

The complete posting can also be found on Lakeland's LiteBlue Web Page.

Please be aware that Internet Explorer is the only supported browser for eBidding

## UNITED STATES POSTAL SERVICE NOTICE OF VACANCY IN ASSIGNMENTS

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.

### CLERK & MAIL HANDLER

## JANUARY 2017 POSTINGS

PHONE OR WEB BIDDING IS MANDATORY  
FOR ALL APWU & MHU CRAFT EMPLOYEES

ANY POSITION RESTRICTED TO "IN SECTION BIDDERS" ARE ALSO  
OPEN TO ANY EMPLOYEE WITH RETREAT RIGHTS TO THAT SECTION

Phone or Web Bidding must be used to bid on the assignment(s) described below. (EXCEPT for Best Qualified positions, which have separate instructions) Form 1717A will no longer be accepted for bids.

Any additional correspondence regarding bids, such as letters of applications for Best Qualified positions, must be faxed (414-287-2258), mailed, or brought to HR Local Service, Main Post Office 2<sup>nd</sup> Floor, 345 W St. Paul Ave, Milwaukee WI 53201-5020, Attn: Shelley Rome-Strong.

Under no circumstances will applications be accepted after the date specified.

Any employee desiring to cancel a bid for a posted vacancy must do so no later than the date of the closing of the posting as shown below.

ALL requests for new PIN numbers – follow the instructions on second page.

Allow sufficient time to get your new PIN number through the mail. Yellow (manual) bid cards will be accepted only if BOTH the web and phone bidding systems are not working properly on the LAST DAY of the posting.

CLERK POSTING NUMBER: 142071  
MAIL HANDLER POSTING NUMBER: 141992

DATE AND TIME POSTED:  
January 5, 2017

DATE AND TIME TO BE WITHDRAWN:  
MIDNIGHT January 14, 2017



# **JOB BIDDING INFORMATION**



*Automated bidding is available 24 hrs a day during a posting bidding period.*

**To bid online go to  <http://liteblue.usps.gov>**

*Click on the eJob Bidding Quick Link found in 'Employee Apps' on the LiteBlue Homepage or click on 'Access eJob Bidding' on the right side of the LiteBlue 'MY HR' page.*

## **Telephone Job Bidding Options**

**Job Bidding Phone Line 1-800-222-2415**

**HRSSC Shared Service bidding: 1-877-477-3273 opt 2**

**PostalEASE 1-877-477-3273 opt 1**

**TDD/TTY Line: 1-800-265-7208 or 1-866-265-7505**

In addition to the on-line and phone bidding options listed above, you may also visit the Web Bidding Computer Rooms at the MKE P&DC (Room 402) or the MKE Annex to enter bids directly onto the computer.

- Your EIN (found on your earning statement) and postal PIN number are needed to access any of the automated bidding applications.
- You may quickly reset your postal Pin number by going to <http://liteblue.usps.gov>. Click on the 'click here' or 'Forgot your PIN' links near the bottom of the page, and follow the prompts.
- You may also request a new Pin number through POSTALEASE on the USPS Blue Page at: <http://blue.usps.gov/corporate/empss/welcome.htm>
- If you can't get to a computer, call 877-477-3273 and press 1. When prompted, enter your Employee ID. When prompted for your USPS PIN, pause and then press 2. Your new PIN number will be mailed to your address of record the next business day. In most cases you will receive your Pin number in two business days.
- **BE CAREFUL!** After 3 unsuccessful pin entry attempts the system will lock you out for a 24 hour period. Do not attempt to try again before 24 hours has elapsed or the lock out will be reset to another 24 hours.
- **Difficulties using the system?** Communicate the following information to your Manager or District Local Services:



- **Your name and EIN, Bid Cluster, Craft, and posting number**
- **Which system?** (Phone, Kiosk, Bid Computer)
- **Note any "error" message and at what juncture the error is occurring such as:** Won't accept pin, Call disconnects, Doesn't display posting, etc.

How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

Have the letter available that was sent (around the middle of April) to your residence.

➔ This letter has instructions and a Temporary Password in the upper right corner.

