

United States Postal Service

External Publication for Job Posting 82791698

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

Northern Ohio District

Job Posting Period

12/16/2014 - 12/31/2014

Job Title

POSTMASTER (PTPO)

Facility Location

KELLEYS ISLAND
427 W LAKESHORE DR
KELLEYS ISLAND, OH 43438-9998

For questions regarding this announcement, please contact A/Manager Post Office Operations, Eric Adkins @ 419-332-7396.

Position Information

TITLE: POSTMASTER (PTPO)
GRADE: A-E Postmasters - 56
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 2301-0056
NON-SCHEDULED DAYS: Saturday/Sunday
HOURS: 7:50 AM - 3:20 PM Retail open 8:00 am - 12:00 pm & 1:00 pm - 3:00 pm

BENEFIT INFORMATION: Includes, but not limited to; paid time off at the rate of 4 hours for each full bi-weekly pay period; i.e., 104 hours (13 days) per 26 period leave year 20 paid hours. Increases of leave earning hours subject to years of creditable service. Upon hire, you are immediately eligible to enroll in the Federal Employees Health Benefits Program.

SALARY RANGE: 12.61 - 18.64 per hour

FINANCE NUMBER: 384011

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

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

Provides window, box, and general delivery service. May provide supervision for city, rural and/or highway contract route service.

DUTIES AND RESPONSIBILITIES

1. Operates a single unit postal facility providing limited window services, mail distribution, and dispatches. Opens and closes the facility according to established procedures.
2. Adheres to approved programs and operates within established postal rules, laws and regulations. Resolves problems that may occur during operations and escalates issues to Manager, Post Office Operations, when appropriate.
3. Ensures that proper safeguards are instituted for the welfare of customers and the protection of the mails.
4. Maintains files and records. Submits reports as assigned.
5. Answers questions, provides guidance, and has regular contact with Postal customers.
6. Exercises protective care of accountable paper, monies, product inventory, schedules, and office supplies in accordance to Sarbanes-Oxley Act (SOX) guidelines.
7. Submits and monitors an operating budget.
8. Selects and trains an alternate to provide continuous supervision and operation of the office.
9. Provides for limited city, rural and/or highway contract route delivery service to local customers.
10. Exercises a normal regard for the safety of self and others.
11. May supervise one or more employees.

SUPERVISION

Manager, Post Office Operations.

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. **Decision Making/Problem Solving.** Ability to carry out operational plans and procedures within the framework of policy. Ability to obtain and interpret relevant facts; analyze problems, complaints, and suggestions and take appropriate action or escalate, when necessary, to the Manager, Post Office Operations.
2. **Planning and Scheduling of Work.** Ability to plan operations over appropriate time periods, taking into account variations in workload and available resources. Ability to adjust work activities and schedules to meet emergency operations.
3. **Safety and Health.** Knowledge of safety procedures needed to ensure that safe working conditions are maintained. Knowledge of procedures and techniques established to avoid injuries to self, employees (if applicable), and customers. Knowledge of normal accident prevention measures and emergency procedures
4. **Customer and Community Relations.** Ability to conduct operations in an attitude of responsive service to customers. Ability to present a favorable Postal Service image to the community. Ability to comprehend and communicate information, both orally and in writing. Knowledge of operating procedures and standards, postal rates and classes, and commonly encountered customer needs. Ability to sell ideas, positions, and recommendations to others. Ability to interact tactfully and relate well with others.

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.