

United States Postal Service

External Publication for Job Posting 82387620

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

Westchester District

Job Posting Period

12/06/2014 - 12/11/2014

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

CITY CARRIER ASSISTANT 1

Facility Location

Post offices located throughout Westchester County & Putnam County, New York where a CITY CARRIER ASSISTANT CCA position is authorized.

This posting is to fill vacant CITY CARRIER ASSISTANT (CCA) positions in all offices in which a CITY CARRIER ASSISTANT (CCA) position is authorized throughout WESTCHESTER COUNTY & PUTNAM COUNTY NEW YORK.

Position Information

TITLE: CITY CARRIER ASSISTANT

SALARY: 15.68 PER HOUR

NON SCHEDULED DAYS: VARIES

WILL BE REQUIRED TO WORK SATURDAYS AND WEEKDAYS AS NEEDED. MAY INCLUDE SUNDAYS & HOLIDAYS.

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

BENEFIT INFORMATION: Limited benefits include raises, paid vacation days and access to health insurance as required by law or after the first 360-day term, whichever comes first.

SALARY RANGE: 15.68 HOURLY

FINANCE NUMBER: 359551

Persons Eligible to Apply

Applicants must live within the 124, 125, 126, 127, 105-109 and surrounding zip code area(s) in order to be eligible for this position because the work is performed in offices within these zip code areas 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.

ALL APPLICANTS MUST APPLY ONLINE AT www.usps.com/employment. PAPER OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

CONTACT INFORMATION: Westchester-eCareer@usps.gov

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 domain names to your safe sender list right away to allow our correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address! Questions may be directed to Westchester-eCareer@usps.gov

@usps.gov

@panpowered.com

@geninfo.com

Noncareer employees who wish to apply must use their existing external eCareer Profile or create a new external Profile, Apply, and follow instructions for testing or attaching previous test scores

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

Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and procedures commonly used, and geography of the area.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required.
2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
3. Handles undeliverable mail in accordance with established procedures.
4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail.
5. Uses portable electronic scanner as instructed.
6. Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of of receipts taken.
7. Deposits in the post office mail collected on the route upon returning from the route.
8. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.
9. Furnishes customers with postal information and provides change of address cards and other postal forms as needed.

10. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and centralized delivery equipment.
11. Becomes proficient, when assigned to a route, in the casing of mail on other routes as assigned.
12. Works professionally with other employees in the office.
13. May as a CCA, perform clerical duties and be required to pass examinations on scheme of city primary distribution.
14. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for residents undeliverable as addressed is not improperly held; deliver stamps or other paper supplies to contract or classified stations and other designated delivery points; serves at carriers' delivery window; receive and register where practical, all letters and packages of first-class matter properly offered for registration; case mail and make deliveries on other routes as assigned.

City Carrier Assistants may be scheduled to work up to 7 days per week during daytime hours. Duties require prolonged standing, walking and reaching. Desirable candidates live within easy commuting distance of the facility location. Candidates will need to be present for screening activities, including an interview, in the Facility Location or vicinity. Serious applicants only need apply.

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. REQUIREMENTS:

EXAMINATION REQUIREMENTS

Applicants 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

PHYSICAL REQUIREMENTS

Applicants must be physically able to efficiently perform the duties of the position with or without reasonable accommodation. CCA duties 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

CCAs must work their assigned tour and days of work. CCAs must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

CCAs are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions, including wearing an approved uniform.

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

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

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, a lawful permanent resident alien, or a citizen of a territory owing allegiance to the U.S.

Written Exam Required: Postal Exam 473 - Instructions regarding the exam process will be sent via email once you successfully submit your online application.

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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.