You will be able to set up your new password on the Self-Service Profile (SSP) Application from *any personal or USPS computer.*

1. Access the SSP Application at [www.ssp.usps.gov](http://www.ssp.usps.gov) or via links provided on Blue and LiteBlue.

December 20 of April 28, 2014, get your new Password for Self-Service Web applications (see your USPS Personal Identification Number (PIN) for Self-Service Web (PSSW) on your Postage System).

**Here's how you log on:**  
You'll need your Employee ID and USPS Self-Service Password to log on to iStreet.

- Your Employee ID is easy to find – just look at the top of your mailing statement. It is the 8 digit number printed just above the words "Employee ID".
- Your USPS Self-Service Password is the new security standard as of April 28, 2014 that is used to access *all* your USPS self-service applications including iStreet. If you *can't* get set up your Password on the Self-Service Profile (SSP) application, or you have forgotten your Self-Service Password, [click here](#).

**All of April 28, 2014 this application will require a new password instead of the 4-digit PIN.**

Employee ID:

Log In Password:

[Log On](#)

[Forget Your Password?](#)  
Frequently asked questions

 [Go the Site Before!](#)

2. Click on the Enter SSP button.

### Welcome to Self-Service Profile(SSP)

The portal to the tools for the management of your Self-Service Profile.

#### Important information

Self-Service Profile is available to all USPS Employees. Use your employee id and password to access all Self-Service web applications. This is the place to manage your self-service password, PIN, and more.

[Enter SSP](#)

## How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

3. Enter your 8-digit Employee Identification Number (EIN)  
Enter your Temporary Password

### Sign In To SSP

Employee ID

01234567

Password

••••••••

Sign In

[Forgot Password?](#)

Click Sign In. The Self-Service Profile – Initial Setup screen will display.

### Self-Service Profile Setup

Welcome to your Self-Service Profile (SSP) Application.

The SSP application allows employees to establish and/or update the identification components used to access the Postal Service's Self-Service applications.

You are required to change your password and select two (2) security questions and answers. You may enter an Email address if you would like to receive future profile modification notifications via Email. Required items have a double asterisk (\*\*).

The option to enter an Email address is also available in the Self-Service Profile pages after your initial set up is complete.

[Set Security Questions](#) [Set Email Address](#) [Confirmation](#)

#### Set Your Secure Password

\* Please enter your new password.

- **Strong Password Requirements:** Must contain at least one character from three of the four following types of characters:
  - Numbers 0-9, English letters a-z, English letters A-Z, (or) special characters from ! @ \$ % ^ \* \_ + = / or a total length of 8 to 15 characters. No other special characters are allowed.

New Password: \*

Confirm Password: \*

4. Create and confirm your self-service password.  
Your self-service password (8 to 16 characters) must contain at least one character from three of the following four types: Numbers 0-9, lowercase English letters a-z, uppercase English letters A-Z, or special characters !@#\$%^\*\_+="/.

Click the Next button.

New Password: \* ••••••••

Confirm Password: \* ••••••••

[Next](#)

## How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

5. Select two Security Questions and enter you answer to each question.

Click the Next button.

6. Enter and confirm your email address. (Optional)

Click the Next button.

7. The Confirmation Tab will display.

8. The Initial Profile Setup pop-up window will display.

Click OK and the application SSP Profile page will display.

Profile Summary	Manage Password	Manage Email	Manage PIN	Manage Security C
Function			Set	Last Update
ANSWER # 1			Yes	(
ANSWER # 2			Yes	(
PASSWORD			Yes	(
SECURITY QUESTION # 1			Yes	(
SECURITY QUESTION # 2			Yes	(
PIN			Yes	

**NOTE:** Use the Self-Service Profile Application (SSP) to change or reset your USPS PIN.

**The 4-digit PIN will still be used to access self-service applications** (Job Bidding, Employee Self-Services, leave requests) using the **telephone** via the Interactive Voice Response (IVR) system.

## How to use eBidding

### Log in to LiteBlue with EIN and Password (created in SSP)

**liteblue** United States Postal Service

#### Welcome to LiteBlue

The next generation in employee communications

LiteBlue is here to help you to communicate faster and stay connected. It's packed with the information you want about career development, revenue and service performance, products, recognition — you name it. There's even a place where you can give us feedback. You also have secure access to Postal ABE through LiteBlue to check, and during open season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that serve you better. It's the postal way.

