NOTICE OF VACANT POSITION
SLC INSTALLATION CLERKS
Current Non-Career Clerk Employees
Announcement Number: 18 -04

OPENING DATE: March 17, 2018   CLOSING DATE: March 26, 2018 4:00 PM

POSITION: **Position ID 70837884**   **Express Mail Technician, P7-07**
                  OCC-CODE: 2340-82XX   HOURS OF DUTY: 1600-0030-30L
                  BEST QUALIFIED   NON-SCHED DAYS: Sun/Mon
                  Vacated by P. Calvin   Vacated date: 05/13/2017

LOCATION: SLC P&DC

DUTIES: Provides clerical support in the Express Mail Service office administrative office, utilizing expert and comprehensive knowledge, to assist in the technical aspects of maintaining the overall program.

QUALIFICATIONS: This section is composed of the 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 mail processing, distribution, and dispatch operations.

2. Knowledge of claim and merchandise insurance procedures and form processing.

3. Knowledge of postal regulations and procedures governing the use of the mails.

4. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

5. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions and providing information.

6. Ability to organize and arrange a stockroom.

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 key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.

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

ADDITIONAL PROVISIONS: 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.

HOW TO APPLY: It is the responsibility of the Applicant to submit a completed PS 991 (include a personal email address on your PS 991) to Tammy Kluge by the close of business on March 26, 2018. You may submit it one of three ways via mail, 1760 West 2100 South, Salt Lake City, UT 84199-9998, via email to tamara.k.kluge@usps.gov or fax to the ATTN: Tammy Kluge 801-974-2929. Supervisor evaluations are not needed.

ALL APPLICANTS WILL BE CONSIDERED ON THE BASIS OF QUALIFICATIONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR PHYSICAL HANDICAP.