



Vacancy Announcement

OPEN: **05/25/2019**
CLOSE: **06/07/2019**

POSITION: Data Collections Technician **LEVEL:** PS-07 **VACANCY NUMBER:** BQ 2019-05-25-1

METHOD OF SELECTION: Best Qualified **HOURS:** 1530-0000-30L **DAYS OFF:** SUN/TUE

ELIGIBILITY: ALL CAREER 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) **95485408**

OCCUPATIONAL CODE: 0301-69XX **ASSIGNMENT AREA:** Phoenix AZ P&DC – STATS PROGRAMS
4949 E Van Buren St.
Phoenix, AZ 85026-3911

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

FUNCTIONAL PURPOSE

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for this data.

REQUIREMENTS:

1. Knowledge of postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.
4. Ability to communicate both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and give directions.
5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
7. Ability to detect patterns to determine how a set of numbers of data are related to each other.
8. Ability to prepare forms, records, tables, and reports.
9. Ability to positively and effectively work and deal with others.
10. Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.

EXAMINATION REQUIREMENT:

1. Passenger Car.
2. Valid State Driver's License.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Duties may require exertion involving the following:

- bending or lifting for prolonged periods of time
- intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.

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 are required to hear the conversational voice in a noisy environment and be able to identify environmental sounds, such as equipment in operation or unusual sounds. Hearing aids are permitted.

ADDITIONAL PROVISIONS:

Before being appointed and permitted to drive a government-owned vehicle as an employee, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

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 #154
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, June 07, 2019** 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
Human Resources Specialist
Phoenix Bid Cluster

Attachments

STD JOB DESCRIPTION

U.S.Postal Service

**DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX**

FUNCTIONAL PURPOSE:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities.

DUTIES AND RESPONSIBILITIES:

1. Collects, records, and analyzes statistical data under any number of national data collection systems.
2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
4. Updates national data bases; maintains and updates records and files.
5. Participates in data collection activities in support of special studies or national programs.
6. Reads and interprets reference manuals and other written materials.
7. May drive a vehicle to other facilities when work assignments require.
8. 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-0015

Doc Date: 04/01/2005**Occ Code: 0301-69XX**

QUALIFICATIONS

U.S.Postal Service

**DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX**

BARGAINING UNIT QUALIFICATION STANDARD
Q0301t

(0301-69XX) DATA COLLECTION TECHNICIAN

DOCUMENT DATE:

September 8, 2009

FUNCTION:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data.

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. Knowledge of postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.
4. Ability to communicate both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and

give directions.

5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
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PHYSICAL REQUIREMENTS:

1. Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous exertion involving **the following:**
 - bending or lifting for prolonged periods of time; and
 - intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.
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Doc Date: 09/08/2009

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