

# United States Postal Service

## *External Publication for Job Posting 82671120*

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*

Arizona District

### *Job Posting Period*

12/16/2014 - 12/20/2014

### *Job Title*

CASUAL

### *Facility Location*

WEST VALLEY  
620 N 47TH AVE  
PHOENIX, AZ 85043-2814

For more information about this position contact: Dennis Van Hercke at [Dennis.R.Vanhercke@usps.gov](mailto:Dennis.R.Vanhercke@usps.gov)

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](mailto:ecareerworkflow@usps.gov)  
[usps\\_support@panpowered.com](mailto:usps_support@panpowered.com)  
[USPSeServices@geninfo.com](mailto:USPSeServices@geninfo.com)

You must apply on [www.usps.com](http://www.usps.com). NOTE: Resumes will not be accepted

### *Position Information*

TITLE: CASUAL  
GRADE: E6 - 07  
FLSA DESIGNATION: Non-Exempt  
OCCUPATION CODE: 5201-1001  
NON-SCHEDULED DAYS:  
HOURS:  
SALARY RANGE: \$11.00 per hour, salary will be based on current postal pay rates.  
FINANCE NUMBER: 36370  
BENEFIT INFORMATION: This is a NON-Career position with NO benefits.

### *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 mail handling, mail processing, or a combination of such duties on a supplemental basis.

### **DUTIES AND RESPONSIBILITIES**

1. Separates all classes of mail.
2. Culls, faces, and cancels mail
3. Loads, unloads, and moves bulk mail. Empties mail from mail containers (bags, hampers, etc.) and loads mail into mail containers. Performs other duties incidental to the moving and processing of mail and related mail handling equipment.
4. In addition, may perform other miscellaneous duties, as assigned.
5. Exercises normal protective care for equipment and materials used.
6. Exercises a normal regard for safety of self and others.
7. Operates equipment assigned to the jurisdiction of the Mail Handler Craft.

### **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**

Duties are physically demanding and include moderate to heavy lifting, carrying, prolonged standing, walking and reaching. Employees are expected to be within a reasonable commuting distance of the Facility location. Candidates, except for individuals performing active military duty, will need to be present for screening activities including an interview, in the Facility location or vicinity.

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

Serious applicants only need apply.

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](mailto:FairChanceActSupport@usps.gov). Further information can be found at [www.usps.com](http://www.usps.com).

**SPECIAL NOTE:** Current career Postal Service employees are ineligible to apply to this posting.