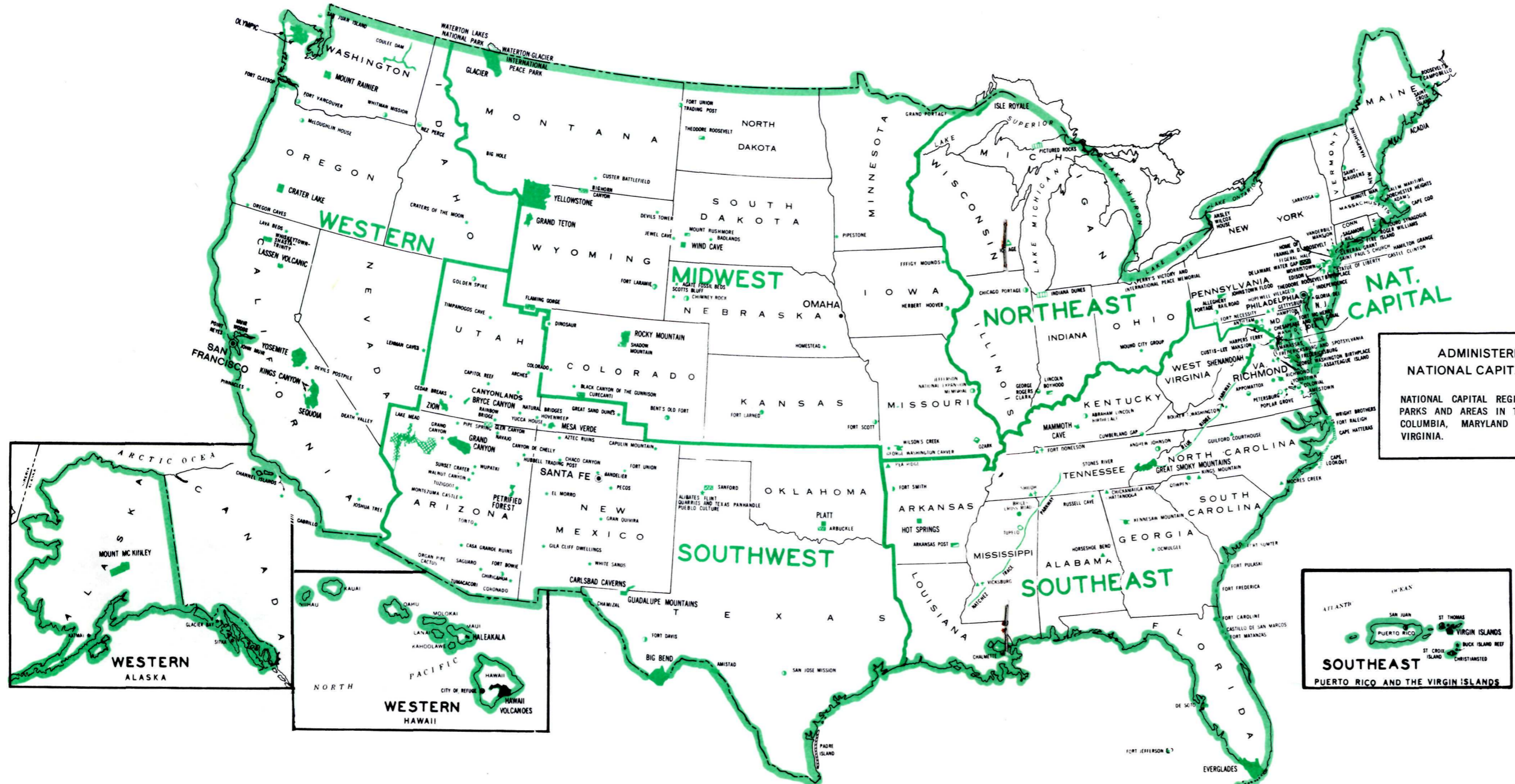
if vacancies occur and your name is among those certified for the position.  
For those who qualify for professional uniformed positions (Park Ranger, Park Naturalist, Historian, Archeologist):

