

\*\*\*\*\*POST ON ALL BULLETIN BOARDS\*\*\*\*\*

November 20, 2019

MEMORANDUM FOR: **ALL APWU CRAFT CAREER EMPLOYEES IN THE  
CHARLOTTE BID CLUSTER**

SUBJECT: **OPPORTUNITY ANNOUNCEMENT  
BEST QUALIFIED – OFFICE CLERK, VEHICLE OPERATIONS, PS-06**

This is to afford all interested APWU CRAFT CAREER EMPLOYEES, the opportunity to make application for the vacancy shown below:

<u>JOB ID</u>	<u>INSTALLATION</u>	<u>P/L</u>	<u>HOURS</u>	<u>SDO</u>	<u>VACATED</u>
70655013	CHARLOTTE P&DC TRANSPORTATION	094	2300 -0730	Su/Mo	12/8/2018

**METHOD OF APPLICATION**

Submit a written eCareer profile and answer the (7) KSAs showing how you meet the requirements listed on the attached Qualification Standard. **APPLICANTS WHO DO NOT ADDRESS ALL OF THE REQUIREMENTS MAY BE DISQUALIFIED FROM CONSIDERATION.** (See Bargaining Unit Qualification Standard)

**EXAMINATION REQUIREMENT:**

Applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable. All applicants who are not currently qualified will be given the opportunity to satisfy this requirement. Only those who successfully complete Test 714 will be considered for this position.

**METHOD OF SELECTION:**

The best qualified applicant meeting the stated requirements and provisions will be selected for the position based on their application, Official Personnel Folder, Interview and any other pertinent information relative to the applicant.

**CLOSING DATE**

Applications will be accepted in Local Services until **Close of Business on Friday, November 29, 2019.**

*Barbara J. Brown*

Barbara J. Brown  
Human Resources Generalist (Principal)

**STD JOB DESCRIPTION**

U.S. Postal Service

**OFFICE CLK VEHICLE OPERATIONS (P7-06)  
OCCUPATION CODE: 0301-04XX****FUNCTIONAL PURPOSE:**

Performs miscellaneous office clerical and typing duties.

**DUTIES AND RESPONSIBILITIES:**

1. Types from handwritten or other drafts, letters, memorandums, schedules, and reports; sets up the typed material in accordance with prescribed format, and assembles it for initialing, signing and dispatch.
2. Answers telephone calls to determine the nature of the call and refers to proper person for reply; in absences of superiors, answers routine questions.
3. Verifies the hours worked and absence on employee timecards. Computes the total hours worked. Makes certain that leave is properly identified. Provides information to employees on rules and regulations concerning leave. Compiles from time and attendance cards data used for preparation of man-hour reports.
4. Maintains accident register recording such information as date, time of accident, vehicle involved, parties involved, amount of damage, and description of accident; maintains accident files. Maintain follow-up on correspondence relating to accident.
5. Establishes and maintains required files; maintains a master set of scheduled vehicle runs, posting changes as they are approved.
6. As directed, prepares vehicle utilization survey charts and graphs from data obtained from prescribed forms.
7. Performs other clerical duties, as assigned.

**SUPERVISION:**

Supervisor, Transportation Operations, or other designated supervisor.

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

**KEY POSITION REFERENCE:**

KP-0013

Doc Date: 11/02/1994

Occ Code: 0301-04XX

**QUALIFICATIONS**

U.S. Postal Service

**OFFICE CLK VEHICLE OPERATIONS (P7-06)  
OCCUPATION CODE: 0301-04XX****BARGAINING UNIT QUALIFICATION STANDARD  
Q0301z**

(0301-04XX)  
OFFICE CLERK, VEHICLE OPERATIONS

**DOCUMENT DATE:** September 8, 2009

**FUNCTION:**

Performs miscellaneous office clerical and typing duties.

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

**REQUIREMENTS:****KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:**

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.

**Doc Date:** 09/08/2009

**Occ Code:** 0301-04XX