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Search Criteria



Full Text Search

Full Text Search in All Languages: EAS

Search Result: 20 Hits

Job Posting	Functional Area	Published	Match
PERSONNEL PROCESSING ASSOCIATE (TEMP) - 11 GREENSBORO NC NC10030090	Human Resources/Labor Relations	06/24/2016	73.71
POSTMASTER (PTPO) A-E Postmasters - 56 ANAKTUVUK PASS AK NC10030093	Delivery/Customer Service	06/24/2016	72.43
POSTMASTER (PTPO) A-E Postmasters - 56 KARLUK AK NC10028775	Delivery/Customer Service	06/14/2016	72.43
POSTMASTER (PTPO) A-E Postmasters - 56 TELLER AK NC10030092	Delivery/Customer Service	06/24/2016	72.43
SUPV CUSTOMER SERVICES EAS - 17 DENVER CO NC10027672	Delivery/Customer Service	06/14/2016	76.03
SUPV CUSTOMER SERVICES EAS - 17 FINDLAY OH NC10029981	Delivery/Customer Service	06/22/2016	75.96
SUPV CUSTOMER SERVICES EAS - 17 LEWISTOWN MT NC10028776	Delivery/Customer Service	06/14/2016	76.03
SUPV CUSTOMER SERVICES EAS - 17 LONG BEACH CA NC10029982	Delivery/Customer Service	06/24/2016	75.96
SUPV CUSTOMER SERVICES EAS - 17 LOS ANGELES CA NC10031112	Delivery/Customer Service	06/27/2016	75.84
SUPV DISTRIBUTION OPERATIONS EAS - 17 DENVER CO NC10031113	Network Operations & Support	06/28/2016	77.92
SUPV DISTRIBUTION OPERATIONS EAS - 17 HARRISBURG PA NC10031109	Plant Operations	06/27/2016	77.80
SUPV DISTRIBUTION OPERATIONS EAS - 17 LOS ANGELES CA NC10030091 3 Positions	Plant Operations	06/24/2016	78.05
SUPV DISTRIBUTION OPERATIONS EAS - 17 LOS ANGELES CA NC10031111 2 Positions	Plant Operations	06/27/2016	77.80

United States Postal Service

External Publication for Job Posting 10027672

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

Colorado/Wyoming District

Job Posting Period

06/14/2016 - 06/29/2016

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

SUPV CUSTOMER SERVICES

Facility Location

CAPITOL HILL ANNEX
1551 N DOWNING ST
DENVER, CO 80218-9997

CONTACT INFORMATION:

Theresa Bianchi
Theresa.M.Bianchi@usps.gov

Position Information

TITLE: SUPV CUSTOMER SERVICES

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2310-0022

NON-SCHEDULED DAYS: Sunday/Wednesday

HOURS: 11:00 A.M. to 08:00 P.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 72333

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility to apply is limited to current non-career postal employees and persons entitled to veterans' preference.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Functional Purpose

Supervises a group of employees in the delivery, collection, and distribution of mail, and in window service activities within a post office, station or branch, or detached unit.

DUTIES AND RESPONSIBILITIES

1. Supervises carrier activities; evaluates the daily workload and makes carrier and route assignments; calls and assigns auxiliary carriers and messengers; makes temporary changes in routes and time schedules and authorizes overtime work.
2. Supervises the distribution and dispatch of mail and other mail handling activities, including handling change of address mail; ensures that proper procedures are followed related to receipt, recording, and delivery of accountable mail.
3. Supervises window services to the public, including sale of stamps and other accountable paper; providing special services such as Express Mail, box rental, and acceptance of advance deposits; providing information on postal services; setting meters; and accepting mail at public windows; conducts audits of employee flexible accountabilities.
4. Establishes work schedules and allocates work hours to meet service requirements; reschedules assignments based on changes in mail volume and human resource availability.
5. Analyzes delivery operations, mail flows, and retail operations within the work unit using observation, data analysis, and computer models; makes recommendations to improve operations.
6. Conducts or oversees mail counts and inspections; analyzes factors such as office practices, safety conditions, route layout, and delivery methods to determine if routes are laid out properly; makes recommendations for route adjustments and other efficiency improvements.
7. Ensures compliance with vehicle maintenance and inspection schedules; monitors vehicle service contracts; may investigate vehicle accidents.
8. Supervises a medium-size group of craft employees; provides on-the-job training; ensures complete training in current operating and safety procedures; assesses employee performance and provides guidance and direction to employees regarding work performance; makes recommendations for performance improvement; and ensures development of employees in the work unit.
9. Establishes effective work team relationships; involves employees in decisions that affect them; and encourages decision making at the lowest possible level.
10. Has frequent contact with the public, large volume mailers, and representatives of community, business, or mailing organizations to respond to mailing inquiries.

