



NOTICE OF VACANT POSITION

BID CLUSTER CLERKS

Current Career Employees

Announcement Number: 15-06

OPENING DATE: **August 1, 2015**

CLOSING DATE: **August 10, 2015 4:30 PM**

POSITION: Position ID 95880336

HOURS OF DUTY: 0300-1130

DATA COLL TECH (P7-07)

OCC CODE: 0301-69XX

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

NON-SCHED DAYS: SAT/SUN

LOCATION: GMF, SALT LAKE CITY, UT

DUTIES:

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

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. 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.

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.
2. 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.
3. Applicants are required to hear the conversational voice in a noisy environment and 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.

HOW TO APPLY:

It is the responsibility of the Applicant to submit a completed PS Form 991 (October 1993 Version), Ecareer profile is acceptable as long as all Qualifications are addressed, to Jamie Seavello by 4:30 PM on August 10, 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 . Please ensure your email address is included somewhere on your PS Form 991. **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.