

Charlotte (NC) Bid Cluster

Manual In-Station Posting

**BEST QUALIFIED  
GENERAL CLERK VMF  
CHARLOTTE VEHICLE MAINTENANCE FACILITY**

**POSTING-V2021-04**

Opening Date: 03/18/2021

Closing Date: 03/28/2021

**Eligible Bidders: All Career employees within Charlotte Bidding Cluster**

<b>Psn ID: 70620331</b>	<b>Occ Code: 0301-48XX</b>	<b>Job Title: General Clerk</b>
<b>Cost Ctr: 361396</b>	<b>Org Name: CHARLOTTE NC VMF</b>	
<b>SDA: Allow: 1-Work Clothes</b>	<b>Psn Stat:</b>	<b>PS Type/Group/Level: P706</b>
<b>DES ACT: 1-53</b>	<b>LDC: 32</b>	<b>Work Schedule: 1300-2130-30L-Sat-Sun</b>
		<b>Craft: MV-Motor Vehicle</b>
<b>Vac Stat: 0-Open</b>	<b>Vacated On: 03/14/2019</b>	<b>Vacated by: Milishua Owen</b>

**Qualifications: Applicants must demonstrate clerical and verbal skills. This must be demonstrated by successful completion of Postal Service Test 710.**

**Position Comments:**

**MUST PASS POSTAL SERVICE TEST 710 examination when as Best Qualified  
PERFORMS OTHER DUTIES AS ASSIGNED. (4226742) MODIFIED 991**

**HOW TO APPLY:** Applicants for Best Qualified address their qualifications in writing. PS Form 991 or eCareer Candidate profile required. Selection of Best Qualified applicants will be based on review of written statements, interview, personnel folder and other official USPS records. Applicants are required to address the requirements of the position, see Qualification Standards – General Clerk. PRINT and MAIL application to the address below for receipt on or before the closing date.

**MAIL TO:**

Kenneth Robinson  
Manager, Charlotte VMF  
2901 Scott Futrell Dr  
Charlotte, NC 28228

**STD JOB DESCRIPTION**

U.S.Postal Service

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**GENERAL CLERK VMF (P9-06)  
OCCUPATION CODE: 0301-48XX**

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**FUNCTIONAL PURPOSE:**

Performs a variety of clerical duties relating to the maintenance of vehicles.

**DUTIES AND 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.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

**KEY POSITION REFERENCE:**

KP-0013

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**Doc Date: 11/02/1994**

**Occ Code: 0301-48XX**

**QUALIFICATIONS**

U.S. Postal Service

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**GENERAL CLERK VMF (P9-06)  
OCCUPATION CODE: 0301-48XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**

Q0301x

(0301-48XX)  
GENERAL CLERK, VMF**DOCUMENT DATE:** November 3, 2012**FUNCTION:**

Assists with, and performs a variety of clerical and routine administrative duties in a motor vehicle maintenance facility.

**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.

**EXAMINATION REQUIREMENTS:**

Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710.

**PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position.

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**Doc Date: 11/03/2012****Occ Code: 0301-48XX**