11. Supervises and participates in record-keeping of work hours, mail volumes, cost ascertainment data, carrier transportation costs, accident and injury occurrences and costs, and personnel time and attendance.
12. May personally perform certain non-supervisory tasks in order to meet established service standards, consistent with the provision of Article I, Section 6, of the National Agreement.

SUPERVISION

Postmaster or Manager, Customer Services, or designated unit manager.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to customer service operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10029981

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

Northern Ohio District

Job Posting Period

06/22/2016 - 06/29/2016

This job has an exam requirement. Examining capacity has been reached for this posting. Applicants with an eligible exam score will be considered. Applicants without an exam score cannot be considered. If you apply without an exam score, you may be invited to take the exam later if job opportunities remain unfilled. Exam invitations are sent by email; watch your email and spam filters. Veterans are encouraged to apply and will receive preference in examining in accordance with Veteran Preference laws and regulations.

Job Title

SUPV CUSTOMER SERVICES

Facility Location

FINDLAY POST OFFICE
229 W MAIN CROSS ST
FINDLAY, OH 45840-9998

CONTACT INFORMATION:

Melissa Lonsway
Postmaster
419-423-1264
Melissa.l.lonsway@usps.gov

Position Information

TITLE: SUPV CUSTOMER SERVICES

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2310-0022

NON-SCHEDULED DAYS: Sunday/Thursday

HOURS: 7:00 A.M. to 4:00 P.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 382702

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility to apply is limited to CURRENT NON-CAREER postal employees and persons entitled to veterans' preference.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply online at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email.

Candidates are evaluated based on their demonstration of the knowledge, skills, and abilities (KSAs) relevant to the position's requirements. Candidates may address the requirements of the position in a narrative description in the Summary of Accomplishments or as a written attachment.

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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Functional Purpose

Supervises a group of employees in the delivery, collection, and distribution of mail, and in window service activities within a post office, station or branch, or detached unit.

DUTIES AND RESPONSIBILITIES

1. Supervises carrier activities; evaluates the daily workload and makes carrier and route assignments; calls and assigns auxiliary carriers and messengers; makes temporary changes in routes and time schedules and authorizes overtime work.
2. Supervises the distribution and dispatch of mail and other mail handling activities, including handling change of address mail; ensures that proper procedures are followed related to receipt, recording, and delivery of accountable mail.
3. Supervises window services to the public, including sale of stamps and other accountable paper; providing special services such as Express Mail, box rental, and acceptance of advance deposits; providing information on postal services; setting meters; and accepting mail at public windows; conducts audits of employee flexible accountabilities.
4. Establishes work schedules and allocates work hours to meet service requirements; reschedules assignments based on changes in mail volume and human resource availability.
5. Analyzes delivery operations, mail flows, and retail operations within the work unit using observation, data analysis, and computer models; makes recommendations to improve operations.
6. Conducts or oversees mail counts and inspections; analyzes factors such as office practices, safety conditions, route layout, and delivery methods to determine if routes are laid out properly; makes recommendations for route adjustments and other efficiency improvements.
7. Ensures compliance with vehicle maintenance and inspection schedules; monitors vehicle service contracts; may

investigate vehicle accidents.

8. Supervises a medium-size group of craft employees; provides on-the-job training; ensures complete training in current operating and safety procedures; assesses employee performance and provides guidance and direction to employees regarding work performance; makes recommendations for performance improvement; and ensures development of employees in the work unit.
9. Establishes effective work team relationships; involves employees in decisions that affect them; and encourages decision making at the lowest possible level.
10. Has frequent contact with the public, large volume mailers, and representatives of community, business, or mailing organizations to respond to mailing inquiries.
11. Supervises and participates in record-keeping of work hours, mail volumes, cost ascertainment data, carrier transportation costs, accident and injury occurrences and costs, and personnel time and attendance.
12. May personally perform certain non-supervisory tasks in order to meet established service standards, consistent with the provision of Article I, Section 6, of the National Agreement.