Reminder: as of April 23, 2014, use your SSF password for Self Service Web applications; use your USPS Personal Identification Number (PIN) for Self Service IVRS (Interactive Voice Response Systems).

#### Here's how you log on:

You'll need your Employee ID and USPS Self Service Password to log on to LiteBlue.

- Your Employee ID is easy to find — just look at the top of your earnings statement. It's the 8-digit number printed just above the words "Employee ID."
- Your USPS Self Service Password is the new security standard as of April 23, 2014 that is used to access a variety of USPS self-service applications including LiteBlue. If you have not set up your password in the Self Service photo tool application or you have forgotten your Self Service Password [click here](#).

**As of April 23, 2014 this application will require a new password instead of the e-sign PIN.**

Employee ID:  [Is This Site Secure?](#)

USPS Password:  [Forgot Your Password?](#)  
[Frequently asked questions](#)

### Click on eBidding in the Featured Quick Links

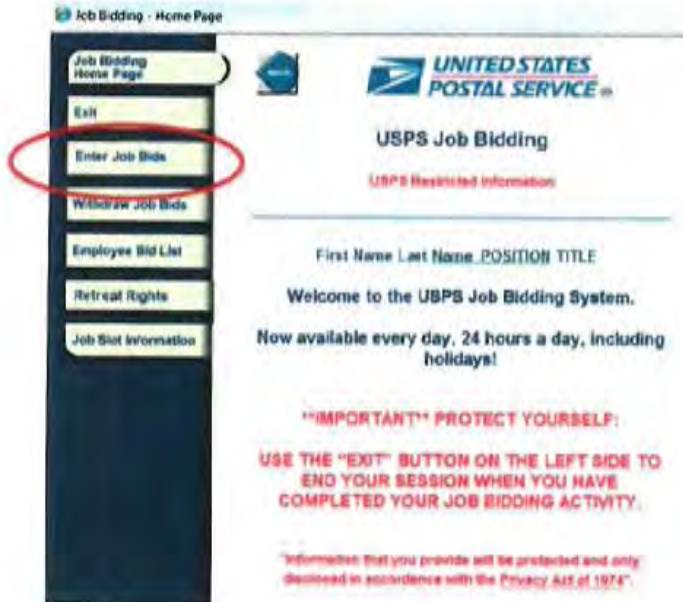


**Employee Apps - Quick Links**

[eCareer](#) [eJob Bidding](#) [eLRA](#) [eOPF](#)

## How to use eBidding

Click on Enter Job Bids



Job Bidding - Home Page

**UNITED STATES POSTAL SERVICE**

**USPS Job Bidding**

USPS Restricted Information

First Name Last Name POSITION TITLE

Welcome to the USPS Job Bidding System.

Now available every day, 24 hours a day, including holidays!