- a. Be sure to complete and return the Standard Form 67 that the Commission furnishes you VERY PROMPTLY to avoid delay in having your eligibility recorded on the list of eligibles after you pass the test.
  - b. To make sure your application is available to the National Park Service, have your name placed on the General List in Washington, D.C., and mark your interest in the Service on your application.
- 4. APPOINTMENT:** For each vacancy, an appointing officer makes a selection from among the three eligibles at the top of the list. He may choose any one of the three, provided he observes the provisions of the Veterans Preference Act of 1944 as amended. The eligible selected is notified direct by the appointing officer. The names of eligibles not selected but still available are returned to the register for possible future consideration.
  - 5. PHYSICAL EXAMINATION:** A physical examination must be passed at the time of appointment.



Park Naturalist guides a walk at Glacier National Park





# National Park Service

- NATIONAL PARK
- ★ NATIONAL MONUMENT
- ▨ NATIONAL LAKESHORE
- ▨ NATIONAL SEASHORE
- NATIONAL HISTORICAL PARK
- ◆ NATIONAL SCENIC RIVERWAY
- ▲ NATIONAL MILITARY PARK
- NATIONAL BATTLEFIELD SITE
- NATIONAL BATTLEFIELD PARK
- NATIONAL HISTORIC SITE
- NATIONAL BATTLEFIELD
- ▨ RECREATION AREA
- NATIONAL CAPITAL REGION
- NATIONAL MEMORIAL
- NATIONAL MEMORIAL PARK
- † NATIONAL CEMETERY
- PARKWAY
- ▲ NATIONAL SCIENTIFIC RESERVE
- INTERNATIONAL PARK

ADMINISTERED BY  
NATIONAL CAPITAL REGION

NATIONAL CAPITAL REGION ADMINISTERS  
PARKS AND AREAS IN THE DISTRICT OF  
COLUMBIA, MARYLAND AND NORTHERN  
VIRGINIA.

SOUTHEAST  
PUERTO RICO AND THE VIRGIN ISLANDS





## other career positions

Other entrance level positions are filled from lists of eligibles of appropriate civil service examinations. Applicants interested in any jobs listed below should write the Civil Service Commission regional offices serving the particular geographic area in which they wish to work. The Commission's Interagency Boards of Examiners can provide the desired information about open examinations. The Commission's regional offices are listed on page 28.

For specific information about types of positions and current vacancies in any park or office, applicants should write direct to the park or office involved.

### administrative

**Administrative Assistant:** These positions are located in various parks throughout the country and involve duties in two or more administrative fields such as personnel, budget, supply, procurement, property, and management analysis.

**Personnel Assistant, Budget Analyst, Procurement Assistant, and Property Man-**

Preparing an exhibit at  
Jamestown National Historic Site

**agement Assistant:** Positions such as these are located in the larger parks, regional offices, and in Washington, D.C.

**Accountant:** Professional accounting positions are located in the Washington Office and the regional offices.

Entrance-level positions are filled at grades GS-5 and 7.

### clerical

**Clerk-Typist and Clerk Stenographer** positions are located in the Washington Office, regional offices, planning and service centers, and various parks. Entry grade levels generally are GS-2, 3, and 4, depending on the degree of difficulty of the duties and the qualifications needed for successful performance.

### editorial and information

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.

### exhibits specialists

A few positions involving the design and preparation of museum exhibits and wayside exhibits are found in the Service, most of them in the Branch of Museums in Washington, D.C., and San Francisco, California. The entrance level is generally GS-7.



### museum curators or specialists

These positions, also few in number, involve professional work in the development and care of museum collections for parks or in the planning of park museum development and exhibits.

Entrance level positions are usually at grades GS-5 and 7.

