

STD JOB DESCRIPTION

U.S.Postal Service

HR CLERK - LOCAL SVC COMP MGMT (P7-06)
OCCUPATION CODE: 0203-0015

FUNCTIONAL PURPOSE:

Performs administrative duties in the Human Resources Local Services/Complement Management function.

DUTIES AND RESPONSIBILITIES:

1. Performs any one or a combination of the duties listed below.
2. Opens and reviews letters, emails and other correspondence pertaining to human resources Local Services/Complement Management matters; scans, forwards and or otherwise processes in accordance with established policies and procedures.
3. Maintains various human resources records by performing such operations as scanning and filing employee records, posting actions taken concerning employees, adding names to and removing them from registers and rosters, and filing official papers in personnel folders.
4. Furnishes information to field employees and applicants (e.g., prepare letters, memos, and other documents) about Local Services/Complement processes, policies and programs, through face-to-face, telephone, and or email interactions following established, documented procedures.
5. Assists with hiring and on-boarding activities. Creates requisitions, calls applicants, processes paperwork and NACI requests, creates the pre-screen files, schedules interviews, mails out hiring packets, inducts new employees, etc.
6. Establishes, stores, and archives sensitive electronic and paper files and records. Ensures the security of sensitive employee information, records, and files.
7. Enters, tracks, monitors, and reconciles data in computer database systems, according to established policies and procedures. Generates standard reports as necessary.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Senior Qualified

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QUALIFICATIONS

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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 manage multiple tasks, ensuring they are completed accurately and in a timely manner.
3. Ability to work cooperatively and interact positively with co- workers and customers, exercising courtesy, discretion, and self- control.
4. Ability to handle confidential information and exercise proper discretion regarding sensitive matters.
5. Ability to communicate orally and in writing, in a clear and concise manner.
6. Ability to utilize computer systems to enter and update data, retrieve reports, and verify and reconcile information.
7. Ability to perform clerical and administrative support activities with attention to detail, ensuring that work is accurate and complete.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

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