

United States Postal Service

External Publication for Job Posting 83893587

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

Portland District

Job Posting Period

01/23/2015 - 02/01/2015

Job Title

POSTMASTER RELIEF (PTPO) - 6 HR

Facility Location

AGNESS
3996 COUGAR LN
AGNESS, OR 97406-9707

Position Information

TITLE: POSTMASTER RELIEF (PTPO) - 6 HR

FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 2305-0148
NON-SCHEDULED DAYS: VARIABLE
HOURS: VARIABLE

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

For more information please contact the Post Office at 541-247-8505

ATTENTION: We will communicate with you by e-mail 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, work or military email address.

ecareerworkflow@usps.gov
USPSTechSupport@PSIonline.com
USPSeServices@geninfo.com

If you have questions regarding the application process, click on Customer Service at the bottom of www.usps.com and then search for 'eCareer'. Or, to go directly to the FAQ page, you may copy/paste the following in your browser:

[http://faq.usps.com/eCustomer/iq/usps/request.do?create=kb:USPSFAQ&view\(\)=c%5Bc_usps8327%5D&varset\(source\)=sourceType:embedded](http://faq.usps.com/eCustomer/iq/usps/request.do?create=kb:USPSFAQ&view()=c%5Bc_usps8327%5D&varset(source)=sourceType:embedded)

SALARY RANGE: \$11.88 per hour
FINANCE NUMBER: 400128

BENEFIT INFORMATION:

This is NOT a full time/career position

There are NO benefits with this position

There is NO guarantee of hours with this position

No benefits are authorized for this non-career position at this time. Beginning October 1, 2012, PMRs will earn paid time off at the rate of 1 hour for every 20 paid hours. After one year service, PMRs may enroll for health insurance under the Federal Employees Health Benefits Program.

HOURS: You will be scheduled on Saturdays and weekdays as needed for projects and to serve the public in the absence of the Postmaster on a schedule corresponding to the hours and days the office is open.

Persons Eligible to Apply

Applicants must live within 50 miles of the facility address 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.

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.

RESTRICTED TO APPLICANTS ELIGIBLE FOR VETERANS PREFERENCE UNDER THE VETERANS PREFERENCE ACT OF 1944. ALL OTHERS MAY RECEIVE CONSIDERATION AFTER THOSE WITH VETERANS PREFERENCE

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 5-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 for a Part-Time Post Office (PTPO). 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 mail.
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. May submit and monitor an operating budget.
8. May select and train 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.

Functional Purpose

In the absence of the Postmaster, supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery services for a small community. May also be assigned projects such as rural mail count for up to 6 days a week.

NOTICE TO CURRENT POSTAL EMPLOYEES - Current noncareer Postal employees who wish to apply for this vacancy must go to usps.com/employment, create an external (non-employee) Candidate Profile (or log in if you have an active external Profile) and apply. Do not log into LiteBlue to; if you logged into LiteBlue, log out and close your browser before going to usps.com/employment. If you created an external Candidate Profile before and then were hired, you may need to create a new Profile. If you create a new Profile, you will be required to use a different email address.

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. **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.
3. **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.
4. **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.

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.