

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

January 25, 2019

MEMORANDUM FOR: ALL CAREER APWU CRAFT EMPLOYEES IN THE
CHARLOTTE BID CLUSTER

SUBJECT: OPPORTUNITY ANNOUNCEMENT
BEST QUALIFIED – SECRETARY, PS-07

This is to afford all interested **CAREER APWU CLERK CRAFT** employees in the Charlotte Bid Cluster, the opportunity to make application for the vacancy shown below:

<u>JOB ID</u>	<u>INSTALLATION</u>	<u>P/L</u>	<u>HOURS</u>	<u>SDO</u>	<u>VACATED</u>
95357165	POOM 1	082	0730-1630	Sat-Sun	6/30/2018

METHOD OF APPLICATION

Submit a written eCareer profile showing how you meet the Requirements (**KSAs 1 through 8**), Examination Requirements, and Physical Requirements listed on the attached Qualification Standard. **APPLICANTS WHO DO NOT ADDRESS ALL OF THE REQUIREMENTS MAY BE DISQUALIFIED FROM CONSIDERATION.** (See Bargaining Unit Qualification Standard).

EXAMINATION REQUIREMENTS

All applicants must demonstrate clerical and verbal abilities by successfully completing Postal Service Test 710 and Typing Test 712 (45 WPM/5 min). All applicants who are not currently qualified will be given the opportunity to satisfy these examination requirements. Only those who successfully complete Test 710, and Test 712 will be considered for this position.

METHOD OF SELECTION:

The best qualified applicant meeting the stated requirements and provisions will be selected for the position based on their application, Official Personnel Folder, Interviews, and any other pertinent information relative to the applicant.

CLOSING DATE

Applications will be accepted in the Local Services Office, 2901 Scott Futrell Drive, Charlotte, North Carolina 28228-9962, until **Close of Business on Monday, February 4, 2019.**

Barbara J. Brown

Barbara J. Brown
Human Resources Generalist (Principal)

STD JOB DESCRIPTION

U.S.Postal Service

**SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004**

FUNCTIONAL PURPOSE:

Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

DUTIES AND RESPONSIBILITIES:

1. Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.
2. Accesses, retrieves and/or updates files and other data maintained on personal computers.
3. Sends and receives electronic messages, files and other documentation via the local area network.
4. Produces charts, tables, and other documentation using various graphics software.
5. Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.
6. Reviews materials prepared for manager's signature for accuracy, completeness, and format.
7. Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.
8. Screens, logs, and routes office mail in accordance with established procedures.
9. Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

SUPERVISION:

Manager of unit to which assigned

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

Doc Date: 11/24/2010**Occ Code: 0318-0004**

QUALIFICATIONS

U.S.Postal Service

**SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004**

BARGAINING UNIT QUALIFICATION STANDARD0318
(0318-0004)

SECRETARY

DOCUMENT DATE: December 16, 1999**FUNCTION:**

Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

DESCRIPTION OF WORK:

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

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.

Knowledge of requirements for formatting and preparing documents such as letters, reports, and presentation materials. Knowledge of English composition, grammar, punctuation, and spelling. Ability to operate computer systems or applications such as word processing, data entry, and graphics software. Ability to establish and maintain office and database filing systems and to accurately file and retrieve individual records. Ability to locate, read, and comprehend written reference materials such as handbooks, manuals, bulletins, and directives. Ability to review prepared materials for accuracy and completeness. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 45 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 712.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. 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. Applicants will be required to hear the conversational voice; hearing aids are permitted.

Doc Date: 06/29/2015**Occ Code: 0318-0004**