

United States Postal Service

External Publication for Job Posting 80636704

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

10/03/2014 - 10/07/2014

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

PSE MAIL PROCESSING CLERK (HOLIDAY TERM)

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.

CURRENT AND FORMER NON-CAREER EMPLOYEES WHO WISH TO APPLY MUST CREATE A NEW EXTERNAL EMAIL ACCOUNT, A NEW EXTERNAL CANDIDATE PROFILE, APPLY, AND FOLLOW INSTRUCTIONS FOR TESTING.

Position Information

TITLE: PSE MAIL PROCESSING CLERK

GRADE:

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 2395-0018

NON-SCHEDULED DAYS: VARIES

AVERAGE HOURS PER WEEK: 30 TO 40

Postal Support Employees (PSEs) hold temporary appointments for a period not to exceed 360-days. Subsequent appointments AFTER a 5-day break in service are not guaranteed and should not be expected because the use of PSEs is subject to business needs.

PSE Clerks must be available to work nights, weekends, holidays, and on an as needed basis.

PSE Clerk duties are physically demanding and include moderate to heavy lifting as well as prolonged standing, walking and reaching.

SALARY RANGE: \$14.89 per hour

FINANCE NUMBER: 482847

BENEFIT INFORMATION: Limited benefits include raises, paid vacation days, and access to health insurance AFTER the first 360-day term.

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

This is only for a 3 week time period. Timeframe for employment will be December 6, 2014 through December 24, 2014.

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.

Applicants must live within 50 miles of the facility address in order to be eligible for this position. Should you have questions about the position, please contact In-Plant Support at 915-780-7555. Also, questions will be addressed during the orientation/interviews.

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

Performs a variety of clerk duties required to process mail using automated mail processing equipment or manual methods of sortation and distribution.

DUTIES AND RESPONSIBILITIES

1. Makes one or more sortations of outgoing and/or incoming mail using the appropriate sort program or manual distribution scheme.
2. On a rotation basis, performs all of the following duties: loads mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed; sweeps separated mail from bins/stackers; and stops equipment when distribution run or operation is completed. Runs machine reports, clears jams and

contacts maintenance for assistance when required.

3. Prepares work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers, are in place.
4. Removes sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch based on knowledge of operating plans and dispatch schedules, or at the instruction of supervisors or expeditors; may riffle or verify mail to ensure sortation accuracy as needed.
5. In addition, may perform any of the following duties: provide service at public window for non-financial transactions; maintain records of mails; examine balances in advance deposit accounts; and record and bill mail requiring special service.
6. Follows established safe work methods, procedures and safety precautions while performing all duties.
7. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

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. Written Exam (Must qualify on the 473 Exam)
2. 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.
3. 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.
4. To meet the age requirement for employment, you must be 18 years old, or 16 years old with a high school diploma.
5. Male applicants born after December 31, 1959 must be registered with the selective service system or meet the exemption requirement for registration.
6. 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.