

United States Postal Service

External Publication for Job Posting 69939111

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Northern New Jersey District

Job Posting Period

03/14/2013 - 03/18/2013

Job Title

MAIL HANDLER ASSISTANT

Facility Location

POST OFFICES IN NORTHERN NEW JERSEY CLUSTER, INCLUDING BUT NOT LIMITED TO THE FOLLOWING PLANTS AND POST OFFICES:

DOMINICK V. DANIELS
850 NEWARK TURNPIKE
KEARNY NJ 07099-9998

NNJ METRO P&D
200 INDUSTRIAL AVE
TETERBORO NJ 07699-9998

NJI & NETWORK DISTRIBUTION CENTER
80 COUNTY ROAD
JERSEY CITY NJ 07097-9998

NJ LOGISTICS & DIST CENTER
1200 HARRISON AVE
KEARNY NJ 07032-4306

NEW BRUNSWICK MAIN POST OFFICE
14 HOME NEWS ROW
NEW BRUNSWICK NJ 08901

HACKENSACK (SOUTH HACKENSACK) POST OFFICE
560 HUYLER ST
HACKENSACK NJ 07606

ALL APPLICANTS MUST APPLY ONLINE AT WWW.USPS.COM/EMPLOYMENT

CURRENT NON-CAREER EMPLOYEES MUST APPLY AT WWW.USPS.COM/EMPLOYMENT
IF YOU ARE A CURRENT NON-CAREER EMPLOYEE APPLYING FOR THIS POSITION DO NOT LOG INTO LITEBLUE TO APPLY.

NON-CAREER EMPLOYEES WHO WISH TO APPLY MUST USE THEIR EXISTING EXTERNAL eCAREER PROFILE OR CREATE A NEW EXTERNAL PROFILE, APPLY, AND FOLLOW INSTRUCTIONS FOR TESTING OR ATTACHING PREVIOUS TEST SCORES.

Written Exam Required: Postal Exam 473 - Instructions regarding the exam process will be sent via email once you successfully submit your online application.

Position Information

TITLE: MAIL HANDLER ASSISTANT (MHA)

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 2315-0085

NON-SCHEDULED DAYS: VARIED

HOURS: VARIED: WILL BE REQUIRED TO WORK SATURDAYS AND WEEKDAYS AS NEEDED. MAY INCLUDE SUNDAYS & HOLIDAYS. SALARY RANGE: \$13.75 PER HOUR

FINANCE NUMBER: 333225

BENEFIT INFORMATION: The Mail Handler Assistant (MHA) is a non-career position and is limited to a 360-day appointment with the possibility of reappointment. Limited benefits include raises, paid vacation days and access to health insurance as required by law or after reappointment to another 360-day term (after a 5-day break in service)

Persons Eligible to Apply

Veterans who are entitled to veterans preference and/or covered by the Veteran Employment Opportunity Act are encouraged to apply for all USPS positions.

All applicants must qualify on all exams related to this position. Applicants must be 18 years of age or have received their high school diploma or equivalent. Male applicants born after December 31, 1959, must be registered with the Selective Service System or meet requirements for exemption.

If you use SPAM blocking software, please allow messages from ecareerworkflow@usps.gov, usps_support@panpowered.com (for assessments/tests/exams) and eservices@geninfo.com (for background screening). Please monitor your blocked email folders for employment related messages. You may be asked to respond to email messages from our partner, General Information Services, Inc. (GIS). If you should receive the request for background information you must click on the link and follow the instructions. Your authorization and release for background information, motor vehicle records, consent for the drug test and additional information is required. You may be requested to provide consent and information for a pre-employment drug test, if so you will be given the opportunity to self schedule a drug test. Click on the link schedule the appointment and print the necessary documents. Failure to respond as instructed will result in your application being rejected from further employment consideration.

Functional Purpose

Loads, unloads, and moves bulk mail and performs other duties incidental to the movement and processing of mail.

DUTIES AND RESPONSIBILITIES

1. Unloads mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas.
2. Places empty sacks or pouches on racks, labels them where prearranged or where racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks and closes and locks sacks and pouches. Picks up sacks, pouches, and outside pieces,

separates outgoing bulk mails for dispatch and loads mail onto trucks.

3. Handles and sacks empty equipment; inspects empty equipment for mail and restrings sacks.
4. Cancels stamps on parcel post, operates cancelling machines, and carries mail from cancelling machine to distribution area.
5. Assists in supply and slip rooms and operates copy machine and related office equipment.
6. In addition, may perform any of the following duties: make occasional simple distribution of parcel post mail that requires no scheme knowledge; operate electric fork lifts; rewrap damaged parcels; weigh incoming sacks; clean and sweep work areas, offices rest rooms, and trucks where work is not performed by a regular cleaner.
7. Operates equipment and machinery assigned to the jurisdiction of the Mail Handler Union.
8. Performs other duties as assigned.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

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

1. **FUNCTION** Loads, unloads, and moves bulk mail, and performs other duties incidental to the movement and processing of mail. **DESCRIPTION OF WORK** See the Standard Position Description for the Occupation Code given above. **EXAMINATION REQUIREMENTS** Applicants must successfully complete Postal Service Test 473, which includes the following measures of job-related knowledge, skills, and abilities: A. Address Checking B. Forms Completion C. Coding & Memory D. Personal Characteristics and Experience Inventory **PHYSICAL REQUIREMENTS** Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation. Duties require arduous exertion involving lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds. **ADDITIONAL PROVISIONS** Mail Handlers must work in an industrial plant environment for their assigned tour and days of work. Mail Handlers must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

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.

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