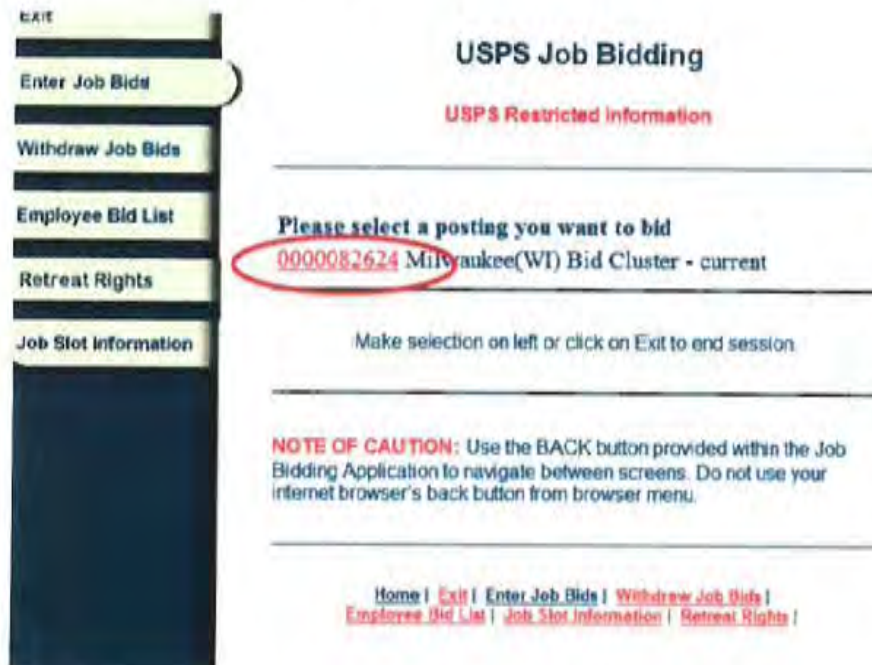
**\*\*IMPORTANT\*\* PROTECT YOURSELF:**

USE THE "EXIT" BUTTON ON THE LEFT SIDE TO END YOUR SESSION WHEN YOU HAVE COMPLETED YOUR JOB BIDDING ACTIVITY.

Information that you provide will be protected and only disclosed in accordance with the Privacy Act of 1974.

Current Open Postings will be shown

Click on the Link (red font Posting number)



EXIT

**USPS Job Bidding**

USPS Restricted Information

Please select a posting you want to bid

**000082624** Milwaukee(WI) Bid Cluster - current

Make selection on left or click on Exit to end session.

**NOTE OF CAUTION:** Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your internet browser's back button from browser menu.

[Home](#) | [Exit](#) | [Enter Job Bids](#) | [Withdraw Job Bids](#) | [Employee Bid List](#) | [Job Slot Information](#) | [Retreat Rights](#)

# How to use eBidding

The next screen shows the list of positions for this posting.

### USPS Job Bidding

USPS Restricted Information

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First Name Last Name\_POSITION TITLE  
Posting 000082624, Milwaukee(W) Bid Cluster POST OFFICE  
Open:05/06/2014, Close:05/14/2014

Check on the box to select each Job Slot you want to bid  
Only rows with checkmark will be submitted  
Click on the Job Slot Number for detailed display

[Submit Job Bid](#) [Cancel](#)

Job Slot	Choose	Order to Apply	Title	Tour	Level	Bid Status Reason
<a href="#">70011967</a>	<input type="checkbox"/>	<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	
<a href="#">70008933</a>	<input type="checkbox"/>	<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR II	06	Outside Bid Cluster / Craft / Section
<a href="#">80792723</a>	<input type="checkbox"/>	<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07	
<a href="#">00157258</a>	<input type="checkbox"/>	<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06	
<a href="#">71368843</a>	<input type="checkbox"/>	<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06	
<a href="#">71368847</a>	<input type="checkbox"/>	<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	

### USPS Job Bidding

USPS Restricted Information

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First Name Last Name\_POSITION TITLE  
Posting 000082624, Milwaukee(W) Bid Cluster POST OFFICE  
Open:05/06/2014, Close:05/14/2014

Check on the box to select each Job Slot you want to bid  
Only rows with checkmark will be submitted  
Click on the Job Slot Number for detailed display

[Submit Job Bid](#) [Cancel](#)

Job Slot	Choose	Order to Apply	Title	Tour	Level	Bid Status Reason
<a href="#">70011967</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR I	07	
<a href="#">70008933</a>	<input type="checkbox"/>	<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR II	06	Outside Bid
<a href="#">80792723</a>	<input type="checkbox"/>	<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07	
<a href="#">00157258</a>	<input type="checkbox"/>	<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06	
<a href="#">71368843</a>	<input type="checkbox"/>	<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06	
<a href="#">71368847</a>	<input type="checkbox"/>	<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	

Indicate choice here

Checkmark positions you want to bid on



## How to use eBidding

To see more information about a position, click on the Position Number. (Scroll down to see details)

Job Slot Detail: 70767268 Click to Open or Close

**Job Slot: 70767268**

**Job Title:**  
SALES, SVCS/DISTRIBUTION ASSOC

**Level:** 06

**Position Type:** Full Time

**Location:**

**Tour:** TOUR II

**Status:** Bidding

**Qualifications**

**Examinations** 421 SALES AND SERVICES (V3.9)

**Milwaukee WI Bid Cluster** Z-09

**Comments:**

**Job Schedules**

Work Schedule	Week Number	Day of Week	Start Time	End Time
06006024	001	1	06:00	15:00
06006024	001	2	00:00	00:00
06006024	001	3	06:00	15:00
06006024	001	4	00:00	00:00
06006024	001	5	05:00	15:00
06006024	001	6	06:00	15:00

