

**UNITED STATES POSTAL SERVICE**

BAY VALLEY DISTRICT  
WALNUT CREEK, CA 94596



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**OPENING DATE:** 7/18/2020      **CLOSING DATE:** 7/31/2020

JUL 21 2020

**TO**      **All Career Employees are eligible to apply.**

**POSITIONS**      Detail for a General Clerk (Level-06)  
Tour 2

**LOCATION**      WALNUT CREEK VMF  
2070 NORTH BROADWAY  
WALNUT CREEK CA,

**TOUR OF DUTY**  
06:00AM – 14:30 PM

**DAYS OFF**  
Saturday-Sunday

**BASIC FUNCTIONS**

Orders, receives, stores and issue parts, tools and related equipment and materials used to maintain vehicles.

**DUTIES AND RESPONSIBILITIES**

1. Requests or orders supplies as required; procures items temporarily out of stock locally.
2. Receives, stores and issues parts and related equipment and materials.
3. Inspects shipments received against items listed on requisition or invoice; rejects defective, excessive and incorrect items received.
4. Plans the arrangement of bins, cribs and shelves in stock rooms to provide efficient service; determines which parts and quantity are to be stored in auxiliary stock rooms.
5. Periodically or perpetually inventories stock on hand, maintaining necessary reports.
6. Reviews stock records for past consumption and requisitions items accordingly to ensure an adequate supply.
7. May supervise clerks assigned to stockroom activities.

**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 is required. Corrective lenses are permitted. Applicants will be required to hear the conversational voice: hearing aids are permitted.

**HOW TO APPLY**

Applicants must submit a letter of interest to Walnut Creek Vehicle Maintenance Facility, ATTN: Manager, 2070 North Broadway on or before the closing date (7/31/2020 – 14:00 PM).

- All letter of interest will receive consideration for this position without regard to race, religion, color, national origin, age, sex, political affiliation or any other non-merit factor.
- Applications must be submitted no later than **7/31/2020 14:00p.m.**
- No withdrawals and/or additional applications will be accepted after this closing date.

**Gregory Lawrence**  
**Manager Vehicle Maintenance**  
**Walnut Creek Ca,**  
**925-934-5820**



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<a href="#">Description</a>	<a href="#">Qualifications</a>	<a href="#">Criteria</a>	<a href="#">Print</a>	Occupation Code: 0301-48XX
<b>STD JOB DESCRIPTION</b>				U.S.Postal Service

**GENERAL CLERK VMF (P7-06)  
OCCUPATION CODE: 0301-48XX**

**FUNCTIONAL PURPOSE:**

Performs a variety of clerical duties relating to the maintenance of vehicles.

**DUTIES AND RESPONSIBILITIES:**

1. Establishes and maintains facility and perimeter vehicle maintenance schedules by listing all vehicles by capacity group and type of maintenance; prepares work schedules indicating when vehicles are due for maintenance; makes initial preparation of work orders attaching vehicle maintenance record; computes totals on the work orders; as directed, arranges for the delivery of vehicles to the facility for scheduled maintenance; informs superior when schedules are not adhered to; and schedules high mileage vehicles for lubrication.
2. Establishes and maintains vehicle jackets and records; posts on a vehicle maintenance record card from work orders and repair tags such information as date, mileage, type of maintenance or repair work performed, work order number and brief description of work performed; circles in red repeat items of maintenance; distributes copies of the work orders and repair tags as indicated on the forms; and reviews and maintains a file of contract work order-invoices for repair of perimeter vehicles.
3. Calls to superior's attention improperly written work orders , repeat items of maintenance or road calls and other unusual information which affects the maintenance program.
4. Sets up stock cards for each part or type of fuel and lubricant maintained in stock entering name, manufacturer's number, stock number, maximum and minimum quantities to be stocked, location or bin number.
5. Posts to stock cards from invoices such data as receipt date , purchase order number, quantity received and unit price and from mechanic's requisition such data as date, vehicle number , quantity issued and balance on hand, and posts to stock cards issuance of fuels and lubricants.
6. Maintains record of trucks out of service and reasons therefor, obtaining data from supervisors.
7. Compiles data for and prepares reports as instructed.
8. Verifies entries on time cards and notifies superior of any irregularities.
9. Operates various office machines such as typewriter, adding machine and calculator.
10. Prepares requisitions for supplies.
11. Assists in the storage and issuance of tools, parts and supplies.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

**KEY POSITION REFERENCE:**

KP-0013

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Doc Date: 11/02/1994

Occ Code: 0301-48XX

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