

# United States Postal Service

## *External Publication for Job Posting 81193418*

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*

Central Plains District

### *Job Posting Period*

12/09/2014 - 12/24/2014

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*

RURAL CARR ASSOC/SRV REG RTE

### *Facility Location*

TREYNOR IA POST OFFICE (DOMICILED NEOLA IA)

5 N EYBERG ST

TREYNOR, IA 51575-9700

APPLICANTS MUST APPLY ON-LINE AT [www.usps.com/employment](http://www.usps.com/employment). PAPER APPLICATIONS WILL NOT BE ACCEPTED.

For questions regarding this position please contact the Postmaster at 712-485-2120.

For questions regarding the on-line application process please refer to the employment FAQs located at: <http://faq.usps.com>  
In the Search box, enter 'application'.

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 domain names to your safe sender list right away to allow our correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address!

@usps.gov

@panpowered.com

@geninfo.com

### *Position Information*

TITLE: RURAL CARR ASSOC/SRV REG RTE

Sorts, collects, and delivers mail on rural route, other duties as necessary. This position fills in for the regular rural carrier when the regular rural carrier is not available, and/or auxillary routes, including Saturdays. May need to provide personal vehicle. Must be available on an as needed basis, including Saturdays.

SALARY RANGE: 16.65 PER HOUR

FINANCE NUMBER: 188964

BENEFIT INFORMATION: This is a non-career position. No benefits are associated with this non-career position.

### *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**

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

### **DUTIES AND RESPONSIBILITIES**

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

### **SUPERVISION**

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

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**

On-line and written assessments.

This is a non-career position. No benefits are associated with this non-career position.

Sorts, collects, and delivers mail on rural route, other duties as necessary. This position fills in for the regular rural carrier when the regular rural carrier is not available, and/or auxiliary routes, including Saturdays. Must have a valid state driver's license, a safe driving record, at least two years of documented, unsupervised driving experience that is continuous and immediately precedes consideration for employment; possess excellent customer service skills, must be able to safely lift up to 70 pounds; other requirements.

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.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at [FairChanceActSupport@usps.gov](mailto:FairChanceActSupport@usps.gov). Further information can be found at [www.usps.com](http://www.usps.com).

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