

# Vacancy Announcement

OPEN: 10-27-2020  
CLOSE: 11-27-2020

**POSITION:** CONTRACT TECHNICIAN

**LEVEL:** PS-07

**VACANCY NUMBER:** BQ 2020-10-27

**METHOD OF SELECTION:** BEST QUALIFIED

**HOURS:** 0600-1430-30L

**DAYS OFF:** SAT/SUN

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

**NUMBER OF POSITIONS:** One (1) – 95540699

**OCCUPATIONAL CODE:** 1102-01XX

**ASSIGNMENT AREA:** FINANCE BUDGET/PROCUREMENT  
4949 E Van Buren St.  
Phoenix, AZ 85026-3911

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

## FUNCTION:

Assists in soliciting, negotiating, administering, and terminating informal and formal contracts.

## OPERATIONAL REQUIREMENTS:

Position is authorized for use in Procurement Services Offices only.

## DESCRIPTION OF WORK:

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

## REQUIREMENTS:

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-14. Ability to interpret instructions, specifications in contracts.
- B-22. Ability to perform basic arithmetic computations to include percentages.
- B-28. Knowledge of different relevant lines of work.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
- B-53. Ability to work with others.

## Note:

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.

## ADDITIONAL PROVISIONS:

Candidates must meet the requirements for certification. Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

**EXAMINATION REQUIREMENTS:**

1. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a 5-minute test. This must be demonstrated by successful completion of Postal Service **Test 712/713 Typing Exam**.
2. Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service **Test 718 COMPUTER SKILLS**.

**PHYSICAL REQUIREMENTS:**

Applicants must have 20/40 (Snellen) in one eye and must be able to read, without eye strain, text (printed or computer displayed) the size of typewritten character. Corrective lenses are permitted. Performance of these jobs' essential functions may require exertion involving standing, walking, climbing, bending, reaching and stooping for prolonged periods of time and intermittent lifting and carrying of heavy boxes.

**SENIORITY:**

Successful Clerk applicants from the Phoenix Bid Cluster will retain their seniority.

**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 (3:00 p.m.), FRIDAY, November 27, 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.

Timothy Pereida  
United States Postal Service  
Manager, Finance (District)  
(480) 292-6926

**Attachments**

## 1102 - 01XX Position Description

### STD JOB DESCRIPTION

U.S.Postal Service

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### CONTRACT TECHNICIAN (P7-07) OCCUPATION CODE: 1102-01XX

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#### FUNCTIONAL PURPOSE:

Assists in soliciting, negotiating, administering, and terminating informal and formal contracts.

#### OPERATIONAL REQUIREMENTS:

Position is authorized for use in Procurement Services Offices only.

#### DUTIES AND RESPONSIBILITIES:

1. Reviews procurement requests for completeness and accuracy and coordinates modifications, corrections, or updating, as necessary.
2. As assigned, coordinates the solicitation, award, and administration of informal purchases.
3. Prepares solicitation documents and contracts for formally advertised and negotiated procurements; develops source list for those procurements; prepares appropriate findings in negotiated procurement for higher level approval; analyzes justification for sole source procurement; conducts solicitations; monitors bid openings and assists in negotiations.
4. Assists in the administration of all contracts assigned, including contract progress, contractor report analysis, post award approvals, determination of adherence to terms and conditions; analyzes data and end items; assesses damages and cost reviews; reviews prospective subcontractors, determining excusable delays, and initiates the termination and closing out of completed contracts.
5. Performs other job related tasks in support of primary duties.

#### SUPERVISION:

Supervisor of unit to which assigned.

#### SELECTION METHOD:

Best Qualified

#### BARGAINING UNIT:

CLERK

#### KEY POSITION REFERENCE:

KP-0017

**Doc Date: 11/02/1994**

**Occ Code: 1102-01XX**

## 1102 - 01XX Position Requirements

### QUALIFICATIONS

U.S.Postal Service

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#### CONTRACT TECHNICIAN (P7-07) OCCUPATION CODE: 1102-01XX

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#### BARGAINING UNIT QUALIFICATION STANDARD

1102  
(1102-01XX)

CONTRACT TECHNICIAN

**DOCUMENT DATE:** MARCH 16, 2019

#### FUNCTION:

Assists in the tasks of soliciting, negotiating, administering, and terminating of informal and formal contracts.

#### DESCRIPTION OF WORK:

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

#### 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.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals relevant to the position.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

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B-44. Ability to personally resolve problems of a routine nature.

B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

#### EXPERIENCE REQUIREMENTS:

Applicants must have one year of experience in such areas as procurement property and supply assistant, procurement clerk, or any related area resulting in experience in basic purchasing or solicitation techniques.

Business courses in a relevant area at high school level or above may be substituted for the required experience at the rate of three months of experience for each completed course. Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete the Virtual Entry Assessment CS (477).

Applicants must demonstrate the ability to type at a rate of 30 net words per minute for five minutes. This must be demonstrated by successful completion of Postal Service Test 713.

**PHYSICAL REQUIREMENTS:**

Applicant must be physically able to perform effectively the duties of the position.

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**Doc Date: 03/16/2019**

**Occ Code: 1102-01XX**