

United States Postal Service

External Publication for Job Posting 10036068

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

Bay-Valley District

Job Posting Period

08/01/2016 - 08/19/2016

Job Title

PM RELIEF (ANNUITANT)

Facility Location

Positions may be at various locations within this District. Please list any specific locations where you are interested in working in your Summary of Accomplishments.

Position Information

Title: ANNUITANT CITY CARRIER ASSISTANT (HOLIDAY TERM)

FLSA Designation: Non-Exempt

Non-Scheduled Days: Varies

Hours: Varies

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

Annuitant CCAs hold temporary appointments during the period 12/3/2015-12/30/2016 not to exceed 28 days.

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

SALARY RANGE: Current pay rate is established at \$16.06 per hour paid bi-weekly

FINANCE NUMBER: 361680

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 a drug test and give consent for a criminal background check and National Agency Check with Inquiries.

Annuitants must apply online at 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

Functional Purpose

Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and geography of the area.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required.
2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
3. Handles undeliverable mail in accordance with established procedures.
4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection mail.
5. Uses portable electronic scanner as instructed.
6. Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.
7. Deposits in the post office mail collected on the route upon returning from the route.
8. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.
9. Furnishes customers with postal information and provides change of address cards and other postal forms as needed.
10. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and centralized delivery equipment.
11. Becomes proficient, when assigned to a route, in the casing of mail on other routes as assigned.
12. Works professionally with other employees in the office.
13. May as a CCA, perform clerical duties and be required to pass examinations on scheme of city primary distribution.
14. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for residents undeliverable as addressed is not improperly held; deliver stamps or other paper supplies to contract or classified stations and other designated delivery points; serves at carriers' delivery window; receive and register where practical, all letters and packages of first-class matter properly offered for registration; case mail and make deliveries on other routes as assigned.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. PHYSICAL REQUIREMENTS

Annuitants must be physically able to efficiently perform the duties of the position with or without reasonable accommodation. CCA duties require arduous exertion involving prolonged standing, walking, bending and reaching, and may involve handling heavy containers of mail weighing up to the allowable maximum mailing weight.

ADDITIONAL PROVISIONS

Annuitant CCAs must work their assigned tour and days of work. Annuitant CCAs must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

Annuitant CCAs are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions. May be required to wear uniform items.

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

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

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