

United States Postal Service

External Publication for Job Posting 10043919

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

Detroit District

Job Posting Period

08/26/2016 - 08/31/2016

Job Title

CITY CARRIER ASSISTANT (HOLIDAY TERM)

Facility Location

POSITION(S) WILL BE AT THE FOLLOWING FACILITIES:

11800 MERRIMAN RD LIVONIA, MI 48150-9998; 37500 PEMBROKE LIVONIA MI 48152

CONTACT INFORMATION: DetroitDistrict-eCareerPostings@usps.gov

Position Information

Title: CITY CARRIER ASSISTANT (HOLIDAY TERM)

FLSA Designation: Non-Exempt

Occupation Code: 2310-7145

Non-Scheduled Days: Varies

Hours: Varies

CCAs may be required to work any day of the week, including weekends and holidays as scheduled.

City Carrier Assistant (Holiday Term) hold temporary appointments during the period 12/3/2016 – 12/30/2016 not to exceed 28 days.

DRIVING REQUIRED: Applicants must have a valid state driver's license, a safe driving record, and at least two years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions or territories or in U.S. military installations worldwide.

SALARY RANGE: \$16.06 per hour paid bi-weekly

FINANCE NUMBER: 255485

BENEFIT INFORMATION: This is a non-career position. Limited benefits include paid time off at the rate of 1 hour for every 20 paid hours.

Persons Eligible to Apply

All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States. Applicants must be available for screening activities, including an interview. Applicants entitled to veterans' preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Applicants must apply online at www.usps.com/employment to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email. Please add the following email domain addresses to your contact list to allow all correspondences to be received.

@usps.gov

@geninfo.com

NOTICE SCREENINGS REQUESTED: You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

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 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

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 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 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 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.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

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. 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. May be required to wear uniform items.

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

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.