



Vacancy Announcement

OPEN: 10-22-2018
CLOSE: 11-02-2018

POSITION: Secretary POOM C

LEVEL: PS-07

VACANCY NUMBER: BQ 2018-10-22

METHOD OF SELECTION: Best Qualified

HOURS: 0730-1600-30L

DAYS OFF: SAT/SUN

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

NUMBER OF POSITIONS: ONE (1) - 70187964

OCCUPATIONAL CODE: 0318-0004

ASSIGNMENT AREA: Phoenix AZ P&DC – POOM C
4949 E. Van Buren St. Room 211
Phoenix, AZ 85026-3911

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

FUNCTIONAL PURPOSE

Provides secretarial 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.

REQUIREMENTS:

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

1. Knowledge of requirements for formatting and preparing documents such as letters, reports, and presentation materials.
2. Knowledge of English composition, grammar, punctuation, and spelling.
3. Ability to operate computer systems or applications such as word processing, data entry, and graphics software.
4. Ability to establish and maintain office and database filing systems and to accurately file and retrieve individual records.
5. Ability to locate, read, and comprehend written reference materials such as handbooks, manuals, bulletins, and directives.
6. Ability to review prepared materials for accuracy and completeness.
7. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.
8. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

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.

Secretary POOM C
VACANCY NUMBER: BQ 2018-10-22

EXAMINATION REQUIREMENT:

1. Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service **Test 720 (710 Clerical)**.
2. Applications must demonstrate the ability to type at a net rate of **30 words per minute** in a five-minute test. This must be demonstrated by successful completion of Postal Service **Test 713**.
3. Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service **Test 718 COMPUTER SKILLS**.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

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
Plant Manager's Office Room #154
Phoenix AZ 85026-3911**

HOW TO APPLY:

CURRENT CAREER, BARGAINING UNIT, 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 02, 2018** 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

STD JOB DESCRIPTION

U.S.Postal Service

SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004

FUNCTIONAL PURPOSE:

Provides secretarial 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.

DUTIES AND RESPONSIBILITIES:

1. Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.
2. Accesses, retrieves and/or updates files and other data maintained on personal computers.
3. Sends and receives electronic messages, files and other documentation via the local area network.
4. Produces charts, tables, and other documentation using various graphics software.
5. Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.
6. Reviews materials prepared for manager's signature for accuracy, completeness, and format.
7. Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.
8. Screens, logs, and routes office mail in accordance with established procedures.
9. Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

SUPERVISION:

Manager of unit to which assigned

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

Doc Date: 11/24/2010

Occ Code: 0318-0004

QUALIFICATIONS

U.S.Postal Service

**SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004**

BARGAINING UNIT QUALIFICATION STANDARD0318
(0318-0004)

SECRETARY

DOCUMENT DATE: December 16, 1999**FUNCTION:**

Provides secretarial 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.

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.

Knowledge of requirements for formatting and preparing documents such as letters, reports, and presentation materials. Knowledge of English composition, grammar, punctuation, and spelling. Ability to operate computer systems or applications such as word processing, data entry, and graphics software. Ability to establish and maintain office and database filing systems and to accurately file and retrieve individual records. Ability to locate, read, and comprehend written reference materials such as handbooks, manuals, bulletins, and directives. Ability to review prepared materials for accuracy and completeness. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 713.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Applicants will be required to hear the conversational voice; hearing aids are permitted.

Doc Date: 08/18/2018**Occ Code: 0318-0004**