United States Postal Service

External Publication for Job Posting 85848688

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

Supply Management

Job Posting Period

04/06/2015 - 04/11/2015

Job Title

CASUAL

Facility Location

MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA, KS 66624-9501

CONTACT INFORMATION: Emerson Daniels, Manager NPC, 785-861-2777; emerson.o.daniels@usps.gov

Position Information

TITLE: CASUAL
GRADE: E6 - 07
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 5201-1001
NON-SCHEDULED DAYS: VARIES
HOURS: VARIES

Casuals hold temporary appointments for periods not-to-exceed 359 days. Subsequent appointments after a 6 day break in service may be offered but are not guaranteed and should not be expected because the use of Casuals is discretionary and subject to business needs.

Casuals must be available to work on an as needed basis.

SALARY RANGE: $10.50 per hour
FINANCE NUMBER: 194822
BENEFIT INFORMATION: No benefits and no guaranteed work.

Persons Eligible to Apply

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

All applicants must apply on line at 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.

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!

@usps.gov @psionline.com @geninfo.com

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 and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to usps.com/employment.

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.

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.