

United States Postal Service

Branch

KS-MO District

Job Title

RURAL CARRIER ASSOC/SRV REG RTE (RCA)

Facility Location

TOPEKA SDC
1410 NW GAGE BLVD.
TOPEKA KS 66618
FINANCE NUMBER: 198926

CONTACT INFORMATION: LocalServicesKSMOHiring@usps.gov

Position Information

Title: RURAL CARRIER ASSOC/SRV REG RTE (RCA)

FLSA Designation: Non-Exempt

Occupation Code: 2325-07XX

Scheduled Days: RCAs must be available to work on an as needed basis.

Hours: VARIES

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached. The number of applicants who will be invited to take or retake the examination may be limited.

DRIVING REQUIRED

Applicants must have a valid state driver's license, a safe driving record, and at least two years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions or territories or in U.S. military installations worldwide.

A personal vehicle suitable for use may be required for this position (Does not apply to Topeka, KS)

BENEFIT INFORMATION

This is a non-career position, which may lead to a career position. RCAs are immediately eligible to enroll in the USPS Health Benefits Plan with a Postal Service premium contribution. After completing one year without a break in service of more than 5 days, RCAs may also be eligible for: health insurance under the Federal Employees Health Benefits Program (FEHB); dental and vision insurance through the Federal Employees Dental and Vision Insurance Program (FEDVIP); flexible spending accounts program through FSAFEDS and long term care insurance through the Federal Long Term Care Insurance Program (FLTCIP). May receive Wounded Warrior leave provided eligibility criteria are met.

SALARY RANGE

\$21.89 per hour paid bi-weekly

Persons Eligible to Apply

All U.S. Citizens, lawful permanent resident aliens, citizens of American Samoa or other territory owing permanent allegiance to the United States. Applicants entitled to veterans' preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position. Applicants must apply online at www.usps.com/careers to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations (when applicable), and background checks will be sent by email. Please add the following email domain addresses to your contact list to allow all correspondence to be received - @usps.gov; @psionline.com; @geninfo.com; @uspis.gov. EXAM: If an exam is required and you are invited to take the test, instructions regarding the exam process will be sent to you via email. Please ensure you can receive email messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity. SCREENINGS: You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

Rural Carrier Associates are non-career employees who provide customers along a rural route a variety of services including delivering and collecting mail and selling stamps, supplies and money orders. Desirable candidates may be required to have a vehicle suitable for use and live within easy commuting distance of the facility location.

The job is physically demanding. Work is performed indoors and outdoors in all types of weather. Carriers may be required to load and unload trays and containers of mail and parcels weighing as much as 70 pounds.

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

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

FUNCTION

Cases, delivers and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS

There are no separately evaluated knowledge, skill, or ability requirements for this position.

EXAMINATION REQUIREMENTS

Applicants must successfully complete the Virtual Entry Assessment – MC (474).

TRAINING/EXAMINATION REQUIREMENTS

Individuals who qualify and are selected under this standard will be required to complete prescribed training satisfactory to demonstrate, through testing and/or practical demonstration, possession of knowledge, skills and abilities (KSAs) required for the job. Failure to demonstrate any KSA is disqualifying. KSAs include Postal Service driving policies, safe driving practices, and skills associated with specific job duties.

PHYSICAL REQUIREMENTS

Applicants must be physically able to efficiently perform the duties of this position, which require arduous exertion involving prolonged standing, walking, bending and reaching, and may involve handling heavy containers of mail weighing up to the allowable maximum mailing weight.

ADDITIONAL PROVISIONS

Rural Carriers are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions. Applicants must have a valid state driver's license and demonstrate and maintain a safe driving record. 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. 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.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE

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