

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

October 30, 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 8, 2019.**

Barbara J. Brown

Barbara J. Brown
Human Resources Generalist (Principal)