

United States Postal Service

External Publication for Job Posting 81220156

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

Northern Virginia District

Job Posting Period

10/23/2014 - 10/28/2014

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

RURAL CARR ASSOC/SRV REG RTE

Facility Location

ASHBURN
44715 PRENTICE DR
ASHBURN, VA 20101-9996

Position Information

TITLE: RURAL CARR ASSOC/SRV REG RTE

GRADE: -

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 2325-07XX

NON-SCHEDULED DAYS: Sunday/Variable

HOURS: 07:30 A.M./Varies

DRIVING REQUIRED: YES

SALARY: \$16.26 Per Hour

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

PAPER APPLICATIONS WILL NOT BE ACCEPTED

Must have a good driving record with a minimum of 2 years documented driving experience in the United States.

SPECIFIC DISQUALIFYING VIOLATIONS:

1. Reckless driving or other similar offenses (e.g., careless driving): 1 or more in past 3 yrs; 2 or more in past 5 yrs.
2. Any driving offense involving the use of drugs, alcohol, controlled substances, etc.: Any conviction in past 5 yrs.

3. All other traffic offenses (except parking violations): 1 or more in past 12 months, 3 or more in past 3 years; 5 or more in past 5 years.
4. At-fault accidents: 2 or more in past 5 years, or any at-fault accident resulting in a fatality.
5. Hit- and-run offense: Any conviction in past 5 years.
6. Suspension of driving permit: 1 or more in past 3 years, 2 or more in past 5 years.
7. Revoked driving permit: 1 or more in past 5 years.

MUST BE AVAILABLE TO WORK WEEKENDS AND AS NEEDED. APPROXIMATELY 16 TO 40 HOURS PER WEEK. YOU CAN ONLY SUBMIT ONE (1) APPLICATION PER VACANCY ANNOUNCEMENT. IF THE POSITION REQUIRES AN EXAM, THE EXAMINATION SCORE ON THE FIRST APPLICATION RECEIVED STANDS. IF ANY ADDITIONAL APPLICATIONS ARE SUBMITTED, EVEN IF THE FIRST RATING PROCESSED IS AN INELIGIBLE RATING OR LOWER THAN A SUBSEQUENT RATING, THE DUPLICATE APPLICATION WILL BE REJECTED.

****PLEASE READ THE FOLLOWING INFORMATION, AS FAILURE TO FOLLOW THESE DIRECTIONS WILL DISQUALIFY YOU FROM ELIGIBILITY FOR THIS POSITION****

EMPLOYMENT HISTORY: You must show your past employment history for a period of seven (7) years. This is to include periods of unemployment listed for those times. You must supply the complete mailing address for each past employer as well as High School or College(s) that you attended.

In addition, resumes are not acceptable information and you must completely fill out the work history.

All males born after December 31, 1959 must be registered with the Selective Service and include your registration number on the application. To obtain this information, please visit the Selective Service website at www.sss.gov/RegVer/wfVerification.aspx

VETERANS: YOU MUST ATTACH ALL DD-214#S MEMBER 4 FORMS FOR ALL PERIODS OF ACTIVE SERVICE AND A VA LETTER IF APPLICABLE.

SERIOUS APPLICANTS NEED ONLY APPLY.

THESE ARE NON-CAREER POSITIONS THAT MAY LEAD TO CAREER.

SALARY RANGE: \$16.26 Per Hour Bi-weekly

FINANCE NUMBER: 510348

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

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

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

1.

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.