

# United States Postal Service

## *External Publication for Job Posting 85723405*

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*

Colorado/Wyoming District

### *Job Posting Period*

03/31/2015 - 04/06/2015

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

### *Job Title*

RURAL CARR ASSOC/SRV REG RTE

### *Facility Location*

AURORA MAIN POST OFFICE  
16890 E ALAMEDA PKWY  
AURORA, CO 80017-9998

AURORA GATEWAY STATION  
2500 S ABILENE ST  
AURORA CO 80014

AURORA HOFFMAN HEIGHTS STATION  
738 PEORIA ST #D  
AURORA CO 80012

AURORA TOWER STATION  
18555 E SMOKY HILL ROAD  
AURORA CO 80015

CONTACT INFORMATION: \*\*\*303-227-5414\*\*\*

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!

ecareerworkflow@usps.gov - USPSTechSupport@PSIonline.com - USPSeServices@geninfo.com

### *Position Information*

TITLE: RURAL CARRIER ASSOCIATE

HOURS: VARIES

NON-SCHEDULED DAYS: VARIES

Must be willing to work weekends and be available for on-call employment. You will be required to use your own vehicle. 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.

DRIVING REQUIRED: Applicants must have a valid state drivers license, a safe driving record, and at least 2-years of documented unsupervised driving experience.

SALARY RANGE: \$16.65 Per Hour Paid Bi-Weekly

FINANCE NUMBER: 70489

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*

DRIVING REQUIRED: Applicants must have a valid state drivers license, a safe driving record, and at least two years of documented driving experience.

All applicants must apply on line at [www.usps.com/employment](http://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.

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

If appointed, applicants must be willing to live within a reasonable distance of the facility address to ensure availability for work. Applicants, except for persons on active military duty should be available for screening activities, including an interview, in the facility location.

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](http://usps.com/employment), create an external (non-employee) Candidate Profile (or log in if you have an active external Profile), apply, and follow instructions for testing. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to [usps.com/employment](http://usps.com/employment). If you created an external Candidate Profile before and then were hired, you may need to create a new Profile. If you create a new Profile, you will be required to use a different email address.

## **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**

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**

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 and 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](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.