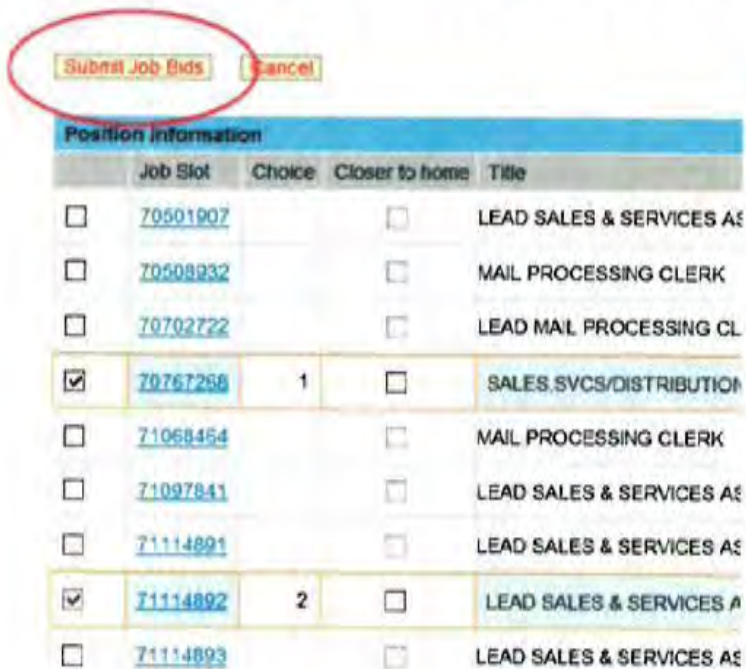
**Position Information**

Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status	Resrc
<input type="checkbox"/> 70551297	<input type="checkbox"/>	<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR #	07		
<input type="checkbox"/> 70509932	<input type="checkbox"/>	<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR #	06	Outside Bid Clus	
<input type="checkbox"/> 05090722	<input type="checkbox"/>	<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR #	07		
<input type="checkbox"/> 70767268	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR #	06		
<input type="checkbox"/> 71058864	<input type="checkbox"/>	<input type="checkbox"/>	MAIL PROCESSING CLERK				
<input type="checkbox"/> 71097841	<input type="checkbox"/>	<input type="checkbox"/>	LEAD SALES & SERVICES AS				

**Checkmark here when the position is closer to home than your current position**

## How to use eBidding

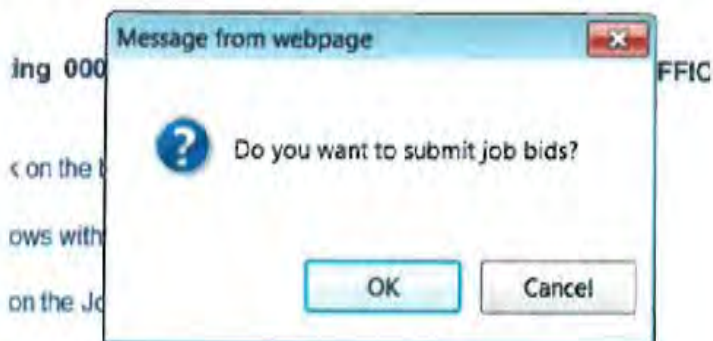
When you have finished bidding, click the Submit Job Bids



The screenshot shows a web interface with two buttons at the top: 'Submit Job Bids' (circled in red) and 'Cancel'. Below the buttons is a table titled 'Position information' with the following columns: Job Slot, Choice, Closer to home, and Title. The table contains several rows of job listings, with two rows highlighted in yellow and their 'Choice' columns containing the number '1' and '2' respectively.

