

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

November 11, 2020

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

SUBJECT: DETAIL OPPORTUNITY ANNOUNCEMENT
BEST QUALIFIED – SECRETARY, PS-07

This is to afford all interested **CAREER APWU CLERK CRAFT** employees in the Charlotte Bid Cluster, 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>
95136142	POOM 3	080	0700-1600	SAT/SUN	N/A

METHOD OF APPLICATION

Submit a written eCareer profile showing how you meet the Requirements (**KSAs 1 through 8**), Examination Requirements, and Physical 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 REQUIREMENTS

All applicants must demonstrate clerical and verbal abilities by successfully completing Postal Service Test 710 and Typing Test 713 (30 WPM/5 min). All applicants who are not currently qualified will be given the opportunity to satisfy these examination requirements. Only those who successfully complete Test 710, and Test 713 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, Interviews, and any other pertinent information relative to the applicant.

CLOSING DATE

Applications will be accepted in the Local Services Office, 2901 Scott Futrell Drive, Charlotte North Carolina 28228-9962, until **Close of Business on Friday, November 20, 2020.**

Barbara J. Brown

Barbara J. Brown
Human Resources Generalist (Principal)