

# United States Postal Service

## External Publication for Job Posting 10414521

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

Arizona District

### Job Posting Period

04/03/2020 - 04/06/2020

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

CLERK ASSISTANT

### Facility Location

ALAMOGORDO  
930 12TH ST  
ALAMOGORDO, NM 88310-9998

CONTACT INFORMATION: Wesley Redmond | wesley.m.redmond@usps.gov | (575) 437-9392

### Position Information

PLEASE NOTE THIS IS A TEMPORARY POSITION

Title: CLERK ASSISTANT

Grade: E6 - 07

FLSA Designation: Non-Exempt

Occupation Code: 2320-0016

Non-Scheduled Days: VARIES

Hours: VARIES

SALARY RANGE: \$17.95 per hour paid bi-weekly

FINANCE NUMBER: 340105

### Persons Eligible to Apply

All U.S. Citizens, lawful permanent resident aliens, citizens of American Samoa or other territory owing permanent allegiance to the United States. 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/careers](http://www.usps.com/careers) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations (when applicable), and background checks will be sent by email. Please add the following email domain addresses to your contact list to allow all correspondence to be received - @usps.gov; @jobtryout.net; @psionline.com; @geninfo.com; @uspis.gov. EXAM: If an exam is required and you are invited to take the test, instructions regarding the exam process will be sent to you via email. Please ensure you can receive email messages from our test

vendor and follow instructions carefully so you can be considered for this employment opportunity. SCREENINGS: 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.

### **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**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

#### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.
7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

#### **SUPERVISION**

Supervisor Customer Services, or other supervisor/designee.

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. FUNCTION**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

#### **DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

## **REQUIREMENTS:**

There are no separately evaluated knowledge, skill, or ability requirements for this position.

## **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete the Virtual Entry Assessment MP (476).

## **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to efficiently perform the duties of the position, which require arduous exertion involving prolonged standing, walking, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.

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 10413406

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

Greater Indiana District

### Job Posting Period

04/01/2020 - 04/04/2020

### Job Title

CLERK ASSISTANT ANNUITANT

### Facility Location

POSITION(S) WILL BE AT VARIOUS FACILITIES WITHIN THE FOLLOWING CITIES:

INDIANAPOLIS, IN

CONTACT INFORMATION: Mary Banks | mary.l.banks@usps.gov | (317) 870-8573

### Position Information

PLEASE NOTE THIS IS A TEMPORARY POSITION

TITLE: CLERK ASSISTANT ANNUITANT

GRADE: E6 - 07

FLSA DESIGNATION: NON-EXEMPT

OCCUPATION CODE: 2320-0018

NON-SCHEDULED DAYS: VARIES

HOURS: VARIES

Annuitants selected for this position will support USPS under the authority of the National Defense Authorization Act of 2020.

DRIVING MAY BE REQUIRED: Annuitants may be required to 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: \$17.95 per hour paid bi-weekly

FINANCE NUMBER: 174038

### Persons Eligible to Apply

This is a noncompetitive appointment open to United States Postal Service annuitants only. Annuitants who retired more than 90 days prior to the effective date of appointment will be required to complete screenings and fingerprints.

Annuitants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this noncompetitive employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities and screening 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

@uspis.gov

### **Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 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**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

#### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.
7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

#### **SUPERVISION**

Supervisor Customer Services, or other supervisor/designee.

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. FUNCTION**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

#### **DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

## REQUIREMENTS

There are no separately evaluated knowledge, skill, or ability requirements for this position.

## PHYSICAL REQUIREMENTS:

Applicants must be physically able to efficiently perform the duties of the position, which require arduous exertion involving prolonged standing, walking, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.

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 10413413

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

Northland District

### Job Posting Period

04/01/2020 - 04/04/2020

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

MAIL PROCESSING ASSISTANT

### Facility Location

MINNEAPOLIS SAINT PAUL NDC  
3165 LEXINGTON AVE S  
EAGAN, MN 55121-2539

CONTACT INFORMATION: Cecile Carroll | cecile.h.carroll@usps.gov | (651) 681-2249

### Position Information

PLEASE NOTE THIS IS A TEMPORARY POSITION

Title: MAIL PROCESSING ASSISTANT

Grade: E6 - 07

FLSA Designation: Non-Exempt

Occupation Code: 2320-0017

Non-Scheduled Days: VARIES

Hours: VARIES

SALARY RANGE: \$17.95 per hour paid bi-weekly

FINANCE NUMBER: 266361

### 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. 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](http://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 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

@uspis.gov

**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](http://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](http://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**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.
7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

### **SUPERVISION**

Supervisor Customer Services, or other supervisor/designee.

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. FUNCTION**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

### **DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

### **REQUIREMENTS:**

There are no separately evaluated knowledge, skill, or ability requirements for this position.

### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete the Virtual Entry Assessment MP (476).

### **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to efficiently perform the duties of the position, which require arduous exertion involving prolonged standing, walking, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.

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 10414590

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### Branch

Portland District

### Job Posting Period

04/03/2020 - 04/06/2020

### Job Title

MAIL PROCESSING ASSISTANT ANNUITANT

### Facility Location

PORLAND  
7007 NE CORNFOOT RD  
PORTLAND, OR 97218-9997

CONTACT INFORMATION: Angie Morig | angie.morig@usps.gov

### Position Information

PLEASE NOTE THIS IS A TEMPORARY POSITION

TITLE: MAIL PROCESSING ASSISTANT ANNUITANT

GRADE: E6 - 07

FLSA DESIGNATION: NON-EXEMPT

OCCUPATION CODE: 2320-0019

NON-SCHEDULED DAYS: VARIES

HOURS: VARIES

Annuitants selected for this position will support USPS under the authority of the National Defense Authorization Act of 2020.

SALARY RANGE: \$17.95 per hour paid bi-weekly

FINANCE NUMBER: 406785

### Persons Eligible to Apply

This is a noncompetitive appointment open to United States Postal Service annuitants only. Annuitants who retired more than 90 days prior to the effective date of appointment will be required to complete screenings and fingerprints.

Annuitants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this noncompetitive employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities and screening 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

@uspis.gov

### **Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 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**

Performs a variety of distribution, and sales and customer support duties for postal products and services.

#### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.
7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

#### **SUPERVISION**

Supervisor Customer Services, or other supervisor/designee.

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**

There are no separately evaluated knowledge, skill, or ability requirements for this position.

#### **PHYSICAL REQUIREMENTS**

Annuitants must be physically able to efficiently perform the duties of the position, which require arduous exertion involving prolonged standing, walking, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.

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.