

LOCAL HUMAN RESOURCES



NOTICE OF VACANT POSITION
SLC INSTALLATION CLERKS
Current Career Employees
Announcement Number: 16 -007

OPENING DATE: June 22, 2016

CLOSING DATE: July 1, 2016 4:30 PM

POSITION: Position ID 71590868
OCC-CODE: 0301-69XX
BEST QUALIFIED

Data Collection Technician, P7-07
HOURS OF DUTY: 0300-1130-30L
NON-SCHED DAYS: Sun/Tues

LOCATION: SLC District, Stats Programs

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

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 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.

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.

PHYSICAL REQUIREMENTS: Applicants must be physically able to efficiently perform 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.

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 Mindy Thomas by the close of business on July 1, 2016. You may submit it one of three ways via mail, 1760 West 2100 South, Salt Lake City, UT 84199-9998, via email to mindy.thomas@usps.gov or fax to the ATTN: Mindy Thomas 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.