

SLC LOCAL HUMAN RESOURCES



**NOTICE OF VACANT POSITION**

Announcement Number: #2019-3

**ELIGIBILITY:** CAREER CRAFT EMPLOYEES (MH, APWU, NALC) within the Salt Lake City Bid Cluster.

OPENING DATE: 05/24/2019

CLOSING DATE: 06/02/2019

POSITION: **GENERAL CLERK VMF PS-06**  
OCC-CODE: 0301-48XX  
Schedule: Varies  
In-Service Register  
BEST QUALIFIED - OPPORTUNITY

LOCATION: South Jordan VMF, South Jordan, UT 84095

**DUTIES/RESPONSIBILITIES:**

1. Establishes and maintains facility and perimeter vehicle maintenance schedules by listing all vehicles by capacity group and type of maintenance; prepares work schedules indicating when vehicles are due for maintenance; makes initial preparation of work orders attaching vehicle maintenance record; computes totals on the work orders; as directed, arranges for the delivery of vehicles to the facility for scheduled maintenance; informs superior when schedules are not adhered to; and schedules high mileage vehicles for lubrication.
2. Establishes and maintains vehicle jackets and records; posts on a vehicle maintenance record card from work orders and repair tags such information as date, mileage, type of maintenance or repair work performed, work order number and brief description of work performed; circles in red repeat items of maintenance; distributes copies of the work orders and repair tags as indicated on the forms; and reviews and maintains a file of contract work order-invoices for repair of perimeter vehicles.
3. Calls to superior's attention improperly written work orders, repeat items of maintenance or road calls and other unusual information which affects the maintenance program.
4. Sets up stock cards for each part or type of fuel and lubricant maintained in stock entering name, manufacturer's number, stock number, maximum and minimum quantities to be stocked, location or bin number.
5. Posts to stock cards from invoices such data as receipt date, purchase order number, quantity received and unit price and from mechanic's requisition such data as date, vehicle number, quantity issued and balance on hand, and posts to stock cards issuance of fuels and lubricants.
6. Maintains record of trucks out of service and reasons therefor, obtaining data from supervisors.
7. Compiles data for and prepares reports as instructed.
8. Verifies entries on time cards and notifies superior of any irregularities.
9. Operates various office machines such as typewriter, adding machine and calculator.
10. Prepares requisitions for supplies.
11. Assists in the storage and issuance of tools, parts and supplies.

**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 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.

**EXAMINATION REQUIREMENTS:** Applicants must demonstrated the successful completion of Postal Service Test 710 & 718.

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

**TRAINING REQUIREMENTS:** Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

**ADDITIONAL PROVISIONS:** At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job. Postal Service determines approval of reassignment based on work performance, safety record and attendance.

**HOW TO APPLY:** It is the responsibility of the Applicant to submit a complete PS Form 991 (**include a personal email address on your PS 991**) to Tammy Kluge by 16:30 on June 2, 2019. 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](mailto: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.**