United States Postal Service

External Publication for Job Posting 85677632

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

Louisiana District

Job Posting Period

03/28/2015 - 04/06/2015

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

GONZALES
1706 S BURNSIDE AVE
GONZALES, LA 70737-9998

CONTACT INFORMATION: TANNOR DUPARD/(225) 647-9715

Position Information

TITLE: RURAL CARR ASSOC/SRV REG RTE
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 2325-07XX
NON-SCHEDULED DAYS: VARIES
HOURS: VARIES

RCAs must be available to work on an as needed basis.

DRIVING REQUIRED: Applicants must have a valid state driver's license, a safe driving record, and at least two years of documented driving experience. Applicants may be required to use personal vehicle to deliver mail.
SALARY RANGE: $16.65 per hour paid bi-weekly
FINANCE NUMBER: 213588
BENEFIT INFORMATION: This is a non-career position, part-time in nature, which may lead to a career position depending on organizational needs. After one year of service, RCAs may 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

Veterans who are entitled to veterans preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Applicants must have a valid driver's license, a safe driving record, and at least two or more years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions or territories or in U.S. military installations worldwide.

All applicants must apply on line at www.usps.com/employment. Paper or Emailed Applications for Employment will not be accepted in person or by email. You must have a valid email address to apply for this position. Communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email.

NOTE: 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 domain addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address!

@usps.gov @psionline.com @geninfo.com

EXAM REQUIRED: If you are invited to take this test, instructions regarding the exam process will be sent via email once you successfully submit your online application. Please ensure you can receive messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity!

NOTICE TO CURRENT NON-CAREER POSTAL SERVICE EMPLOYEES - Current non-career Postal Service employees who wish to apply for this vacancy must go to usps.com/employment and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to usps.com/employment.

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

Rural Carrier Associates are non-career employees who provide customers along a rural route a variety of services including delivering and collecting mail and selling stamps, supplies and money orders. Desirable candidates have a vehicle suitable for use and live within easy commuting distance of the facility location.

The job is physically demanding. Work is performed indoors and outdoors in all types of weather. Carriers may be required to load and unload trays and containers of mail and parcels weighing as much as 70 pounds. Work is available usually on Saturdays, then on an as needed basis to cover the absence of the carrier.

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 amd 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. DOCUMENT DATE: December 22, 2011

FUNCTION

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

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS

There are no separately evaluated knowledge, skill, or ability requirements for this position.

EXAMINATION REQUIREMENTS

Individuals 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

TRAINING/EXAMINATION REQUIREMENTS

Individuals who qualify and are selected under this standard will be required to complete prescribed training satisfactory to demonstrate, through testing and/or practical demonstration, possession of knowledge, skills and abilities (KSAs) required for the job. Failure to demonstrate any KSA is disqualifying. KSAs include Postal Service driving policies, safe driving practices, and skills associated with specific job duties.

PHYSICAL REQUIREMENTS

Applicants must be physically able to efficiently perform the duties of this position, which 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.

ADDITIONAL PROVISIONS

Rural Carriers are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions.

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.