### photographers

The Service has less than half a dozen employees classified as photographers, and hence the opportunities in that field are extremely limited. Much of the photographic

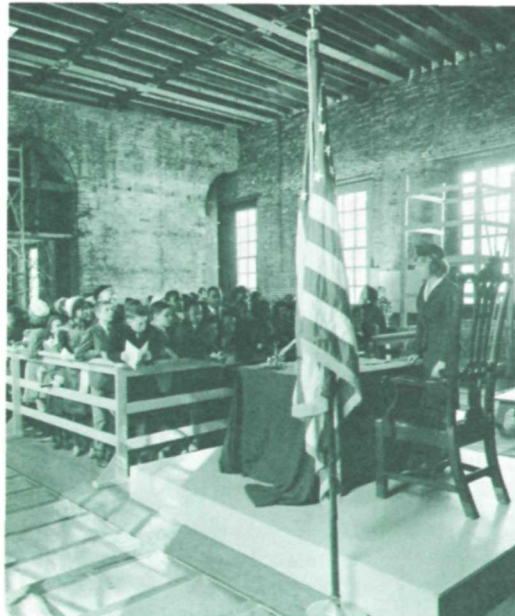
work in the Service is performed by professional employees in other occupations as part of their overall duties.

### skilled and semi-skilled crafts and trades and unskilled laborers

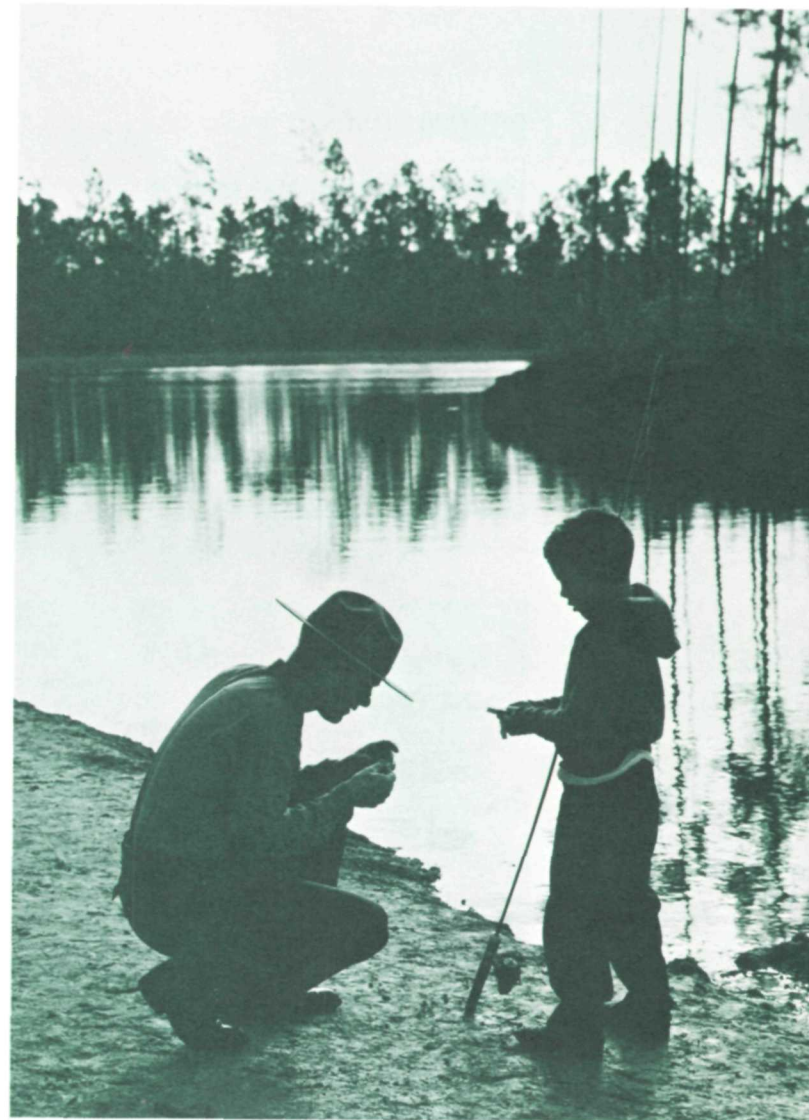
Employment is offered throughout the Service to people who qualify for these positions, including foreman, maintenanceman, tractor operator, truckdriver, caretaker, and laborer.

