

U. S. POSTAL SERVICE
NOTICE OF VACANCY IN ASSIGNMENT(S)

Post on the bulletin board in your station or unit for the full time of posting as shown on the notice. Please remove at the expiration of the time limit, and retain at your office for 30 days, then destroy.

From: Maintenance Dept

Edward Artis
MGR Maintenance

Written applications are invited for the assignment described below. **Applications w/KSAs must be received either via in person or via regular mail to the attention of Mr. Artis at the following address: 2901 Scott Futrell Dr, Charlotte NC 28228. Emailed applications will not be accepted.**

THE LAW (39 U. S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

WRITTEN APPLICATIONS, WHICH MUST FULLY OUTLINE THE QUALIFICATIONS OF THE APPLICANT IN RELATION TO THE LISTED REQUIREMENTS, WILL BE ACCEPTED FROM **ALL CHARLOTTE PO BID CLUSTER CAREER CLERK CRAFT EMPLOYEES**. ALL APPLICANTS WILL BE CONSIDERED AND A SELECTION WILL BE MADE FROM AMONG THE **BEST QUALIFIED** APPLICANTS. PROVISIONS OF ARTICLE 33 (NATIONAL AGREEMENT) WILL APPLY WHERE APPLICABLE.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO HAVE THEIR APPLICATION RECEIVED PRIOR TO 1:00 PM ON THE CLOSING DATE. APPLICATIONS MAY BE CANCELLED IN WRITING AT ANYTIME, BUT NOT LATER THAN THE CLOSING DATE & TIME OF THE POSTING LISTED BELOW.

SECRETARY, P7-07, 0318-0004 (for Maint)

Job Number: 70249558

Work Schedule: 0730-1630-60L, N/S Sat/Sun

Work Location: CHARLOTTE P&DC, 2901 SCOTT FUTRELL DRIVE, CHARLOTTE NC

PLEASE SEE YOUR SUPERVISOR FOR A COPY OF THE STD JOB DESCRIPTION AND QUALIFICATIONS (KSAs).

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.

FUNCTION: Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

PHYSICAL REQUIREMENTS: Applicants must be physically able to perform efficiently the duties of the position. 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. Applicants will be required to hear the conversational voice; hearing aids are permitted.

EXAMINATION REQUIREMENTS: Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of **Postal Service Test 710**. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five-minute test. This must be demonstrated by successful completion of **Postal Service Test 713**.

DATE AND TIME OPEN:

Friday, February 2, 2024 @ 1:00PM

DATE AND TIME CLOSING OR TO BE WITHDRAWN:

Monday, February 12, 2024 @ 1:00PM