

NOTICE OF VACANCY IN ASSIGNMENT

Applications on Form 1717-A, *Preferred Assignment Multiple Bid Card*, are invited for the assignment described below. Regular Clerks interested in applying for this position must submit Form 1717-A to the bid box prior to the announced withdrawal date and time below.

LOCATION: Seven Hills Station

POSITION #: SH-04 ((95760822))

VACATED BY: Edna Betancourt

JOB DESCRIPTION: Lead Retail Associate

LEVEL: PS-07

REPORT TIME: Monday-Friday 10:00 am – 19:00 pm

NON-SCHEDULED DAYS: Saturday/Sunday

Lunch: 1 hour

PRIMARY DUTIES: Perform a variety of duties at the retail window assisting customers with mailing needs, questions and postal services. Keep postal store stocked and order necessary supplies. Maintain financial records, assist with audits of retail floor stock, handle the daily deposit and unit close out.

SCHEME(S) REQUIRED: No

DRAWER REQUIRED: Yes

SPECIAL REQUIREMENTS: Successful bidder must have 1 year experience as a retail associate, providing a comprehensive knowledge of postal regulations, rulings, policy and procedures relating to retail associate work. This experience must have demonstrated the applicant's ability to give clear and concise instructions to other employees and to work independently. Must have the ability to understand and maintain financial records. Must be POS ONE NCR trained and qualified.

DATE AND TIME POSTED

6/07/2008 @ 12:00 pm

DATE AND TIME TO BE WITHDRAWN

6/17/2008 @ 12:00 pm





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LOCATION: HENDERSON, Seven Hills Station

POSITION #: SH-02 (95730488)

VACATED BY: Peggy Walker

JOB DESCRIPTION: Retail Associate/Distribution

LEVEL: PS-06

REPORT TIME: Monday, Tuesday, Wednesday and ~~Friday~~ ^{Thurs} 8:20-17:20
Saturday 8:50-17:50

NON-SCHEDULED DAYS: Sunday/Friday

Lunch: 60 minutes

PRIMARY DUTIES: Performs a variety of services at the retail windows. Assist customers with mailing needs, questions and postal services. May perform APC duties as needed.

Secondary Duties: May perform other office duties including but not limited to second notices of accountable mail, mail distribution, UBBM, carrier check in as needed, mail dispatch as needed, box section as needed and other duties as assigned.

SCHEME(S) REQUIRED: No

DRAWER REQUIRED: Yes

SPECIAL PHYSICAL REQUIREMENT:

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