SUPERVISION

Postmaster or Manager, Customer Services, or designated unit manager.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to customer service operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10028776

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

Dakotas District

Job Posting Period

06/14/2016 - 06/29/2016

This job has an exam requirement. Examining capacity has been reached for this posting. Applicants with an eligible exam score will be considered. Applicants without an exam score cannot be considered. If you apply without an exam score, you may be invited to take the exam later if job opportunities remain unfilled. Exam invitations are sent by email; watch your email and spam filters. Veterans are encouraged to apply and will receive preference in examining in accordance with Veteran Preference laws and regulations.

Job Title

SUPV CUSTOMER SERVICES

Facility Location

LEWISTOWN
204 3RD AVE N
LEWISTOWN, MT 59457-9998

CONTACT INFORMATION:

Mike Iten
Postmaster
406-538-3439
Michael.J.Iten@usps.gov

Position Information

TITLE: SUPV CUSTOMER SERVICES

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2310-0022

NON-SCHEDULED DAYS: Sunday/Monday

HOURS: 07:30 A.M. to 05:30 P.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 294950

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies.

We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Individuals eligible to apply include current non-career employees of the United States Postal Service and individuals entitled

to Veterans Preference.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Reimbursement of relocation expenses will NOT be authorized.

Functional Purpose

Supervises a group of employees in the delivery, collection, and distribution of mail, and in window service activities within a post office, station or branch, or detached unit.

DUTIES AND RESPONSIBILITIES

1. Supervises carrier activities; evaluates the daily workload and makes carrier and route assignments; calls and assigns auxiliary carriers and messengers; makes temporary changes in routes and time schedules and authorizes overtime work.
2. Supervises the distribution and dispatch of mail and other mail handling activities, including handling change of address mail; ensures that proper procedures are followed related to receipt, recording, and delivery of accountable mail.
3. Supervises window services to the public, including sale of stamps and other accountable paper; providing special services such as Express Mail, box rental, and acceptance of advance deposits; providing information on postal services; setting meters; and accepting mail at public windows; conducts audits of employee flexible accountabilities.
4. Establishes work schedules and allocates work hours to meet service requirements; reschedules assignments based on changes in mail volume and human resource availability.
5. Analyzes delivery operations, mail flows, and retail operations within the work unit using observation, data analysis, and computer models; makes recommendations to improve operations.
6. Conducts or oversees mail counts and inspections; analyzes factors such as office practices, safety conditions, route layout, and delivery methods to determine if routes are laid out properly; makes recommendations for route adjustments and other efficiency improvements.
7. Ensures compliance with vehicle maintenance and inspection schedules; monitors vehicle service contracts; may investigate vehicle accidents.

8. Supervises a medium-size group of craft employees; provides on-the-job training; ensures complete training in current operating and safety procedures; assesses employee performance and provides guidance and direction to employees regarding work performance; makes recommendations for performance improvement; and ensures development of employees in the work unit.
9. Establishes effective work team relationships; involves employees in decisions that affect them; and encourages decision making at the lowest possible level.
10. Has frequent contact with the public, large volume mailers, and representatives of community, business, or mailing organizations to respond to mailing inquiries.
11. Supervises and participates in record-keeping of work hours, mail volumes, cost ascertainment data, carrier transportation costs, accident and injury occurrences and costs, and personnel time and attendance.
12. May personally perform certain non-supervisory tasks in order to meet established service standards, consistent with the provision of Article I, Section 6, of the National Agreement.

SUPERVISION

Postmaster or Manager, Customer Services, or designated unit manager.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to customer service operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10029982

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

Los Angeles District

Job Posting Period

06/24/2016 - 06/29/2016

This job has an exam requirement. Examining capacity has been reached for this posting. Applicants with an eligible exam score will be considered. Applicants without an exam score cannot be considered. If you apply without an exam score, you may be invited to take the exam later if job opportunities remain unfilled. Exam invitations are sent by email; watch your email and spam filters. Veterans are encouraged to apply and will receive preference in examining in accordance with Veteran Preference laws and regulations.

