

# United States Postal Service

## *External Publication for Job Posting 10650320*

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*

Pennsylvania 1 District

### *Job Posting Period*

08/16/2021 - 09/06/2021

### *Job Title*

ANNUITANT HOLIDAY CLERK ASSISTANT

### *Facility Location*

POSITIONS MAY BE AT VARIOUS LOCATIONS WITHIN ZIP CODE AREAS:

150-179

Please list any specific locations where you are interested in working in your Summary of Accomplishments.

### *Position Information*

TITLE: ANNUITANT HOLIDAY CLERK ASSISTANT

GRADE: E6 - 06

FLSA DESIGNATION: NON-EXEMPT

OCCUPATION CODE: 2320-0013

NON-SCHEDULED DAYS: VARIES

HOURS: VARIES

Annuitants selected for this position will support USPS during the holiday season. Appointment duration is limited to a period ending December 31, 2021.

Annuitant HCAs in Function 4 may be hired for 3 consecutive pay periods, either November 6 through December 17, or November 20 through December 31.

Annuitant HCAs in Function 1 may be hired for 6 consecutive pay periods, October 9 through December 31.

**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:** Current pay rate is established at \$18.69 per hour paid bi-weekly

**FINANCE NUMBER:** 416637

### *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 consent for a National Agency Check with Inquiries.

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

@uspis.gov

@geninfo.com

### **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.