

United States Postal Service

External Publication for Job Posting 93633569

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

Labor Relations

Job Posting Period

11/12/2015 - 11/18/2015

Job Title

EEO SUPPORT TECHNICIAN

Facility Location

NATIONAL EEO SVC FACILITY
5405 CYPRESS CENTER DR STE 330
TAMPA, FL 33609-1026

Position Information

TITLE: EEO SUPPORT TECHNICIAN
GRADE: E5 - 15
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 0260-0047
NON-SCHEDULED DAYS: SATURDAY/SUNDAY
HOURS: 8:00 AM - 5:00 PM
SALARY RANGE: 42,685.00 - 65,927.00 USD Annually
FINANCE NUMBER: 112133
BENEFIT INFORMATION: There are not benefits associated with this temporary position.

Functional Purpose

Provides administration support to the mediation program for the Equal Employment Opportunity (EEO) team.

DUTIES AND RESPONSIBILITIES

1. Processes invoices for payment for the REDRESS and NEEOISO programs related to mediation and investigative services. Serves as a certifying officer verifying the accuracy and completeness of the billing and invoice statements.
2. Enters appeal and arbitration data and supporting documents into Grievance Arbitration Tracking System (GATS) while ensuring legibility and accuracy of the data.
3. Monitors service contracts to ensure that terms and conditions are met. Resolve various issues related to contractors and vendors.
4. Inputs and maintains records for EEO programs and services; follows established documentation processes.
5. Prepares and updates periodic and ad hoc reports, charts, presentations, electronic tracking spreadsheets and databases.
6. Performs other administrative duties as assigned in support of EEO programs.

SUPERVISION

Manager of unit to which assigned.

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. Ability to perform data entry and filing with strong attention to detail, ensuring that work is accurate and complete.
2. Ability to conduct audits of electronic documents to verify accuracy, completeness and legibility.
3. Skill using computer systems and word processing, spreadsheet and presentation software to create documents, reports and presentations.
4. Ability to develop and maintain paper and electronic filing and tracking systems.
5. Ability to track workload and develop status reports from documented records.

This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for.

You will receive two email confirmations:

1. An email confirming your profile is complete.
2. After submitting your application you will receive a second email confirming your application has been successfully submitted.

For additional information, please contact Kristena Branstetter at Talent@usps.gov

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.