

United States Postal Service

External Publication for Job Posting 86924568

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

Lakeland District

Job Posting Period

05/15/2015 - 05/25/2015

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

PSE MAIL PROCESSING CLERK

Facility Location

GREEN BAY
300 PACKERLAND DR
GREEN BAY, WI 54303-9996

CONTACT INFORMATION: Colleen K Hohensee, Admin Assistant 920-498-3833 colleen.k.hohensee@usps.gov

Position Information

TITLE: PSE MAIL PROCESSING CLERK
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 2395-0018
NON-SCHEDULED DAYS: VARIES
HOURS: VARIES

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

PSEs can be scheduled any hours and the position is intended to be very flexible, including weekends and holidays as needed. PSEs must be available to work when needed.

SALARY RANGE: \$15.63 per hour paid bi-weekly

FINANCE NUMBER: 563402

BENEFIT INFORMATION: This is a non-career position, which may lead to a career position depending on organizational needs. Limited benefits include paid time off at the rate of 1 hour for every 20 paid hours, and contractual pay raises. After one year of service, PSEs may be eligible for health insurance under the Federal Employees Health Benefits Program with a Postal Service premium contribution, 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.

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 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

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.

PSE MPCs perform a variety of clerical duties in mail processing and retail/customer services to support day to day operations.

Duties are physically demanding requiring moderate to heavy lifting, carrying, prolonged standing, walking and reaching. PSEs may be required to handle heavy sacks of mail/parcels, sort & distribute incoming/outgoing mail, and work at a service window selling postal products & services to customers. Applicants must be able to perform the duties of the position with or without accommodation.

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. Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

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.