Job Title

SUPV CUSTOMER SERVICES

Facility Location

LONG BEACH SPRINGS POST OFFICE
3019 BELLFLOWER BLVD
LONG BEACH, CA 90808

CONTACT INFORMATION:

lawnet.bates@usps.gov

Position Information

TITLE: SUPV CUSTOMER SERVICES

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2310-0022

NON-SCHEDULED DAYS: Sunday with rotating day off

HOURS: 08:00 A.M. to 05:00 P.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 54122

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Current non-career employees within the Los Angeles District and individuals entitled to Veterans Preference, are eligible to apply.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

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.

Reimbursement of relocation expenses will NOT be authorized.

Functional Purpose

Supervises a group of employees in the delivery, collection, and distribution of mail, and in window service activities within a post office, station or branch, or detached unit.

DUTIES AND RESPONSIBILITIES

1. Supervises carrier activities; evaluates the daily workload and makes carrier and route assignments; calls and assigns auxiliary carriers and messengers; makes temporary changes in routes and time schedules and authorizes overtime work.
2. Supervises the distribution and dispatch of mail and other mail handling activities, including handling change of address mail; ensures that proper procedures are followed related to receipt, recording, and delivery of accountable mail.
3. Supervises window services to the public, including sale of stamps and other accountable paper; providing special services such as Express Mail, box rental, and acceptance of advance deposits; providing information on postal services; setting meters; and accepting mail at public windows; conducts audits of employee flexible accountabilities.
4. Establishes work schedules and allocates work hours to meet service requirements; reschedules assignments based on changes in mail volume and human resource availability.
5. Analyzes delivery operations, mail flows, and retail operations within the work unit using observation, data analysis, and computer models; makes recommendations to improve operations.
6. Conducts or oversees mail counts and inspections; analyzes factors such as office practices, safety conditions, route layout, and delivery methods to determine if routes are laid out properly; makes recommendations for route adjustments and other efficiency improvements.
7. Ensures compliance with vehicle maintenance and inspection schedules; monitors vehicle service contracts; may investigate vehicle accidents.
8. Supervises a medium-size group of craft employees; provides on-the-job training; ensures complete training in current

operating and safety procedures; assesses employee performance and provides guidance and direction to employees regarding work performance; makes recommendations for performance improvement; and ensures development of employees in the work unit.

9. Establishes effective work team relationships; involves employees in decisions that affect them; and encourages decision making at the lowest possible level.
10. Has frequent contact with the public, large volume mailers, and representatives of community, business, or mailing organizations to respond to mailing inquiries.
11. Supervises and participates in record-keeping of work hours, mail volumes, cost ascertainment data, carrier transportation costs, accident and injury occurrences and costs, and personnel time and attendance.
12. May personally perform certain non-supervisory tasks in order to meet established service standards, consistent with the provision of Article I, Section 6, of the National Agreement.

SUPERVISION

Postmaster or Manager, Customer Services, or designated unit manager.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to customer service operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10031112

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

Los Angeles District

Job Posting Period

06/27/2016 - 07/02/2016

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

SUPV CUSTOMER SERVICES

Facility Location

HANCOCK STATION
8200 S VERNON AVE
LOS ANGELES, CA 90044

CONTACT INFORMATION:

peggy.e.kay@usps.gov

Position Information

TITLE: SUPV CUSTOMER SERVICES

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2310-0022

NON-SCHEDULED DAYS: Sunday/Rotating

HOURS: 08:00 A.M. to 05:00 P.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 54511

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility is limited to current non-career Postal employees within the Los Angeles District and individuals entitled to Veterans Preference.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Applicants must demonstrate in writing the requirements listed on the announcement through a combination of education, training and experience. You may use both your Summary of Accomplishments and description of duties (under Work Experience) to address each of the requirements listed.

Reimbursement of relocation expenses will NOT be authorized.

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.

Functional Purpose

Supervises a group of employees in the delivery, collection, and distribution of mail, and in window service activities within a post office, station or branch, or detached unit.

