

# United States Postal Service

## *External Publication for Job Posting 11453197*

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### *Branch*

North Carolina District

### *Job Posting Period*

08/11/2023 - 08/15/2023

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

### *Job Title*

PSE MAIL PROCESSING CLERK

### *Facility Location*

HUNTERSVILLE PO  
400 GILEAD RD  
HUNTERSVILLE, NC 28078

CONTACT INFORMATION: Gladys Torres | [gladys.n.torres@usps.gov](mailto:gladys.n.torres@usps.gov) | (704) 875-9218 | POSTMASTER

### *Position Information*

Title: PSE MAIL PROCESSING CLERK

FLSA Designation: Non-Exempt

Occupation Code: 2395-0018

Non-Scheduled Days: VARIES

Hours: VARIES

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

PSEs can be scheduled any hours and the position is intended to be very flexible, including weekends and holidays as needed. PSEs must be available to work when needed.

### **BENEFIT INFORMATION:**

Non-career 360-day term with possibility of reappointment. May lead to career position. Benefits include PTO at 1 hr for every 20 hrs in pay status, holiday pay for 6 holidays, and pay raises per APWU National Agreement. Immediately eligible for USPSHB Plan with a \$125 employer premium contribution. Contribution towards greater than Self Only is 65% (75% if reappointed). Upon a conditional reappointment to a 2nd 360-day term after a break in service of no more than 5 days, eligible for: health insurance under FEHB with Postal premium contributions towards APWU CDHP; dental and vision insurance through FEDVIP; flexible spending accounts through FSAFEDS and long term care insurance through FLTCIP. Wounded Warrior leave available if eligible.

SALARY RANGE: \$20.05 per hour paid bi-weekly

FINANCE NUMBER: 363800

### ***Persons Eligible to Apply***

All U.S. Citizens, lawful permanent resident aliens, citizens of American Samoa or other territory owing permanent allegiance to the United States. Applicants entitled to veterans' preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position. Applicants must apply online at [www.usps.com/careers](http://www.usps.com/careers) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations (when applicable), and background checks will be sent by email. Please add the following email domain addresses to your contact list to allow all correspondence to be received - @usps.gov; @psionline.com; @geninfo.com; @uspis.gov. EXAM: If an exam is required and you are invited to take the test, instructions regarding the exam process will be sent to you via email. Please ensure you can receive email messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity. SCREENINGS: You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

### ***Background Check***

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### ***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.

PSE Mail Processing Clerks perform a variety of clerical duties in mail processing and retail/customer services to support day

to day operations.

Duties are physically demanding requiring moderate to heavy lifting, carrying, prolonged standing, walking and reaching. PSEs may be required to handle heavy sacks of mail/parcels, sort & distribute incoming/outgoing mail, and work at a service window selling postal products & services to customers. Applicants must be able to perform the duties of the position with or without accommodation.

## 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. BARGAINING UNIT QUALIFICATION STANDARD 2315\_PSE (2395-0018) PSE MAIL PROCESSING CLERK

DOCUMENT DATE: March 16, 2019

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

DESCRIPTION OF WORK: See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS: There are no separately evaluated knowledge, skill, or ability requirements for this position.

EXAMINATION REQUIREMENTS: Applicants must successfully complete the Virtual Entry Assessment – MP (476).

PHYSICAL REQUIREMENTS: Applicants must be physically able to efficiently perform the duties of the position, which require arduous exertion involving prolonged standing, walking, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds

ADDITIONAL PROVISIONS: Mail Processing Clerks must work their assigned tour and days of work often within an industrial plant environment. Mail Processing Clerks must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

Mail Processing Clerks at any time may be assigned to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions, including wearing a uniform when required.

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.