

United States Postal Service

External Publication for Job Posting 80838744

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Western New York District

Job Posting Period

10/08/2014 - 10/20/2014

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

Job Title

CITY CARRIER ASSISTANT 1

Facility Location

JAMESTOWN POST OFFICE
300 E 3RD ST
JAMESTOWN, NY 14701-9998

JOB OPENING IS ****NOT**** LOCATED NEAR OR WITHIN COMMUTING DISTANCE OF NEW YORK CITY/BRONX AREA.

ALL APPLICANTS MUST APPLY ONLINE AT www.usps.com/employment.

PAPER OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

CURRENT POSTAL EMPLOYEES "DO NOT" USE LITEBLUE.USPS.GOV TO APPLY

APPLICANTS MAY BE ASSIGNED TO OTHER INSTALLATIONS WITHIN A 50 MILE RADIUS BASED ON OPERATIONAL NEEDS.

ATTENTION! We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following email addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo account, or use a work or military email address:

ecareerworkflow@usps.gov usps_support@panpowered.com USPSeServices@geninfo.com

NOTE FOR CURRENT & FORMER NON-CAREER EMPLOYEES: If you are a current or former non-career Postal employee hired thru ecareer prior to March 24, 2012, you will need to create a new candidate profile with a new email address in order to apply using www.usps.com/employment. You CANNOT use the email address or Candidate profile previously used as it was converted to an internal profile upon hire.

Position Information

TITLE: CITY CARRIER ASSISTANT 1

NON-SCHEDULED DAYS: VARIES

HOURS: VARIES

WILL BE REQUIRED TO WORK SATURDAYS AND AS NEEDED.
MAY BE REQUIRED TO WORK SUNDAYS AND HOLIDAYS.

APPLICANT MUST HAVE A VALID STATE DRIVER'S LICENSE, ACCEPTABLE DRIVING RECORD AND AT LEAST TWO YEARS OF DOCUMENTED UNSUPERVISED DRIVING EXPERIENCE.

SALARY RANGE: \$15.30 PER HOUR

FINANCE NUMBER: 354180

BENEFIT INFORMATION: This is a non-career position, which may lead to a career position depending on organizational needs. Limited benefits include paid time off at the rate of 1 hour for every 20 paid hours, and contractual pay raises. Upon hire, you are immediately eligible to enroll in the USPS Non-Career Employee Health Benefits Plan with a Postal Service premium contribution. After one year of service, CCAs may also be eligible for health insurance under the Federal Employees Health Benefits Program, dental and vision insurance through the Federal Employees Dental and Vision Insurance Program, and long term care insurance through the Federal Long Term Care Insurance Program.

Persons Eligible to Apply

ALL APPLICANTS, EXCEPT FOR INDIVIDUALS PERFORMING ACTIVE MILITARY DUTY, MUST BE AVAILABLE TO ATTEND A GROUP ORIENTATION AT THE JAMESTOWN, NY POST OFFICE.

APPLICANTS MUST ALSO BE PRESENT FOR LOCAL SCREENING ACTIVITIES INCLUDING AN INTERVIEW.

APPLICANTS MUST LIVE WITHIN COMMUTING DISTANCE (50 MILES) OF THE VACANCY AREA IN ORDER TO BE ELIGIBLE FOR THIS POSITION BECAUSE THE WORK IS PERFORMED IN OFFICES WITHIN THESE AREAS AND CANDIDATES WILL NEED TO BE PRESENT FOR SCREENING ACTIVITIES, INCLUDING AN INTERVIEW.

NOTE: VETERANS WHO ARE ENTITLED TO VETERAN'S PREFERENCE AND/OR COVERED BY THE VETERANS EMPLOYMENT OPPORTUNITY ACT, MAY APPLY FOR ANY POSTED POSITION.

Male applicants born after December 31, 1959 must be registered with the Selective Service System or be exempt from the registration requirement. More information on www.sss.gov

APPLICANT MUST HAVE A VALID STATE DRIVER'S LICENSE, SAFE DRIVING RECORD AND AT LEAST TWO YEARS OF DOCUMENTED UNSUPERVISED DRIVING EXPERIENCE.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 10-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and procedures commonly used, and geography of the area.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required.
2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
3. Handles undeliverable mail in accordance with established procedures.
4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail.
5. Uses portable electronic scanner as instructed.
6. Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of of receipts taken.
7. Deposits in the post office mail collected on the route upon returning from the route.
8. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.
9. Furnishes customers with postal information and provides change of address cards and other postal forms as needed.
10. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and centralized delivery equipment.
11. Becomes proficient, when assigned to a route, in the casing of mail on other routes as assigned.
12. Works professionally with other employees in the office.
13. May as a CCA, perform clerical duties and be required to pass examinations on scheme of city primary distribution.
14. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for residents undeliverable as addressed is not improperly held; deliver stamps or other paper supplies to contract or classified stations and other designated delivery points; serves at carriers' delivery window; receive and register where practical, all letters and packages of first-class matter properly offered for registration; case mail and make deliveries on other routes as assigned.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. Position requires a passing score on a written exam Postal Service Test 473. This exam is a two-step process. Upon successful completion of the on-line assessment, you will be given an opportunity to schedule the final portion of the exam at a contract facility. Instructions to start the exam process will be sent via email once you successfully submit your application. You must start this process within three days of the date of your application submission as the second step must be completed within 7 days of your application submission. The contract facilities may be outside of the local commuting area and seats may not be available where requested. You must keep in contact with the email address indicated in your correspondence regarding open seats or you may miss your opportunity to test and would not be able to be considered for this position.
2. EXAMINATION REQUIREMENTS: Applicants must successfully complete Postal Service Test 473, which includes the following measures of job-related knowledge, skills, and abilities: A. Address Checking B. Forms Completion C. Coding & Memory D. Personal Characteristics and Experience Inventory
3. PHYSICAL REQUIREMENTS: Applicants must be physically able to efficiently perform the duties of the position with or without reasonable accommodation. CCA duties require arduous exertion involving prolonged standing, walking, bending and reaching, and may involve handling heavy containers of mail weighing up to the allowable maximum mailing weight.
4. ADDITIONAL PROVISIONS: CCAs must work their assigned tour and days of work. CCAs must follow Postal Service

policies and procedures for personal conduct at work, including adhering to rules and regulations. CCAs are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions, including wearing an approved uniform. Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.