DUTIES AND RESPONSIBILITIES

1. Supervises carrier activities; evaluates the daily workload and makes carrier and route assignments; calls and assigns auxiliary carriers and messengers; makes temporary changes in routes and time schedules and authorizes overtime work.
2. Supervises the distribution and dispatch of mail and other mail handling activities, including handling change of address mail; ensures that proper procedures are followed related to receipt, recording, and delivery of accountable mail.
3. Supervises window services to the public, including sale of stamps and other accountable paper; providing special services such as Express Mail, box rental, and acceptance of advance deposits; providing information on postal services; setting meters; and accepting mail at public windows; conducts audits of employee flexible accountabilities.
4. Establishes work schedules and allocates work hours to meet service requirements; reschedules assignments based on changes in mail volume and human resource availability.
5. Analyzes delivery operations, mail flows, and retail operations within the work unit using observation, data analysis, and computer models; makes recommendations to improve operations.
6. Conducts or oversees mail counts and inspections; analyzes factors such as office practices, safety conditions, route layout, and delivery methods to determine if routes are laid out properly; makes recommendations for route adjustments and

other efficiency improvements.

7. Ensures compliance with vehicle maintenance and inspection schedules; monitors vehicle service contracts; may investigate vehicle accidents.
8. Supervises a medium-size group of craft employees; provides on-the-job training; ensures complete training in current operating and safety procedures; assesses employee performance and provides guidance and direction to employees regarding work performance; makes recommendations for performance improvement; and ensures development of employees in the work unit.
9. Establishes effective work team relationships; involves employees in decisions that affect them; and encourages decision making at the lowest possible level.
10. Has frequent contact with the public, large volume mailers, and representatives of community, business, or mailing organizations to respond to mailing inquiries.
11. Supervises and participates in record-keeping of work hours, mail volumes, cost ascertainment data, carrier transportation costs, accident and injury occurrences and costs, and personnel time and attendance.
12. May personally perform certain non-supervisory tasks in order to meet established service standards, consistent with the provision of Article I, Section 6, of the National Agreement.

SUPERVISION

Postmaster or Manager, Customer Services, or designated unit manager.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to customer service operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10031113

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

Colorado/Wyoming District

Job Posting Period

06/28/2016 - 07/13/2016

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

SUPV DISTRIBUTION OPERATIONS

Facility Location

DENVER P&DC
7500 E 53RD PL
DENVER, CO 80266-0001

Position Information

TITLE: SUPV DISTRIBUTION OPERATIONS

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2315-0066

NON-SCHEDULED DAYS: Tuesday/Wednesday

HOURS: 8:30 P.M. to 5:00 A.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 72359

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility is limited to current non-career Postal employees and individuals entitled to Veterans' Preference

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply online at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Applicants must demonstrate in writing the requirements listed on the announcement through a combination of education, training and experience. You may use both your Summary of Accomplishments and description of duties (under Work Experience) to address each of the requirements listed.

Functional Purpose

Supervises an assigned group of automated, mechanized, and/or manual processing and distribution operations at a mail processing center/facility.

DUTIES AND RESPONSIBILITIES

1. Supervises a medium sized group of employees engaged in mail processing and distribution activities.
2. Schedules and assigns work; determines priorities; shifts employees during the course of the tour as the workload fluctuates.
3. Monitors operational performance data throughout the tour; resolves routine problems; reports unusual operational problems and recommends solutions.
4. Ensures that operational information reported is complete and accurate; participates in mail surveys/tests related to quality, service performance, etc.
5. Coordinates mail flow activities with other supervisors on the tour.
6. Supervises the on-the-job training program for processing and distribution employees on the assigned tour.
7. Provides input for the facility's operating budget; controls costs within budget allocations.
8. Investigates accidents; prepares necessary reports; ensures compliance with safety regulations and energy conservation practices.
9. Meets with customers and major mailers on a regular basis to resolve problems and/or improve service.
10. Meets with union representatives to resolve disagreements.

