

UNITED STATES POSTAL SERVICE

CLERK BIDDING

SECRETARY ~ PS-07 ~ MGR POST OFFICE OPERATIONS

BEST QUALIFIED

May 9, 2023

OPENING DATE: 5/11/23

CLOSING DATE: 5/20/23

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 WORK SCHEDULE: 0800-1700-60L D/O: SAT/SUN
& 713 TYPING EXAM

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.