

United States Postal Service

External Publication for Job Posting 79051981

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

Rio Grande District

Job Posting Period

08/06/2014 - 08/10/2014

This job has an exam requirement. Examining capacity has been reached for this posting. Applicants with an eligible exam score will be considered. Applicants without an exam score cannot be considered. If you apply without an exam score, you may be invited to take the exam later if job opportunities remain unfilled. Exam invitations are sent by email; watch your email and spam filters. Veterans are encouraged to apply and will receive preference in examining in accordance with Veteran Preference laws and regulations.

Job Title

MAIL HANDLER ASSISTANT

Facility Location

EL PASO PROCESSING & DISTRIBUTION CENTER

8401 BOEING DRIVE

EL PASO, TX 79910-9997

FOR MORE POSITION INFORMATION CONTACT LINDA FLORES AT 915-780-7555

ATTENTION! All communication with applicants regarding the application process will be done via email. Applicants will have only 5 days to respond to all email requests, so it is extremely important that applicants are able to receive messages in their email box. 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

Applicants are encouraged to check emails frequently to ensure you receive and respond to all communications in a timely manner.

Noncareer employees who wish to apply must use their existing external eCareer Profile or create a new external profile, apply, and follow instructions for testing or attaching previous test scores.

Position Information

TITLE: MAIL HANDLER ASSISTANT

GRADE:

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 5315-0085

NON-SCHEDULED DAYS: VARIES

AVERAGE HOURS PER WEEK: 30 TO 40

SALARY RANGE: \$12.00 per hour

FINANCE NUMBER: 482847

BENEFIT INFORMATION: This is a non-career position, which may lead to a career position depending on organizational needs. Limited benefits include paid vacation days, contractual pay raises, and access to the USPS Non-Career Employee Health Benefits Plan.

DIFFERENTIAL FOR HOURS WORKED FROM 6:00 PM TO 6:00 AM

Persons Eligible to Apply

ALL applicants must apply at <http://www.usps.com/employment>. Paper applications will NOT be accepted. Applicants, except for persons on active military duty, should be available for screening activities, including an interview, in the facility location. You must live within 50 miles of the employing office to be eligible for this position because the work is performed in the office within this area and candidates will need to be present for screening activities, including an interview.

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 5-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

Loads, unloads, and moves bulk mail and performs other duties incidental to the movement and processing of mail.

DUTIES AND RESPONSIBILITIES

1. Unloads mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas.
2. Places empty sacks or pouches on racks, labels them where prearranged or where racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks and closes and locks sacks and pouches. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.
3. Handles and sacks empty equipment; inspects empty equipment for mail and restrings sacks.
4. Cancels stamps on parcel post, operates cancelling machines, and carries mail from cancelling machine to distribution area.
5. Assists in supply and slip rooms and operates copy machine and related office equipment.
6. In addition, may perform any of the following duties: make occasional simple distribution of parcel post mail that requires no scheme knowledge; operate electric fork lifts; rewrap damaged parcels; weigh incoming sacks; clean and sweep work areas, offices rest rooms, and trucks where work is not performed by a regular cleaner.
7. Operates equipment and machinery assigned to the jurisdiction of the Mail Handler Union.
8. Performs other duties as assigned.

SUPERVISION

Supervisor, Distribution Operations, 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. **FUNCTION:** Loads, unloads, and moves bulk mail, and performs other duties incidental to the movement and processing of mail.
2. **DESCRIPTION OF WORK:** See the Standard Position Description for the Occupation Code given above.
3. **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.
4. **PHYSICAL REQUIREMENTS:** Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation. Duties require arduous exertion involving lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.
5. **ADDITIONAL PROVISIONS:** Mail Handlers must work in an industrial plant environment for their assigned tour and days of work. Mail Handlers must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.
6. You must pass a drug screen, a criminal history background check, and have an acceptable work record. If selected, you must pass a medical assessment.
7. You must be a U S citizen, a lawful permanent resident alien, or a citizen of American Samoa or other territory owing permanent allegiance to the United States.
8. To meet the age requirement for employment, you must be 18 years old, or 16 years old with a high school diploma.
9. Male applicants born after December 31, 1959 must be registered with the selective service system or meet the exemption requirement for registration.
10. Applicants with active military service must attach to your application the MEMBER 4 copy of the DD Form 214 for any/all enlistments. If you claim a 10-point preference, you must also complete and attach an SF Form 15 along with all required documentation listed on the reverse side of that form. The SF Form 15 is available at www.opm.gov.

IF MILITARY DOCUMENTS ARE NOT ATTACHED TO YOUR APPLICATION, YOU WILL BE DEEMED INELIGIBLE.

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.