SUPERVISION

Manager, designated unit.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with

- employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to mail processing operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10031109

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

Central Pennsylvania District

Job Posting Period

06/27/2016 - 07/02/2016

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

SUPV DISTRIBUTION OPERATIONS

Facility Location

LEGREE S DANIELS P&DC
1425 CROOKED HILL RD
HARRISBURG, PA 17107-9970

CONTACT INFORMATION:

Plant Manager
717-257-2161

Position Information

TITLE: SUPV DISTRIBUTION OPERATIONS
GRADE: EAS - 17
FLSA DESIGNATION: Special Exempt
OCCUPATION CODE: 2315-0066
NON-SCHEDULED DAYS: Wednesday/Thursday
HOURS: 08:00 P.M. to 04:30 A.M.
SALARY RANGE: 47,814.00 - 78,541.00 USD Annually
FINANCE NUMBER: 413485

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility to apply is limited to current non-career Postal employees in the Central PA District and individuals entitled to Veterans Preference.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the

Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Reimbursement of relocation expenses will NOT be authorized.

EXAM REQUIRED: If you are invited to take this test, instructions regarding the exam process will be sent via email once you successfully submit your online application. Please ensure you can receive messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity!

Applicants must demonstrate in writing the requirements listed on the announcement through a combination of education, training and experience. You may use both your Summary of Accomplishments and description of duties (under Work Experience) to address each of the requirements listed below on your Candidate Profile. Each requirement MUST be addressed on your Candidate Profile. Attachments will not be considered.

Functional Purpose

Supervises an assigned group of automated, mechanized, and/or manual processing and distribution operations at a mail processing center/facility.

DUTIES AND RESPONSIBILITIES

1. Supervises a medium sized group of employees engaged in mail processing and distribution activities.
2. Schedules and assigns work; determines priorities; shifts employees during the course of the tour as the workload fluctuates.
3. Monitors operational performance data throughout the tour; resolves routine problems; reports unusual operational problems and recommends solutions.
4. Ensures that operational information reported is complete and accurate; participates in mail surveys/tests related to quality, service performance, etc.
5. Coordinates mail flow activities with other supervisors on the tour.
6. Supervises the on-the-job training program for processing and distribution employees on the assigned tour.
7. Provides input for the facility's operating budget; controls costs within budget allocations.
8. Investigates accidents; prepares necessary reports; ensures compliance with safety regulations and energy conservation practices.
9. Meets with customers and major mailers on a regular basis to resolve problems and/or improve service.

10. Meets with union representatives to resolve disagreements.

SUPERVISION

Manager, designated unit.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to mail processing operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10031111

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

Los Angeles District

Job Posting Period

06/27/2016 - 07/02/2016

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

SUPV DISTRIBUTION OPERATIONS

Facility Location

LOS ANGELES P&DC
7001 S CENTRAL AVE
LOS ANGELES, CA 90052

CONTACT INFORMATION:

Sharon.d.lee@usps.gov

Position Information

TITLE: SUPV DISTRIBUTION OPERATIONS

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2315-0066

TWO POSITIONS AVAILABLE:

(1) NON-SCHEDULED DAYS: Sunday/Tuesday

 HOURS: 10:45 P.M. to 07:45 A.M.

(2) NON-SCHEDULED DAYS: Sunday/Monday

 HOURS: 3:00 P.M. to 12:00 A.M. (midnight)

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 54521

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies.

We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility is limited to current non-career employees within the Los Angeles District and individuals entitled to Veterans Preference.

Current career postal employees are not eligible to apply

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Applicants must demonstrate in writing the requirements listed on the announcement through a combination of education, training and experience. You may use both your Summary of Accomplishments and description of duties (under Work Experience) to address each of the requirements listed.

Reimbursement of relocation expenses will NOT be authorized.

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.

Functional Purpose

Supervises an assigned group of automated, mechanized, and/or manual processing and distribution operations at a mail processing center/facility.

DUTIES AND RESPONSIBILITIES

1. Supervises a medium sized group of employees engaged in mail processing and distribution activities.
2. Schedules and assigns work; determines priorities; shifts employees during the course of the tour as the workload fluctuates.
3. Monitors operational performance data throughout the tour; resolves routine problems; reports unusual operational problems and recommends solutions.
4. Ensures that operational information reported is complete and accurate; participates in mail surveys/tests related to quality, service performance, etc.
5. Coordinates mail flow activities with other supervisors on the tour.

