



NOTICE OF VACANT POSITION
SALT LAKE CITY INSTALLATION CLERKS
Current Career Employees
Announcement Number: 21 -01

OPENING DATE: October 19, 2021

CLOSING DATE: October 28, 2021 4:30 PM

POSITION: **Position ID 72823675**
OCC-CODE: 1712-34XX
BEST QUALIFIED
Newly Created

Training Technician, P7-07
HOURS OF DUTY: 0900-1800-60L
NON-SCHED DAYS: Sun/Mon

LOCATION: SALT LAKE CITY ADMIN OFFICES

DUTIES: Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

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. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Ability to maintain records and prepare reports.
4. Ability to perform effectively under the pressures of the position.
5. Ability to interpret instructions, specifications, etc.
6. Ability to instruct.
7. Knowledge of different relevant lines of work.
8. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
9. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.
10. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
11. Ability to work with others

EXPERIENCE REQUIREMENTS:

Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students

in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:

- Experience as a teacher or instructor
- Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching
- Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.
- Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.
- Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

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.

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.

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

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 16:30 on October 28, 2021. You may submit it one of three ways: via mail to 1760 West 2100 South, Salt Lake City, UT 84199-9420, 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.