

Biological Science Technician

DEPARTMENT OF THE INTERIOR

Summary

There are (3) vacancies for the position of Biological Science Technician, GS- 0404-6 working in Carbondale, IL, for the R3-Carterville F and W Conservation Office.

This is a term position expected to last 13 months but may be extended up to a total of 10 years at management's discretion.

Clarification from the agency

Open to all U.S. Citizens. ICTAP/CTAP eligibles.

Duties

As a Biological Science Technician your duties will include, but are not limited to, the following:

- Assist in planning and conducting biological surveys of waters in the Mid-west for the conservation and rehabilitation of fisheries resources.
- Assist in the surveillance and detection (locating, capturing, marking, and tagging) of both native and invasive aquatic species using standard fish sampling gear (such as trawls, gillnets, fyke nets, and/or electrofishing equipment).
- Utilize databases to enter, organize, and perform preliminary analysis of collected field data, using standard statistical methods in preparation of fisheries reports.
- Operate, maintain, and troubleshoot a variety of field equipment commonly used in fishery studies, including small watercraft, fish sampling gear.
- Enter and retrieve data from geographic information systems and assist in the preparation and processing of various laboratory samples.

Requirements

Conditions of Employment

- Must be a U.S. Citizen or National.

- Resume (See "Required Documents"). Failure to provide ALL required information on your resume will result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all information is provided on resume.
- Eligibility and Supporting documents - You will ONLY be considered for the eligibilities that you select "yes" to AND submit the required supporting documentation, as listed in the Required Documents section.
- Suitability for employment, as determined by background investigation.
- Driver's License: Selectees must possess and maintain a valid State driver's license at all times during their tenure.
- Uniform: Official U.S. Fish and Wildlife Service uniform is required.
- Probationary Period: Selectees may be required to successfully complete a probationary period.
- Individuals assigned male at birth after 12-31-59 must be registered for Selective Service. To verify registration, visit SSS.gov.

Qualifications

Only experience and education obtained by 10/29/2024 will be considered.

In order to qualify for this position you must satisfy Minimum Qualification.

Minimum Qualification [GS-6]

1. One year of specialized experience comparable in scope and responsibility to the GS-5 grade level in the Federal service. Qualifying experience may include: collecting biological samples from fish; taking measurements and assessing readings of fish; executing tests on fish; documenting observations of fish and relating the significance of the results to a project/program; collecting, storing, organizing, and transferring raw data sheets related to fish and/or wildlife to digital files; inputting data into computer databases; performing Quality Assurance/Quality Control on entered data. **OR**
2. One full year of graduate-level education with major study/coursework in or directly related to the work of the position (e.g., fish biology, ichthyology, aquaculture, limnology, etc.). **OR**
3. A combination of education and experience as described in 1 and 2 above which together equals 100% of the requirement.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education

PROOF OF EDUCATION: All applicants who are using education or a combination of education and experience to qualify must submit copies of official or unofficial transcripts which include grades, credit hours earned, major(s), grade point average or class ranking, institution name, and student name. If any required coursework is not easily recognizable on transcripts, or if you believe a portion of a particular course can be credited toward meeting an educational requirement, you must also provide a memorandum on letterhead from the institution's registrar, dean, or other appropriate official stating the percentage of the course that should be considered to meet the requirement and the equivalent number of units. Unofficial transcripts are acceptable; however, if you are selected for the position, you will be required to produce the original official transcripts.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

GRADUATE EDUCATION: One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education. For further information, visit: [Recognition of Foreign Qualifications | International Affairs Office \(ed.gov\)](#)

Additional information

PCS INFORMATION: No PCS entitlements authorized

Telework: This position is suitable for telework and may be allowed to telework with supervisory approval.

Additional Vacancies: One or more positions may be filled from applications received under this announcement in the advertised office or other U.S. Fish & Wildlife Service offices in the local commuting area.

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): Department of Interior (DOI) Career Transition Assistance Plan (CTAP) procedures apply in filling this vacancy. CTAP/ICTAP provides placement assistance to permanent Federal employees who are surplus, displaced, or involuntarily separated. Applicants claiming CTAP/ICTAP eligibility must submit a copy of their most recent performance

appraisal, proof of eligibility, and most current SF-50 noting position, grade level, and duty location with their application. To be considered under CTAP/ICTAP, applicants must be well-qualified (i.e., meet the minimum qualification requirements, including any selective placement factors; education, and experience requirements), score at least 85 on the assessment questionnaire, and be able to perform the duties of the position upon entry. [Click here](#) for more information on CTAP and ICTAP.

