

United States Postal Service

External Publication for Job Posting 81114533

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

Detroit District

Job Posting Period

10/18/2014 - 10/22/2014

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

Facility Location

DETROIT NDC	DETROIT P & DC
17500 OAKWOOD BLVD	1401 WEST FORT ST
ALLEN PARK, MI 48101-2775	DETROIT MI 48233

If you need assistance with the on-line process or the on-line application please refer to the frequently asked questions (FAQ) posted on the website at www.usps.com/employment.

Paper applications cannot be accepted APPLICANTS MUST APPLY ONLINE AT www.usps.com/employment.

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

TITLE: PSE MAIL PROCESSING CLERK

SCHEDULED: PSE MPC positions may be available on different shifts (days, afternoons, midnights). Schedules and work hours vary per operational needs, including weekends and holidays, with no guaranteed work hours.

THIS POSITION MAY ALSO BE USED FOR OUR HOLIDAY MAILING SEASON WHICH IS NOVEMBER 2014 -DECEMBER 2014

SALARY RANGE: \$15.26 PER HOUR

FINANCE NUMBER: 252491

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

*Must be 18-years of age or high school graduate*Must be US citizen or have permanent resident alien status*Males born after 12/31/1959 must provide Selective Service Registration Number.

Applicants should live within 50-miles of the facility address listed above in order to be eligible for this position because the work is performed at this location and candidates will need to be present for screening activities, including an interview.

NOTE: Veterans who are entitled to Veterans preference and/or covered by the Veteran's Employment Opportunity Act may apply for any posted 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

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 at a contract location and on-line assessment process. You must complete within 7-days of the date of application submission. This exam is a two-step process. Upon successful completion of the on-line assessment you will be given an opportunity to schedule the final portion of the exam at a contract facility. Instructions to start the exam process will be sent via email once you submit your application. It is to your advantage to start the process as soon as possible as both steps must be completed within 7-days of your application submission.
2. EXAMINATION REQUIREMENTS Applicants 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
3. PHYSICAL REQUIREMENTS Applicants must be physically able to efficiently perform the duties of the position with or without reasonable accommodation. PSE Mail Processing Clerks and PSE Sales/Services Distribution Associate duties 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.
4. ADDITIONAL PROVISIONS: PSE must work their assigned tour and days of work. They must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations. PSE's are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions.

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.