Pay rates are established on the basis of wages prevailing for the same type of work in the labor market area where employment exists.

Park Guide interprets the Assembly Room at Independence Hall, Independence National Historical Park, for a school group.



Ranger helping the young fisherman at Long Pine Key Campground, Everglades National Park.



# how positions are filled

## position

uniformed (park ranger, park naturalist, historian, and archeologist)

park specialist

other uniformed positions

design profession positions (architect, landscape architect, and engineer)

other design profession positions

administration (administrative assistant, personnel assistant, budget analyst, etc.)

accountant

## method of selection

From lists of eligibles who have taken the Federal Service Entrance Examination. Applicants for these uniformed positions should take the FSEE before May of the examining year to be considered during the remainder of the year. Details of the FSEE are given in the Civil Service announcement, which may be obtained from first- and second-class post offices, college placement offices, and most Federal personnel offices. Those who successfully compete in the FSEE must have their names placed on the Central Register (list of eligibles) maintained in Washington, D.C., to be considered.

Entrance level positions are filled from FSEE registers (lists of eligibles) in Civil Service Commission regional offices.

From appropriate lists of eligibles established under examinations announced locally by Civil Service Commission offices. Information may be requested from the National Park Service regional office having jurisdiction over the geographic area in which employment is sought. A list of regional offices may be found on page 27.

Usually, no written test required. Applicants are rated on a record of their experience and/or education. The appropriate examination announcement, available at most post offices and Civil Service Commission offices, describes the procedures to be followed to establish eligibility.

Appropriate examination announcements describe the qualification requirements and what to submit in applying. Announcements may be obtained in most post offices and Civil Service Commission offices.

Entrance level positions are filled from FSEE registers (lists of eligibles) in Civil Service Commission regional offices.

Specific civil service examinations generally are open on a continuous basis for rating of applications. The announcements state the qualifications to be met, which include a written equivalency test for applicants who do not meet the college education requirements or do not possess a CPA certificate.



clerical positions

editorial and information positions, exhibits  
specialist, museum curator or specialist

skilled and semiskilled crafts and trades,  
unskilled laborer

The civil service examination is generally open on a continuous basis (especially clerk-typist and clerk-stenographer) and copies of the appropriate announcement can be obtained at most post offices and Civil Service Commission offices.

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

Appropriate civil service examinations are announced on a local basis as the need arises and are kept open until a sufficient number of eligibles have been obtained. Copies of the announcements may be secured from most post offices and offices of the Civil Service Commission.

Wildlife Ranger herds elk  
into trap by helicopter  
at Yellowstone National Park



## non-entrance level positions

Certain jobs are not considered for filling at the entrance levels. Generally employees already in the Service are promoted or re-assigned based on their proven ability and degree of in-depth specialization.

### biologist

These positions are usually filled by employees academically trained in biology (fish and wildlife) who have previously served in other positions, such as Park Ranger and Park Naturalist. Occasionally, they may be filled by highly qualified eligibles from outside the Service through competitive examination procedures.

### forester

These positions are established according to the forest management and forest protection needs of the Service and are few in number.

### park planner

Since park planners perform professional work in establishing and preserving a well-rounded system of parks, these jobs generally are filled by employees whose education and experience have qualified them to apply park- and recreation-area planning concepts, criteria, and principles. A few positions may be filled from appropriate competitive examinations.

### superintendent

These are the officials who manage the various parks and monuments and recreation areas. They are selected from within the Service. Because these positions require extensive knowledge of Service administration and management methods, practices, and objectives to be gained through actual experience and development, there is no competitive examination for them.

