

United States Postal Service

External Publication for Job Posting 82463790

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

Rio Grande District

Job Posting Period

12/03/2014 - 12/10/2014

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

CITY CARRIER ASSISTANT TECH 2

Facility Location

SCHERTZ POST OFFICE
1081 ELBEL RD
SCHERTZ, TX 78154-9998

FOR MORE INFORMATION CONTACT TAMMY SNELL AT 210-659-1853 OR TAMMY.J.SNELL@USPS.GOV

ATTENTION! We will communicate with you by email as well as by USPS mail concerning your application, so it is very important that you are able to receive our messages. Please add the following domain names to your safe sender list right away to allow our correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address! Questions may be directed to JOHNNIE CRISP AT 830-393-2161

@usps.gov

@panpowered.com

@geninfo.com

Position Information

TITLE: CITY CARRIER ASSISTANT TECH 2

GRADE: -

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 2310-0048

NON-SCHEDULED DAYS: VARY

HOURS: VARY

15.30 HOURLY

SALARY RANGE: 15.30 HOURLY

FINANCE NUMBER: 488150

BENEFIT INFORMATION: This is a non-career position, with no guaranteed hours and limited benefits which may lead to a

career position depending on organizational needs. Limited benefits include paid vacation days, contractual pay raises, and access to the USPS Non-Career Employee Health Benefits Plan.

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Persons Eligible to Apply

Applicants must live within 50 MILES OF THE zip code area in order to be eligible for this position because the work is performed in offices within this zip code area 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 Veterans 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

Delivers mail on foot or by vehicle for a designated group of not less than five city routes during the absence of the regularly assigned carrier.

DUTIES AND RESPONSIBILITIES

1. Serves any route in his or her group during absence of the regular carrier and performs complete and customary duties of a carrier (city or special).
2. Observes and notes conditions of the route while making deliveries.
3. May instruct new carriers in his or her group on office and street duties and responsibilities. Indicates best techniques for prompt, efficient, and safe serving of the route.
4. Observes the coverage of routes in his or her group during vacation periods and on occasions of multiple absences and reports findings to the supervisor in charge.
5. Works with carriers in his group on improving delivery service and obtaining cooperation from customers.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

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. REQUIREMENTS:

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

PHYSICAL REQUIREMENTS

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

ADDITIONAL PROVISIONS

CCAs must work their assigned tour and days of work. CCAs must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

CCAs are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions, including wearing an approved uniform.

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.