	Job Slot	Choice	Closer to home	Title
<input type="checkbox"/>	<a href="#">70501907</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input type="checkbox"/>	<a href="#">70508932</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK
<input type="checkbox"/>	<a href="#">70702722</a>		<input type="checkbox"/>	LEAD MAIL PROCESSING CL
<input checked="" type="checkbox"/>	<a href="#">70767258</a>	1	<input type="checkbox"/>	SALES SVCS/DISTRIBUTION
<input type="checkbox"/>	<a href="#">71068454</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK
<input type="checkbox"/>	<a href="#">71097841</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input type="checkbox"/>	<a href="#">71114891</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input checked="" type="checkbox"/>	<a href="#">71114892</a>	2	<input type="checkbox"/>	LEAD SALES & SERVICES A
<input type="checkbox"/>	<a href="#">71114893</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS

A window pops up



## How to use eBidding

Then your confirmation appears:

You successfully submitted the job bid 70767268!

You successfully submitted the job bid 71114892!

**Please check following table for just updated bid statuses**

Position Information				
Job Slot	Choice	Closer to home	Bid Status	Bid Status Reason
70767268001		<input type="checkbox"/>	ELG	Eligible
71114892002		<input type="checkbox"/>	ELG	Eligible

Print the page, if desired.

**US POSTAL SERVICE  
NOTICE OF VACANCY IN ASSIGNMENT  
Milwaukee, WI Bid Cluster**

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**MANUAL BEST QUALIFIED POSTING  
JANUARY 2017 POSTING**

**DATA COLLECTION TECHNICIAN, PS-07, 0301-69XX**

<u>JOB ID #</u>	<u>WORK SCHEDULE</u>	<u>OFF DAYS</u>	<u>TOUR</u>	<u>P/L</u>	<u>SKILLS</u>	<u>STATUS</u>
95800228	2230-0700-30L Milwaukee P&DC	Sat/Sun	1	507	714 DATA ENTRY (V1.1) LOW POSTAL DEFENSIVE DRIVING VALID STATE DRIVER'S LICENSE	DEROSIER

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**Function:** Collects, records and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data. Provides coverage on an "as needed" basis for Data Coll Tech PS-7. When not being utilized in this position, will work in various clerk duties as assigned within the facility and be paid at Level 7. Must meet Postal driving requirements.

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**This is a Best Qualified MANUAL Posting.**

**FOLLOW THE INSTRUCTIONS BELOW TO APPLY FOR THIS POSITION:**

To be eligible for the position described above you **MUST SUBMIT** a letter or a PS Form 991 application or eCareer Profile stating in detail how you meet EACH of the proficiency requirements of the position per the attached Job Description and Qualification Standards.

Your letter or PS Form 991 application or eCareer Profile for this Best Qualified position, must be faxed, mailed or brought to Statistical Programs Unit, Attn: Jane M. Wiese, PO Box 5039, Milwaukee WI 53201-5039. (Fax 414-270-2426) It must be received no later than Midnight, January 14, 2017.

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of the closing of the posting as show below.

Bidders in the same *Occupational Code* are only required to submit a letter of interest and do not need to address the requirements of the position.

**ADDITIONAL SELECTION CRITERIA**

**EXAMINATION REQUIREMENTS:** Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within 5 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, if not already qualified on Postal Service Test 714, will be notified of the examination date. Must have a valid state driver's license, and demonstrate and maintain a safe driving record. Must meet Postal Driving Requirements: Defensive Driver Course (4360106) and Defensive Driver Course Debrief (4360106CL).

**SELECTION:** The above position will be filled on the basis of craft seniority to full-time employees encumbered in duty assignments in the same salary level and same best qualified position, then on the basis of "BEST QUALIFIED", selected in the following order: 1. Clerk Craft 2. Office-Wide, regardless of craft.

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**Opening Date: January 5, 2017**

**Closing Date: January 14, 2017**

**QUALIFICATIONS**

U.S.Postal Service

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**DATA COLL TECH (P7-07)  
OCCUPATION CODE: 0301-69XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**

Q0301t

(0301-69XX)

DATA COLLECTION TECHNICIAN

**DOCUMENT DATE:** September 8, 2009**FUNCTION:**

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data.

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

**REQUIREMENTS:****KNOWLEDGE, SKILLS, & ABILITIES 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.

1. Knowledge of postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.
4. Ability to communicate both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and give directions.
5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
7. Ability to detect patterns to determine how a set of numbers of data are related to each other.
8. Ability to prepare forms, records, tables, and reports.
9. Ability to positively and effectively work and deal with others.
10. Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.

**PHYSICAL REQUIREMENTS:**

1. Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous

exertion involving the following: bending or lifting for prolonged periods of time; and intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.

