



## **NOTICE OF VACANT POSITION**

### **BID CLUSTER CLERKS**

#### **Current Career Employees**

**Announcement Number: 15-05**

OPENING DATE: **July 18, 2015**

CLOSING DATE: **July 27, 2015 4:30 PM**

POSITION: Position ID 70738212

HOURS OF DUTY: 0730-1600

Administrative Clerk VMF (P7-07)

OCC CODE: 0301-09XX

Salt Lake City Bid Cluster - **BEST QUALIFIED**

NON-SCHED DAYS: SAT/SUN

LOCATION: VMF, SOUTH JORDAN, UT

### **DUTIES:**

1. Consults with and advises the superintendent with regard to the office management of the vehicle maintenance facility; maintains necessary records and prepares the reports and correspondence required in conducting the business of the facility. 2. Sets up and controls the scheduling of maintenance for all facility vehicles and perimeter vehicles under the jurisdiction of the facility to ensure that schedules are current. 3. Issues advertisements and invitations to bid for the procurement of contract services such as repair contracts. 4. Reviews all work orders received from non-personnel offices to assure that changes being made by contractors are in strict accordance with contracts, that the performance of work is in accordance with individual maintenance programs or prescribed flat rate schedules. Isolates repetitive or other work orders involving administrative and/or technical questions for corrective action by Superintendent. 5. Analyzes facility statistical reports provided by the postal data center and calls to attention of the superintendent areas requiring corrective actions. 6. Where stockroom employees are not authorized, performs all duties relating to operations of the stockroom including procurement, storage, issue and accounting for all parts, materials and tools. 7. Prepares work schedules, vacation schedules and shop orders. Answers telephone calls and furnishes requested information or takes appropriate action. 8. Maintains liaison with the main office on hiring new employees, fringe benefits, and related actions affecting facility employees. Makes certain that reports relating to industrial type accidents and injuries are completed and submitted as required. 9. May supervise part-time or full-time clerical assistance, as required.

### **QUALIFICATIONS:**

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. Ability to maintain records and prepare reports.
2. Ability to read and understand instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
6. Ability to work with others.
7. Ability to schedule work, either materials or people.

**PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

**HOW TO APPLY:**

It is the responsibility of the Applicant to submit a completed PS Form 991 (October 1993 Version) to Jamie Seavello by 4:30 PM on July 27, 2015. You may submit it in one of two ways: 1) via mail to Jamie Seavello, Salt Lake District, 1760 West 2100 South, Salt Lake City, UT 84199-9420 or 2) via email to [Jamie.r.seavello@usps.gov](mailto:Jamie.r.seavello@usps.gov) . **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.**