

Vacancy Notice

BEST QUALIFIED ASSIGNMENT

Clerk, Vehicle Dispatching, PS-06

DATE February 25, 2021 (PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: VEH DISP CLERK RELIEF 022021 **OPENING DATE: February 27, 2021**
CLOSING DATE: March 8, 2021

ATTENTION FULL TIME CLERK CRAFT EMPLOYEES

Applicants must complete and submit a **current PS Form 991** Application for Promotion or Assignment (Pages 1 and 2), a separate statement of qualifications for each knowledge, skill, or ability (KSA) to Manager Transportation & Networks on or prior to the closing date. **All completed forms must be received in the Manager Transportation & Networks Office, Room 207, 1675 - 7th Street, Oakland CA 94615, no later than 5:00 p.m. Monday, March 8, 2021.**

Applicants must address ALL Knowledge, Skills, & Abilities (KSAs) listed under REQUIREMENTS on the attached bargaining unit qualification standard. Failure to demonstrate any KSA is disqualifying. Under no circumstances will applications and/or documents be accepted after the date and time specified above. An incomplete application package will cause the applicant to be eliminated from consideration by the review committee.

The USPS provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, bidding, interview, and/or selection process, please contact the office identified on the vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

- NOTE:**
- (1) See attached Qualification Standard & Standard Position Description.
 - (2) Employees applying for this position are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualification. If available evidence of your qualifications is incomplete, please take action to provide us with the appropriate information to update our records prior to the closing date of this posting.
 - (3) PS Forms 991 can be obtained on USPS Intranet or the Internet at www.usps.com/forms.
 - (4) Employees temporarily detailed to a non-bargaining unit position may not bid/apply on vacant craft duty assignments while detailed.

Local Services
Bay-Valley District

Attachment(s)

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FINANCE	OFFICE	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	START	END	DAYS OFF	COMMENT
55507	OAKLAND P&DC	95824659	Relief Clerk Vehicle Dispatching	6	153	3A	Varies Sat 0700- 1530 Tues- Fri 2300- 0730		SUN/MON	MUST POSSESS A VALID CA DRIVERS LICENSE. REFER TO QUAL STD 2350B AND SPD SP-2014 OTHER DUTIES AS ASSIGNED BY THE SUPV. TRANSPORTATION NETWORKS, ROOM 207. BASE OPN #679 JOBSLOT 8113981- BE56-REASSIGNED 11- 14-92-POSTAL RESTRUCTURE. CMS JOB SLOT ID: 95832058

GUIDELINES/REQUIREMENTS

Standard Position Description and Qualification Standard for posted assignments are available in the General Offices,

Posted assignments require the ability to lift up to 70 pounds.

Bidders who are currently on LIMITED OR LIGHT DUTY status, must submit written notification

Employees bidding for these positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualification(s). If available evidence of your qualifications is incomplete, please take appropriate action to update our records prior to the closing date of this posting. Employees may submit a resume, certificates of course completion, examination results, and any other evidence tending to show that the bidder meets the minimum qualifications for certain positions. Such evidence will be filed in employee's Official Personnel Folder for reference.

Employees bidding on assignment requiring driving are requested to submit **PS Form 2480** (Driving Record - For Positions That Require Driving).

Bidders temporarily detailed to a supervisory position (204B) may not bid on vacant clerk duty assignments while so detailed.

Article 37 language of the National Agreement, allows voluntary movement of employees from level 5, 6 and 7 positions to level 4 positions and level 4 employees to 5, 6 and 7 senior qualified positions. However, there will be a one-year bidding restriction for clerk craft employees who bid from level 4 to level 5, 6 and 7 positions. Those employees will be locked into their new position description for 365 days. Also, employees that have successfully completed 1 year of service will be deemed to have met the entrance requirements for positions requiring the ON-400, ON-440, ON-450, or the ON-710 exam as it relates to the Automated Mark-up and Air Records Processor positions (Article 37, MOU: dated April 22, 1992).

Bidders must either be qualified on the scheme(s) required or able to qualify within the deferment period.

If bidder will be on annual leave during the time Vacancy Notices and/or Award Notices are posted, please submit a copy of PS Form 3971 and address where information may be mailed.

Reasonable Accommodation Language:

The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, bidding, interview, and/or selection process, please contact the office identified on the vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

STD JOB DESCRIPTION

U.S.Postal Service

**CLERK VEHICLE DISPATCHING (P9-06)
OCCUPATION CODE: 0301-47XX**

FUNCTIONAL PURPOSE:

Performs clerical functions related to vehicle dispatching activities at a post office for scheduled, nonscheduled and emergency vehicle service.

DUTIES AND RESPONSIBILITIES:

1. Issues to and receives from all postal drivers, keys, schedules and truck record cards.
2. Assigns suitable vehicles to routine, scheduled vehicle service runs and city delivery routes; informs appropriate supervisor of any scheduled trips that are not covered.
3. Prepares work schedules of motor vehicle operators and tractor-trailer operators.
4. Maintains required records of the operation of vehicles and verifies entries made on truck reports.
5. Performs related clerical work as may be designated by supervisor.

SUPERVISION:

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD:

Senior Qualified when filled from either Motor Vehicle Operator (Lvl 5), 5703-02XX, KP 10 or Tractor-Trailer Operator (Lvl 6), 5756-01XX, SP 5-22. Best Qualified when filled from any other position.

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0013

Doc Date: 11/02/1994**Occ Code: 0301-47XX**