2. 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.

3. Applicants are required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment in operation or unusual sounds. Hearing aids are permitted.

**ADDITIONAL PROVISIONS:**

Before being appointed and permitted to drive a government-owned vehicle as an employee, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

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**Doc Date: 09/08/2009**

**Occ Code: 0301-69XX**

**STD JOB DESCRIPTION**

U.S. Postal Service

**DATA COLL TECH (P7-07)  
OCCUPATION CODE: 0301-69XX****FUNCTIONAL PURPOSE:**

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities.

**DUTIES AND RESPONSIBILITIES:**

1. Collects, records, and analyzes statistical data under any number of national data collection systems.
2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
4. Updates national data bases; maintains and updates records and files.
5. Participates in data collection activities in support of special studies or national programs.
6. Reads and interprets reference manuals and other written materials.
7. May drive a vehicle to other facilities when work assignments require.
8. Performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0015

Doc Date: 04/01/2005

Occ Code: 0301-69XX

# U S POSTAL SERVICE

## NOTICE OF VACANCY IN ASSIGNMENTS

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.

**CAREER EMPLOYEES  
FROM ALL CRAFTS ARE ELIGIBLE TO APPLY.**

### TRAINING TECHNICIAN PS-07, 1712-34XX, SP2-621

CLERK CRAFT  
JANUARY 2017 POSTING

<u>JOB ID. NO.</u>	<u>ASSIGNMENT</u>	<u>SKILL</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VICE</u>
95713846	2 <sup>nd</sup> floor P&DC PEDC/LDDC	713 720 PASSENGER CAR VALID STATE DRIVERS LIC	0900-1730 (T2)	SAT/SUN	402	SLOTTY-WILLIAMS

### **Test Requirements:** **Test 713 – Typing Test (30 WPM)** **Test 720 – Verbal Ability Skills**

This is a **Best Qualified MANUAL** Posting.

#### **FOLLOW THE INSTRUCTIONS BELOW TO APPLY FOR THIS POSITION:**

To be eligible for the position described above you **MUST SUBMIT** a separate letter or a PS Form 991 application or a copy of an eCareer Profile for each Best Qualified position stating in detail how you meet the proficiency requirements of the position per the attached Job Description and Qualification Standards.

Your letter or PS Form 991 application or eCareer Profile for this Best Qualified position must be received at Local Services Office located **no later than midnight of the closing date** shown below. Letters/applications may be brought, faxed (414-287-2258) or mailed (HR Local Services, PO Box 5020, Milwaukee WI 53201-5020 Attn: Shelley Rome-Strong). Applications may also be scanned via email to [shelley.a.rome-strong@usps.gov](mailto:shelley.a.rome-strong@usps.gov) prior to the closing date.

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of the closing of the posting as shown below.

**Bidders in the same Occupational Code are only required to submit a letter of interest and do not need to address the requirements of the position.**

#### **ADDITIONAL SELECTION CRITERIA**

**SELECTION:** The above position will be filled on the basis of craft seniority to full-time employees encumbered in duty assignments in the same salary level and same best qualified position, then on the basis of "BEST QUALIFIED" selection on an office wide basis regardless of craft.

**EXAMINATION REQUIREMENTS:** **Test 720 Verbal Abilities & Test 713 Typing Test (30 WPM).** Applicants must demonstrate verbal ability. This must be demonstrated by successful completion of Postal Service **Test 720**. Applicants must demonstrate typing skills. This must be demonstrated by successful completion of the Postal Service **Test 713** (30 wpm). Those applicants who are not currently qualified will be notified at a future date of the time and location of the examinations.

**Date Posted: January 5, 2017**

**Date to be Withdrawn: January 14, 2017**



**STD JOB DESCRIPTION**

U.S.Postal Service

**TRAINING TECHNICIAN PEDC (P7-07)  
OCCUPATION CODE: 1712-34XX****FUNCTIONAL PURPOSE:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**DUTIES AND RESPONSIBILITIES:**

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor assigned to the training function.

**SELECTION METHOD:**

Best Qualified selection on an office wide basis regardless of craft.

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0017

Doc Date: 11/02/1994

Occ Code: 1712-34XX