6. Supervises the on-the-job training program for processing and distribution employees on the assigned tour.
7. Provides input for the facility's operating budget; controls costs within budget allocations.
8. Investigates accidents; prepares necessary reports; ensures compliance with safety regulations and energy conservation practices.
9. Meets with customers and major mailers on a regular basis to resolve problems and/or improve service.
10. Meets with union representatives to resolve disagreements.

SUPERVISION

Manager, designated unit.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. EMPLOYEE FOCUS: Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. FUNCTIONAL ADMINISTRATION: Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. OPERATIONS MANAGEMENT: Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. PERSONAL ACUMEN: Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. KNOWLEDGE OF PERFORMANCE MEASUREMENT systems and standards, and customer satisfaction indicators, as they relate to mail processing operations.
8. WORK UNIT PLANNING: Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. EXAMINATION REQUIREMENT: Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

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.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.

United States Postal Service

External Publication for Job Posting 10030091

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

Los Angeles District

Job Posting Period

06/24/2016 - 06/29/2016

This job has an exam requirement. Examining capacity has been reached for this posting. Applicants with an eligible exam score will be considered. Applicants without an exam score cannot be considered. If you apply without an exam score, you may be invited to take the exam later if job opportunities remain unfilled. Exam invitations are sent by email; watch your email and spam filters. Veterans are encouraged to apply and will receive preference in examining in accordance with Veteran Preference laws and regulations.

Job Title

SUPV DISTRIBUTION OPERATIONS

Facility Location

LOS ANGELES P&DC
7001 S CENTRAL AVE
LOS ANGELES, CA 90052-9998

CONTACT INFORMATION:

Sharon.d.lee@usps.gov

Position Information

TITLE: SUPV DISTRIBUTION OPERATIONS

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2315-0066

THREE POSITIONS AVAILABLE:

(1) NON-SCHEDULED DAYS: Tuesday/Wednesday

HOURS: 8:00 P.M. to 5:00 A.M.

(2) NON-SCHEDULED DAYS: Tuesday/Wednesday

HOURS: 3:00 P.M. to 12:00 A.M. (midnight)

(3) NON-SCHEDULED DAYS: Tuesday/Wednesday

HOURS: 12:00 P.M. (noon) to 9:00 A.M.

SALARY RANGE: 47,814.00 - 78,541.00 USD Annually

FINANCE NUMBER: 54531

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility is limited to current Non-career employees within the Los Angeles District and individuals entitled to Veterans Preference.

If you are a military veteran, you must attach a copy of your DD-214 (Member Copy #4) to your application under the Veterans Preference tab.

Males born after 12/31/1959 must be registered with the Selective Service System.

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma)

All applicants must apply on line at www.usps.com/employment to be considered for this employment opportunity. Paper or Emailed Applications for Employment will not be accepted in person or by email. 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 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 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.

Newly appointed EAS Grade employees are subject to a 1 year probationary period.

Reimbursement of relocation expenses will NOT be authorized.

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.

Functional Purpose

Supervises an assigned group of automated, mechanized, and/or manual processing and distribution operations at a mail processing center/facility.

DUTIES AND RESPONSIBILITIES

1. Supervises a medium sized group of employees engaged in mail processing and distribution activities.
2. Schedules and assigns work; determines priorities; shifts employees during the course of the tour as the workload fluctuates.
3. Monitors operational performance data throughout the tour; resolves routine problems; reports unusual operational problems and recommends solutions.
4. Ensures that operational information reported is complete and accurate; participates in mail surveys/tests related to quality, service performance, etc.
5. Coordinates mail flow activities with other supervisors on the tour.
6. Supervises the on-the-job training program for processing and distribution employees on the assigned tour.
7. Provides input for the facility's operating budget; controls costs within budget allocations.
8. Investigates accidents; prepares necessary reports; ensures compliance with safety regulations and energy conservation practices.

9. Meets with customers and major mailers on a regular basis to resolve problems and/or improve service.
10. Meets with union representatives to resolve disagreements.

SUPERVISION

Manager, designated unit.

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. CHANGE MANAGEMENT: Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. COMMUNICATION SKILLS: Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
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