Park Naturalist with the giant dagger (*yucca carnerosana*) in bloom at Dagger Flats, Big Bend National Park







## career development and advancement

To supplement on-the-job development, several formal training programs serve the needs of Service employees. Two modern training centers, the Horace M. Albright Training Center at Grand Canyon National Park and the Stephen T. Mather Interpretive Training and Research Center at Harper's Ferry, West Virginia, offer up-to-date facilities, and excellent environment and equipment resources for inservice training. Numerous basic and advanced courses in park administration, resource management, interpretive methods, safety, supervisory, management and executive development and many other fields comprise the curricula of the training centers. These centers are for in-Service training use; 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 especially well-qualified individuals. Also, many Departmental and interagency training opportunities are available at various stages in a person's career.

The Merit Promotion Plan of the Service combines with career development ladders to insure full consideration for all qualified career employees when vacancies occur in positions above the entrance level. Employees also have the opportunity to broaden their experience base and increase possibilities of future advancement through planned lateral transfers (reassignments at the same grade level) to other areas throughout the Service.

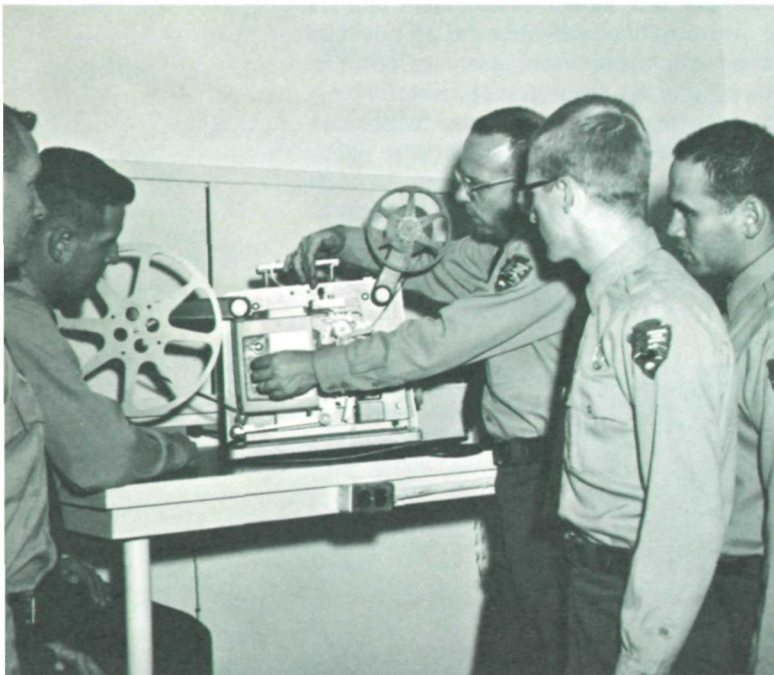


Park Rangers with game confiscated from apprehended poacher at Wind Cave National Park

Ranger on patrol in Glacier National Park



Intake trainees review basics of audio-visual equipment operation in preparation for interpretative programs



## benefits

**ANNUAL LEAVE.**—As a Federal employee, the amount of annual leave you earn depends upon your length of service. You earn annual leave as follows: 13 workdays per year if you have less than 3 years of service; 20 workdays per year if you have more than 3 years but less than 15 years of service; 26 workdays per year if you have 15 or more years of service. A maximum of 30 days accumulated leave may be carried over from one year to the next.

**SICK LEAVE.**—This accumulates at the rate of 13 working days per year. The maximum accumulation is unlimited and is an additional "insurance policy" to cushion lengthy periods of illness.

**RETIREMENT.**—The Federal Government retirement system is among the best. You have an excellent opportunity to retire at age 60 at from 65 to 80 percent of your high 5-year average salary. You contribute 6½ percent of your basic salary toward the retirement fund and the Government matches this amount.

**GROUP LIFE INSURANCE.**—Low cost life insurance is available to permanent employees at the approximate amount of their

annual salary. The Government shares the cost of this insurance with the employee.

