

UNITED STATES POSTAL SERVICE
CLERK BIDDING

SECRETARY ~ PS-07 ~ MGR POST OFFICE OPERATIONS

BEST QUALIFIED

March 31, 2023

OPENING DATE: 4/3/23
CLOSING DATE: 4/12/23

Applications (Candidate Profile) will be accepted in the MPOO Office (see address below) from all Full Time Regular, Non-Traditional Full-Time Regular & Non-Traditional Full Time Flexible employees in the Oakland P&DC, Oakland Post Office (including Oakland Stations and Branches)

JOB ID: 73447331			
SECRETARY	OCC CODE: 0318-0004	CLERK	LEVEL: 7 TOUR: 2 LDC: 48
ORG UNIT: 21097001	MPOO SECRETARY SUPPORT	LOCATION: 1675 7TH ST 3RD FLOOR, OAKLAND	
EXAMS REQUIRED: 710 POSTAL SERVICE TEST & 713 TYPING EXAM	WORK SCHEDULE: 0800-1700-60L	D/O: SAT/SUN	
JOB SLOT COMMENTS: APPLICANT MUST DEMONSTRATE PROFICIENCY IN COMPUTER OPERATIONS , CLERICAL AND VERBAL ABILITIES. PROGRAMS INCLUDE MICROSOFT WORD, EXCEL, POWERPOINT, CORPORATE DATABASE APPLICATIONS AND OTHER DUTIES AS ASSIGNED.			
VACATED BY: N/A	VACATED ON: 03/25/23		

This position will be awarded on the basis of **BEST QUALIFIED**. Standard Position Description and Qualification Standards are attached.

If you are interested in applying for this **position** listed above, you **MUST** complete a **Candidate Profile** (in its entirety, including ALL KSA's) from the **eCareer** website on **Lite Blue**, on or before the closing date of this notice and **PRINT** out for submission to:

**Human Resources
Oakland P&DC
1675 7th St RM 431
Oakland, CA 94615
ATTN: SWADE EDWARDS**

If a Vacancy Announcement Number is not listed, use the Job ID number in it's place. Please indicate your immediate supervisor's name and title on your Candidate Profile. The appropriate office will request the evaluation (from your supervisor) at a later date, if applicable.

Applicants **MUST** address all **REQUIREMENTS** (KSAs - Knowledge, Skills & Abilities) listed in the proficiency requirements on the attached Qualification Standard and be able to demonstrate the minimum experience required.

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 qualifications. If available evidence of your qualifications are incomplete, please take action to provide us with appropriate information to update our records prior to the closing date of this posting.

Employees wishing to withdraw their Candidate Profile, **must do so in writing** and the Withdrawal must be received by the Human Resources Department on or before the closing date of this notice.

The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need 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.

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

BARGAINING UNIT QUALIFICATION STANDARD

0318
(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 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 713.

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: 08/18/2018

Occ Code: 0318-0004
