

United States Postal Service

External Publication for Job Posting 65107311

Branch

Colorado/Wyoming District

Job Posting Period

04/17/2012 - 04/24/2012

Job Title

PSE MAIL PROCESSING CLERK

Facility Location

PINEDALE POST OFFICE
413 PINE ST
PINEDALE, WY 82941-9050

APPLICANTS MUST APPLY ON LINE AT www.usps.com/employment. PAPER APPLICATIONS WILL NOT BE ACCEPTED

CONTACT: POSTMASTER 307-367-2650

ATTENTION! We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following email addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo account, or use a work or military email address!

ecareerworkflow@usps.gov
usps_support@panpowered.com
USPSeServices@geninfo.com

Position Information

TITLE: PSE MAIL PROCESSING CLERK

NON-SCHEDULED DAYS: VARIES

HOURS: VARIES

SALARY RANGE: \$14.60/HR NON CAREER Potential for limited benefits after the fi

FINANCE NUMBER: 577182

BENEFIT INFORMATION: The salary will be based on current postal pay policies.

Persons Eligible to Apply

If appointed, applicants must be willing to live within a reasonable distance of the facility address to ensure availability for work. Applicants, except for persons on active military duty should be available for screening activities, including an interview, in the facility location.

Functional Purpose

Performs a variety of clerk duties required to process mail using automated mail processing equipment or manual methods of sortation and distribution.

DUTIES AND RESPONSIBILITIES

1. Makes one or more sortations of outgoing and/or incoming mail using the appropriate sort program or manual distribution scheme.
2. On a rotation basis, performs all of the following duties: loads mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed; sweeps separated mail from bins stackers; and stops equipment when distribution run or operation is completed. Runs machine reports, clears jams and contacts maintenance for assistance when required.
3. Prepares work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers, are in place.
4. Removes sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch based on knowledge of operating plans and dispatch schedules, or at the instruction of supervisors or expeditors; may riffle or verify mail to ensure sortation accuracy as needed.
5. In addition, may perform any of the following duties: provide service at public window for non-financial transactions; maintain records of mails; examine balances in advance deposit accounts; and record and bill mail requiring special service.
6. Follows established safe work methods, procedures and safety precautions while performing all duties.
7. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. Written Exam

Postal Support Employees (PSEs) hold temporary appointments for periods not-to-exceed 360 days. Subsequent appointments after a 5-day break in service are not guaranteed and should not be expected because the use of PSE#s is discretionary and subject to business needs.

Duties are physically demanding and include moderate to heavy lifting, carrying, prolonged standing, walking and reaching. Process incoming and outgoing mail in both plant and post office facilities using different methods of sortation and distribution. They may be required to handle heavy sacks of letter mail or parcels weighing as much as 70 pounds. The work involves continuous standing, stretching, and reaching. Loads and unloads containers of mail. Mail handlers transport mail and empty equipment throughout a postal facility. They also open and empty sacks of mail. Mail handlers repeatedly lift and carry parcels and sacks weighing up to 70 pounds and push rolling containers weighing up to 1,500 pounds.

Limited benefits include raises, paid vacation days and access to health insurance after the first 360-day term.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human

Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.