**HEALTH BENEFITS.**—Employees also have the opportunity to participate in a Governmentwide health benefits plan, which provides hospital and medical insurance coverage for the employee and his family. The Government shares the cost of this insurance with the employee.

**INCENTIVE AWARDS.**—The Department of the Interior has an incentive awards program in which the National Park Service participates. The program grants special recognition and cash awards for employees who suggest ideas which result in savings to the Service or to the Government. Awards are also given to employees who consistently display superior job performance.

**HOLIDAYS.**—The following are legal holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas. When a legal holiday falls on Sunday, you are granted the following Monday as a holiday. When a legal holiday falls on a Saturday, you are granted the preceding Friday as a holiday.



# conditions of employment

## transportation

Those selected for career or career-conditional employment must bear the cost of travel to the first duty station. Thereafter, the Government pays the moving expenses, at standard rates, of employees who move through promotion or transfer.

## housing

Government housing is provided at isolated areas where private housing is not available. Rental rates are based on rates charged for comparable private housing in the nearest community.

## workweek

Salary is based on a standard workweek of 40 hours. Employees authorized to work overtime in excess of the 40-hour week receive additional compensation. Often the workweek will include weekends, especially during the visitor season.

## uniforms

All employees who are required to wear the Service uniform receive an allowance toward its cost and maintenance at the present rate of \$125 the first year with replacement allowances provided annually thereafter.

## minimum age

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



Glades buggies on patrol at Everglades National Park

## opportunities in other federal agencies

The National Park Service receives many requests for information concerning forest ranger and Federal game management agent positions. Applicants interested in these positions should contact the Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250 (for Forest Ranger) and the Bureau of Sport Fisheries and Wildlife, U.S. Department of the Interior, Washington, D.C. 20240 (for Game Management Agent).

The Cape Hatteras Lighthouse  
symbolizes the  
National Seashore on  
the North Carolina coast





national  
park service  
regional  
offices

Regional Director, Northeast Region  
National Park Service  
143 South Third Street  
Philadelphia, Pa. 19106

Regional Director, Southeast Region  
National Park Service  
Federal Building, Box 10008  
400 North Eighth Street  
Richmond, Va. 23240

Regional Director, Midwest Region  
National Park Service  
1709 Jackson Street  
Omaha, Nebr. 68102

Regional Director, Southwest Region  
National Park Service  
Old Santa Fe Trail  
P.O. Box 728  
Santa Fe, N. Mex. 87501

Regional Director, Western Region  
National Park Service  
450 Golden Gate Avenue  
P.O. Box 36063  
San Francisco, Calif. 94102

Regional Director, National Capital Region  
National Park Service  
1100 Ohio Drive, SW.  
Washington, D.C. 20242

Interpreting The Point at  
Harpers Ferry National  
Historical Park



# U.S. Civil Service Commission Offices

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Washington, D.C. 20415

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240 Peachtree Street NW.  
Atlanta, Ga. 30303

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Boston, Mass. 02109

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443 West Van Buren Street  
Chicago, Ill. 60607

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1114 Commerce Street  
Dallas, Tex. 75202

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Building 20, Denver Federal Center  
Denver, Colo. 80225

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News Building  
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New York, N.Y. 10017

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Massachusetts, Rhode Island, and Connecticut

Wisconsin, Michigan, Illinois,  
Ohio, Indiana, and Kentucky

Texas, Louisiana, Oklahoma, and Arkansas

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Customhouse  
Second and Chestnut Streets  
Philadelphia, Pa. 19106

St. Louis Region  
1256 Federal Building  
1520 Market Street  
St. Louis, Mo. 63103

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Federal Building, Box 36010  
450 Golden Gate Avenue  
San Francisco, Calif. 94102

Seattle Region  
302 Federal Office Building  
First Avenue and Madison Street  
Seattle, Wash. 98104

Board of Civil Service Examiners  
Pacific Area  
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Honolulu, Hawaii 96813

Branch Regional Office, Seattle  
Civil Service Region  
Room 246, Federal Office Building  
629 Fourth Avenue  
Anchorage, Alaska 99501

Central Board of Examiners for Puerto  
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Room 300, Post Office Building  
San Juan, Puerto Rico. 00902  
Mailing Address:  
P.O. Box 4512  
San Juan, Puerto Rico 00902

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Arlington and Fairfax Counties and Alexandria), and Maryland  
(except Prince Georges and Montgomery Counties).

