

United States Postal Service

External Publication for Job Posting 77387595

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

Mid-America District

Job Posting Period

11/26/2014 - 12/01/2014

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

SHAWNEE MISSION STATION AND BRANCHES
SHAWNEE MISSION KS 66202-9998

Position Information

TITLE: RURAL CARRIER ASSOCIATE (RCA)
OCCUPATION CODE: 2325-07XX
NON-SCHEDULED DAYS: VARIES
WORK HOURS: VARIES (NO GUARANTEE OF WORK HOURS FOR THIS PART-TIME POSITION).
MUST HAVE TWO YEARS DOCUMENTED DRIVING EXPERIENCE & SAFE DRIVING RECORD.
SALARY: \$16.26 Per hour plus mileage/vehicle maintenance allowance.

This position will require work on Saturdays. This position requires you to provide your own vehicle that is suitable for delivery.

*** DISREGARD ANY OTHER INFORMATION IN THE POSTING ABOUT SALARY RANGE OR BENEFITS. THIS IS A NON-CAREER POSITION WITH NO BENEFITS OR GUARANTEED HOURS. ***

SALARY RANGE: 16.2601 - 23.5418 USD Bi-weekly

FINANCE NUMBER: 198362

BENEFIT INFORMATION: TITLE: RURAL CARRIER ASSOCIATE (RCA)
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Persons Eligible to Apply

Applicants must live within the Metropolitan Area of the vacancy in order to be eligible for this position because the work is performed in the Facility 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 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

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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

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All applicants must qualify on the Online / Written 473 exam. Must have a valid state driver license in the state where applicant lives, good driving record and two years of documented driving experience. Must provide and maintain dependable vehicle. May be required to lift packages and/or containers of mail weighing up to 70 pounds. Prior to hire applicants must successfully complete Exam 807 Defensive Driving Fundamentals. Applicants who fail the 807 Exam, computer based test, will be ineligible for a driving position with the US Postal Service for 120 days, test scores are good for 2 years from initial test date. RCA's must successfully complete a probationary period of 90 days worked or one year whichever comes first.

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.