

# United States Postal Service

## *External Publication for Job Posting 80767862*

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*

Baltimore District

### *Job Posting Period*

10/06/2014 - 10/10/2014

### *Job Title*

CASUAL (CEP)

### *Facility Location*

BALTIMORE  
900 E FAYETTE ST RM 505  
BALTIMORE, MD 21233-9998

### *Position Information*

TITLE: CASUAL MAIL HANDLER HOLIDAY TERM (CEP) MULTIPLE POSITIONS

GRADE: E6 - 07

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 5201-0008

NON-SCHEDULED DAYS: VARIABLE

HOURS: VARIABLE

CONTACT INFORMATION: Local Services 410-347-4322

SALARY RANGE: 9.00 Per Hour

FINANCE NUMBER: 230379

BENEFIT INFORMATION: This is a non-career position and access to health insurance as required by law.

### *Persons Eligible to Apply*

APPLICANTS MUST LIVE WITHIN 50 MILES OF THE FACILITY LOCATION IN ORDER TO BE ELIGIBLE TO APPLY FOR THIS POSITION 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.

ATTENTION! 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 addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo account, or use a work or military email address!

Criminal Backgrounds and Drug Tests will be requested via email immediately after applicant has been selected. PLEASE CHECK YOUR EMAILS. PLEASE DO NOT USE CELL PHONES TO OPEN EMAILS. The emails are secure and will only allow you three (3) days to access.

ecareerworkflow@usps.gov

### **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 during a Casual Exception Period (CEP).

### **DUTIES AND RESPONSIBILITIES**

1. Separates all class 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 the safety of self and others.
7. Operates equipment assigned to the jurisdiction of the Mail Handler Craft.

### **SUPERVISION**

Supervisor of unit to which assigned.

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. These jobs do not have qualification standards. They are NOT TO BE FILLED without specific authorization from Organizational Effectiveness, Employee Resource Management, Headquarters.

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.