Missouri, Kansas, Minnesota, North Dakota,  
South Dakota, Nebraska, and Iowa

California and Nevada

Montana, Oregon, Idaho, and Washington

Hawaii and Guam

Alaska

Puerto Rico and the Virgin Islands

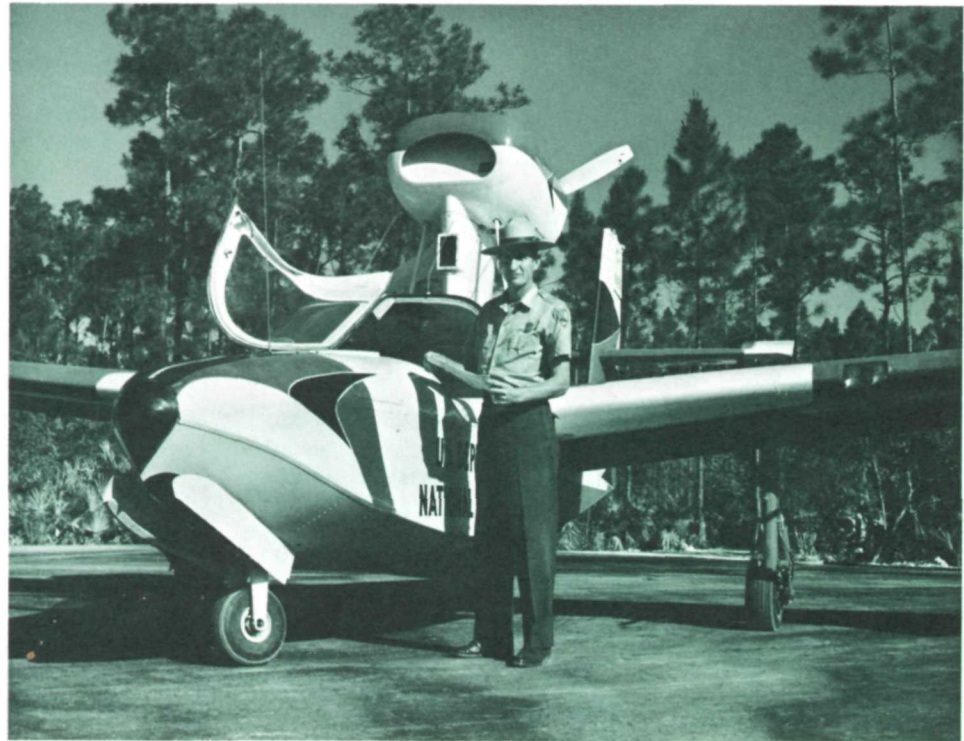


Park Ranger immobilizes black bear for removal and release at another location in Yellowstone National Park



Exploring underwater nature at Buck Island Reef, Virgin Islands

Ranger-Pilot prepares to take off for aerial inspection of Everglades National Park





**THE NATIONAL PARK SERVICE** is dedicated to conserving the scenic, scientific, and historic heritage of the United States for the benefit and enjoyment of its people.

**THE DEPARTMENT OF THE INTERIOR**—the Nation's principal natural resource agency—has a special obligation to assure that our expendable resources are conserved, that our renewable resources are managed to produce optimum benefits, and that all resources contribute to the progress and prosperity of the United States, now and in the future.



History comes alive at  
San Juan National Historic Site

UNITED STATES  
DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE  
WASHINGTON, D.C. 20240

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