

THIS IS A RE-POST

*****POST ON ALL BULLETIN BOARDS*****

DATE: September 21, 2016

MEMORANDUM TO: **ALL CLERK CRAFT EMPLOYEES IN THE CHARLOTTE BID CLUSTER**

SUBJECT: **OPPORTUNITY ANNOUNCEMENT
BEST QUALIFIED- DATA COLLECTION TECHNICIAN (PS 07)**

This is to afford all interested **CLERK CRAFT** employees, the opportunity to make application for the vacancy shown below:

DATA COLLECTION TECHNICIAN, PS-07

<u>JOB ID</u>	<u>INSTALLATION</u>	<u>P/L</u>	<u>SDO</u>	<u>HOURS</u>	<u>VACATED</u>
71624482	CLT P&DC – IN-PLANT CHARLOTTE BID CLUSTER	098	MO/TU	2300-0730-30L	08/15/2016
71624483	CLT P&DC – IN-PLANT CHARLOTTE BID CLUSTER	098	SA/FR	0430-1300-30L	08/15/2016
71624485	CLT P&DC – IN-PLANT CHARLOTTE BID CLUSTER	098	TH/FR	1700-0130-30L	08/15/2016

METHOD OF APPLICATION


Submit a written application showing how you meet the proficiency, general, examination requirements and additional provisions. **APPLICANTS WHO DO NOT ADDRESS ALL OF THE REQUIREMENTS MAY BE DISQUALIFIED FROM CONSIDERATION.** (See Bargaining Unit Qualification Standard).

METHOD OF SELECTION:

The best qualified applicant(s) meeting the stated requirements and provisions will be selected for the position based on their application, Official Personnel Folder, Interview, and any pertinent information relative to the applicant and needs of the position.

CLOSING DATE

Applications will be accepted by Barbara J. Brown, HR Generalist (Principal) in the Local Services Office located at 2901 Scott Futrell Drive, Charlotte, NC 28228-9964 until Close of Business on Friday, September 30, 2016. Previous applicants need not apply.


Barbara J. Brown
HR Generalist (Principal)

2901 SCOTT FUTRELL DRIVE
CHARLOTTE, NC 28228-9964
PH: (704) 393-4571
FAX: (704) 393-4405

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

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

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.