

United States Postal Service

External Publication for Job Posting 11192625

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

South Carolina District

Job Posting Period

12/15/2022 - 12/19/2022

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.

Job Title

ASSISTANT RURAL CARRIER (ARC)

Facility Location

POSITION(S) WILL BE AT THE FOLLOWING FACILITIES:

451812
CAE-SANDHILLS STA
1805 CLEMSON RD
COLUMBIA, SC 29229

451804
CAE-MAIN OFFICE STA
1601 ASSEMBLY ST
COLUMBIA, SC 29201

451813
CAE-LEESBURG BR
7406 GARNERS FERRY RD
COLUMBIA, SC 29209

451814
CAE-DUTCH FORK BR
1120 BRIARGATE CIR
COLUMBIA, SC 29210

451816
CAE-NORTHEAST BR
8505 TWO NOTCH RD
COLUMBIA, SC 29223

CONTACT INFORMATION: Jennifer Brannon | jennifer.l.brannon@usps.gov | (803) 865-5053 | SUPV CUSTOMER SERVICE SUPPORT

Position Information

Title: ASSISTANT RURAL CARRIER (ARC)

FLSA Designation: Non-Exempt

Occupation Code: 2325-0002

Scheduled Days: Saturday, Sunday and Holidays observed by the USPS on an as needed basis.

During the onboarding period, ARCs must be available for required training on weekdays.

Hours: VARIES

DRIVING REQUIRED: Applicants should have a valid state driver's license, a safe driving record and at least two years of unsupervised experience driving passenger cars or larger 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

SALARY RANGE: \$19.94 per hour paid bi-weekly

FINANCE NUMBER: 451814

BENEFIT INFORMATION: May receive Wounded Warrior leave provided eligibility criteria are met. No other benefits are available for this position.

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; @jobtryout.net; @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

Using dynamic route descriptions, delivers packages on Sundays and observed holidays. May case, deliver, and collect mail and packages on Saturday along a prescribed rural route using a vehicle.

DUTIES AND RESPONSIBILITIES

1. Loads packages in delivery sequence in vehicle.

2. Delivers packages to customers along a prescribed route.
3. Sorts mail in delivery sequence for the assigned route.
4. Receives and signs for accountable mail.
5. Loads mail and packages in vehicle.
6. Delivers mail and packages to customers along a prescribed route or as an auxiliary assistant by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
7. Furnishes routine information concerning postal matters to customer.
8. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
9. Prepares appropriate time records.
10. Provides for mail security at all times.
11. May be required to provide a vehicle for delivery if an employer provided vehicle is not assigned.

ARCs are non-career employees who provide customers along a rural route services which includes delivering and collecting mail. Desirable candidates may be required to have a vehicle suitable for use and live within easy commuting distance of the facility location. If required to provide own vehicle, ARCs will receive an Equipment Maintenance Allowance (EMA).

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 BARGAINING UNIT RURAL CARRIER

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. QUALIFICATIONS

DOCUMENT DATE: 3/16/2019

FUNCTION

Using dynamic route descriptions, delivers packages on Sundays and observed holidays. Case, deliver and collect mail and packages along a prescribed rural route on Saturday using a vehicle, and provide 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 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 perform the essential duties of this position with or without reasonable accommodation.

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.

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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.