

# United States Postal Service

## *External Publication for Job Posting 82238688*

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*

Fort Worth District

### *Job Posting Period*

11/25/2014 - 12/05/2014

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*

RURAL CARR ASSOC/SRV REG RTE

### *Facility Location*

EULESS POST OFFICE  
210 N ECTOR DR  
EULESS, TX 76039-3651

FOR ADDITIONAL INFORMATION CONTACT: CARL HANNAH 817-684-0063

THIS IS A NON-CAREER POSITION WITH NO BENEFITS

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

### *Position Information*

POSITION TITLE: RURAL CARRIER ASSOCIATE

WORK SCHEDULE: Usually works one (1) day per week (8 hours) on the Regular Carrier's day off or vacation days.

Applicants must be available to work when needed and may be required to report to work on short notice.

SALARY RANGE: 16.65 PER HOUR

FINANCE NUMBER: 482950

BENEFIT INFORMATION: The salary will be based on current postal pay policies.

### *Persons Eligible to Apply*

Applicants, except those who are on active military duty, preference eligibles, or Veterans Employment Opportunity Act

(VEOA) eligible, must live within a 50-mile radius in order to be eligible for this position because the work is performed in the Facility Location and candidates will need to be present to screening activities, including an interview.

Note: Veterans who are entitled to veterans' preference and /or covered by the by the VEOA may apply for any externally-announced position.

### **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**

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

### **DUTIES AND RESPONSIBILITIES**

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

### **SUPERVISION**

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

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**

APPLICANTS MUST HAVE 2 YEARS DOCUMENTED DRIVING EXPERIENCE AND A SAFE DRIVING RECORD.  
IN MOST OFFICES RURAL CARRIER ASSOCIATES ARE REQUIRED TO PROVIDE THEIR OWN VEHICLE SUITABLE FOR THE DELIVERY OF MAIL

ALL APPLICANTS MUST APPLY @ [www.usps.com](http://www.usps.com)

PAPER APPLICATIONS WILL NOT BE ACCEPTED

ONLY SERIOUS APPLICANTS NEED APPLY  
MUST PASS A WRITTEN EXAM

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](mailto:FairChanceActSupport@usps.gov). Further information can be found at [www.usps.com](http://www.usps.com).

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