

Vacancy Announcement

OPEN: 09-01-2020 CLOSE: 09-11-2020

POSITION: OFFICE CLERK, Vehicle Operations

LEVEL: PS-06

VACANCY NUMBER: BQ 2020-09-01

METHOD OF SELECTION: BEST QUALIFIED

HOURS: 0700-1530-30L

DAYS OFF: SAT/SUN

ELIGIBILITY: **ALL CAREER CLERK CRAFT EMPLOYEES WITHIN THE PHOENIX BID CLUSTER**
(INCLUDES PHOENIX P&DC, RIO SALADO, WEST VALLEY P&DC, AND PHOENIX STATIONS).

NUMBER OF POSITIONS: One (1) – 95499061

OCCUPATIONAL CODE: 0301-04XX

ASSIGNMENT AREA: TRANSPORTATION
4949 E Van Buren St.
Phoenix, AZ 85026-3911

A non-postal email address must be included with your application for testing notification.

FUNCTION:

Provides support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above. Employees are requested to thoroughly read the attached Standard Position Description and Qualification standards to ensure that they meet the position requirements. **PS FORM 991 MUST ADDRESS ALL PROFICIENCY REQUIREMENTS.**

REQUIREMENTS:

Applicants must demonstrate, to a sufficient degree, the following knowledge, skills, and abilities to assure adequate performance in the position.

1. Ability to maintain records and prepare reports.
2. Ability to read and understand instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
6. Ability to work with others.
7. Ability to schedule work, either materials or people.

ADDITIONAL PROVISIONS:

Candidates must meet the requirements for certification. The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

1. Applicants must successfully complete Postal Service Test **714 Data Entry Exam (LOW)**.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

SENIORITY:

Successful Clerk applicants from the Phoenix Bid Cluster will begin a new period of seniority in the Motor Vehicle Craft with the acceptance of this position.

MAIL TO:

**United States Postal Service
Phoenix Bid Cluster
4949 E Van Buren St. Room #148
Phoenix AZ 85026-3911**

HOW TO APPLY:

CURRENT CAREER CLERK CRAFT EMPLOYEES IN THE PHOENIX BID CLUSTER MAY APPLY BY SUBMITTING A PS FORM 991. PLEASE DO NOT USE E-CAREER OR JOB BIDDING. Under the provisions of Article 37.3.A.8, clerks temporarily detailed to any nonbargaining unit position may not bid or apply for vacant clerk craft duty assignments.

Applicants must address each of the requirements (operational, examination, and other) listed on Page 1 of this Announcement. Photocopy the Statement of Qualifications page from PS Form 991, and use one page for each requirement.

Applications must be received by the Phoenix Bid Cluster no later than **close of business, FRIDAY, September 11, 2020** in order to be considered. **ALL APPLICATIONS MUST BE MAILED TO THE ABOVE ADDRESS. NO FAXES, EMAILS, OR DROP-OFFS WILL BE ACCEPTED.** It is the applicant's responsibility to make a copy of their PS Form 991 PRIOR to submitting the application. Copies will not be provided. An employee who has submitted an application may withdraw, in writing, any time **before the closing date and time of this posting.**

Applicants will be selected on the basis of "Best Qualified".

The United States Postal Service is an equal opportunity employer. The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, interview, and/or selection process, please contact the office identified on the vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be effectively performed by a person with that physical or mental impairment) or any other non-meritorious factor or consideration.

Dawn Marie Francisco

Dawn Marie Francisco
Human Resources Specialist
Phoenix Bid Cluster

Attachments

0301 - 04XX Position Description

STD JOB DESCRIPTION

U.S.Postal Service

OFFICE CLK VEHICLE OPERATIONS (P7-06) OCCUPATION CODE: 0301-04XX

FUNCTIONAL PURPOSE:

Performs miscellaneous office clerical and typing duties.

DUTIES AND RESPONSIBILITIES:

1. Types from handwritten or other drafts, letters, memorandums, schedules, and reports; sets up the typed material in accordance with prescribed format, and assembles it for initialing, signing and dispatch.
2. Answers telephone calls to determine the nature of the call and refers to proper person for reply; in absences of superiors, answers routine questions.
3. Verifies the hours worked and absence on employee timecards. Computes the total hours worked. Makes certain that leave is properly identified. Provides information to employees on rules and regulations concerning leave. Compiles from time and attendance cards data used for preparation of man-hour reports.
4. Maintains accident register recording such information as date, time of accident, vehicle involved, parties involved, amount of damage, and description of accident; maintains accident files. Maintain follow-up on correspondence relating to accident.
5. Establishes and maintains required files; maintains a master set of scheduled vehicle runs, posting changes as they are approved.
6. As directed, prepares vehicle utilization survey charts and graphs from data obtained from prescribed forms.
7. Performs other clerical duties, as assigned.

SUPERVISION:

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0013

Doc Date: 11/02/1994

Occ Code: 0301-04XX

0301 - 04XX Position Requirements

QUALIFICATIONS

U.S.Postal Service

OFFICE CLK VEHICLE OPERATIONS (P7-06) OCCUPATION CODE: 0301-04XX

BARGAINING UNIT QUALIFICATION STANDARD

Q0301z

(0301-04XX)

OFFICE CLERK, VEHICLE OPERATIONS

DOCUMENT DATE: September 8, 2009

FUNCTION:

Performs miscellaneous office clerical and typing duties.

DESCRIPTION OF WORK:

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

REQUIREMENTS:

KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports.
2. Ability to read and understand instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
6. Ability to work with others.
7. Ability to schedule work, either materials or people.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

Doc Date: 09/08/2009

Occ Code: 0301-04XX