

United States Postal Service

External Publication for Job Posting 63450348

Branch

Sierra Coastal District

Job Posting Period

11/14/2011 - 11/18/2011

Job Title

PSE SALES & SVCS/DISTRIBUTION ASSOCIATE

Facility Location

SANTA CLARITA POST OFFICE
24355 CREEKSIDE RD
SANTA CLARITA, CA 91355-9998

All applicants must apply on-line @ www.usps.com/employment

ATTN: 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 email addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo account, or use a work or military address.

ecareerworkflow@usps.gov

upsp_support@panpowered.com

USPeServices@geninfo.com

Position Information

TITLE: PSE SALES & SVCS/DISTRIBUTION ASSOCIATE

HOURS AND NON-SCHEDULED DAYS: Work hours may vary, based on operational needs. There is no guarantee of minimum work hours. Applicants must be available to work on weekends and holidays.

SALARY: \$14.60 per hour

SPECIAL REQUIREMENTS: 1) This position will include driving responsibilities. You must possess a California state driver's license and an acceptable driving record. 2) This position will include working a retail service counter. You must pass a post-hire retail training class or you will be subject to termination. 3) This position will include learning one or more Post Office schemes. You must pass the post-hire training or you will be subject to termination.

SALARY RANGE: \$14.60/hr

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FINANCE NUMBER: 56950

BENEFIT INFORMATION: Limited access to health benefits after first 360 day term. Will earn vacation time.

Persons Eligible to Apply

Applicants must be age 18 at the time of hire (or age 16 with a high school diploma). Applicants must be a US citizen or have a permanent alien status. Males born after 12/31/1959 must be in compliance with the Selective Service System. If you are a military veteran, you must attach a copy of your DD-214 (Member Copy 4) to your application under the Veterans

Preference tab to receive consideration for veterans preference points.

Functional Purpose

Performs distribution and a variety of sales and customer support services for products. Maintains pleasant and effective public relations with customers and others requiring a general familiarity with postal laws, regulations, and procedures commonly used.

DUTIES AND RESPONSIBILITIES

1. Performs any variety of sales and customer services at a retail window such as maintaining sufficient inventory of and selling stamps, stamped paper, other retail products and services and may use a computerized system, accepting and delivering packages and accountable mail; issuing and cashing foreign and domestic postal money orders; accepting and responding to customer claims and inquiries, and providing information to the public regarding postal regulations.
2. Provides sales and customer service support by greeting customers and explaining store layout; determining special interests and referring to sales and promotional programs; offers assistance in product selection; provides special assistance; and answers customer inquiries when needed.
3. Provides product and service information to customers, including informing customers regarding special offers; suggestive selling related merchandise; promoting products based on customer needs. Provides additional information regarding product features and services.
4. Handles and processes customer purchases and returns relating to products and services and may use a point of sale system. Assists customers with transactions.
5. Maintains appearance of store by setting up, arranging, and replenishing displays and merchandise racks; ensures display and selling areas, work stations, and storage areas are presentable to customers.
6. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
7. May verify presort and bulk mailings of all classifications computing and maintaining on a current basis mailers' credit balances.
8. Checks and sets post office stamp-vending machines and postage meters.
9. Rents post office boxes, receives rental payments, conducts reference checks, and completes related forms.
10. In addition, may assign and clear accountable items.
11. Distributes primary and one or more secondary schemes of incoming mail by delivery point based on a knowledge of the distribution scheme established for the office, branch or station.
12. Distributes primary and one or more secondary schemes of outgoing mail for dispatch based on knowledge of current distribution schemes.
13. Follows established safe work methods, procedures and safety precautions while performing all duties.
14. Performs other duties as assigned.

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

Written Exam at a contract location and on-line assessment process. Must be completed within 14 days after date of application submission. Applicants must live within the metropolitan area (i.e., commute distance) of the vacancy office and will be required to attend an interview and prescreening activities in the facility location, vicinity or District Office.

NOTE: Veterans who are entitled to veteran's preference and/or covered by the Veteran Employment Opportunity Act may apply for any posted position.

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.

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