Reasonable Accommodation: The USFWS provides reasonable accommodations to applicants with disabilities. Please visit [USAJOBS Help Center | Reasonable accommodation policy](#) if you need a reasonable accommodation for any part of the application and hiring process.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, a review of your resume and supporting documentation will be used to determine whether you meet the qualification requirements listed on this announcement. If you meet the qualifications your resume and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. **Note:** If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications which resulted in you being listed in the highest quality category, you may lose consideration, or be assigned to a lower quality category for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Knowledge of biological sciences and related management practices.
- Ability to collect biological and water resources data from field investigations.
- Ability to use database and statistical software programs.
- Skill in written communication.

All qualified candidates will be assigned to a quality category. The category assignment is a measure of the degree in which your background matches the competencies required for this position. The category ratings for this position are: Best Qualified, Well Qualified, and Qualified

The category rating process protects the rights of veterans by placing them ahead of non-preference eligibles within each quality category. Veterans' preference eligibles who meet the qualification requirements and who have a compensable service-connected disability of at least 10 percent will be listed in the highest quality category (except in the case of scientific or professional positions at the GS-09 level or higher).

Required Documents

You must submit a complete application package. We will not make assumptions about your experience and/or education.

Required Documents:

1. Resume: You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included in your Resume. If you use your own resume, curriculum vitae, or any other written format you choose then **you must describe your job-related qualifications for each job listed INCLUDING** (a) job title (to include job series and grade level, if federal); (b) beginning and ending dates of employment (month and year) for paid and non-paid work experience; (c) hours worked per week; and (d) description of job duties performed. You should also include your employer name and address, and supervisor name and telephone number.

- [What should I include in my resume?](#)
- [What should I leave out of my resume?](#)

NOTE: Your resume must include ALL required information. Failure to provide all required information on your resume will result in loss of consideration due to an incomplete application package.

Additional Documentation (if / as applicable):

1. College Transcripts: REQUIRED if you are qualifying based on education or a combination of education and experience. Official or unofficial transcripts are acceptable; a copy of your official transcripts is required if you are selected. Official and unofficial transcripts **MUST INCLUDE** student name, institution name (or identifying information such as an acronym or URL web address), degree conferral date, major, grades, credit hours earned, grade point average or class ranking. *Please refer to the education section above for additional information.*

2. Cover Letter

3. Veterans' Preference Documentation: If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your **DD-214 Member Copy 2 or 4** showing you were honorably discharged. If you are claiming 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans' Preference in addition to the proof required by that form (i.e. VA letter). **You may not be awarded preference if you do not attach the correct Veteran Documentation as specified above.**

4. CTAP/ICTAP Documentation: If you are applying under CTAP or ICTAP, you **MUST** submit proof of eligibility under 5 CFR 330.602(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent performance rating, and a copy of your most recent SF-50 (Notification of Personnel Action) showing your position, grade level, and duty location. Please annotate your application to reflect that you are applying as a

CTAP or ICTAP eligible.

5. Current and former federal employees: It is *recommended* that you submit a copy of your SF-50(s) (Notification of Personnel Action) to support your experience. Examples of appropriate SF-50s include appointments/separations, promotions, within-grade increases.

Failure to submit any of the above-mentioned required documents may result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

Review the appointment eligibility criteria in the application preview linked below. The eligibility section of the application allows you to choose how you wish to be considered for this vacancy announcement. **You will ONLY be considered for the eligibilities that you select "yes" to and submit the required supporting documentation, as listed in the Required Documents section or the application text.**

To apply for this position, you must provide a complete [Application Package](#). See required documents section.

Click 'Apply' to create an account or log in to your existing USAJOBS account.

1. Follow the prompts to complete the assessment questionnaire and upload required documents. To preview the assessment questionnaire, click <https://apply.usastaffing.gov/ViewQuestionnaire/12571525>.
2. Please ensure you check the acknowledgement checkbox then click the Submit Application button to submit your application.
3. Applications must be received by 10/29/2024 ,11:59pm ET to receive consideration.
4. Check application status by logging into your USAJOBS account, in Applications tab, click the position title you applied to for the status. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

If you are unable to apply online, you must request an alternative application which is available from the Human Resources Office. Please contact the Human Resources Office via email at fwshiring@fws.gov.

Agency contact information

Human Resources Staffing Division

Email

fwshiring@fws.gov

[Learn more about this agency](#)

Next steps

Once you submit all the required documents and the online application in USAJOBS, you will receive an acknowledgement email that your submission was successful. After the evaluation process is complete, you will be notified of your status and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted by the hiring official.

You will be notified if this job is filled or canceled. Timelines for this process vary widely.

You may check the status of your application at any time by logging in to your USAJOBS account as we will not be responding to inquiries about the status of applications as long as the system has been updated.