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City Career Assistant

USPS

New York, New York

Posted November 13, 2017

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

Albany District

Job Posting Period

11/13/2017 - 11/18/2017

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

CITY CARRIER ASSISTANT 1

Facility Location

521 STATE ST

CARTHAGE, NY 13619-9998

APPLICANTS MAY ALSO BE REQUIRED TO WORK AT THE FOLLOWING LOCATION: 7651 N STATE ST LOWVILLE, NY

13367-9998

CONTACT INFORMATION: Michelle.L.Kowanes@usps.gov

Position Information

Title: CITY CARRIER ASSISTANT (CCA)

FLSA Designation: Non-Exempt

Occupation Code: 2310-0045

Non-Scheduled Days: Varies

Hours: Varies

CCAs may be required to work any day of the week, including weekends and holidays as scheduled.

CCAs hold temporary appointments for periods not-to-exceed 360 days. Subsequent appointments after a 5 day break in

service may be offered but are not guaranteed and should not be expected because the use of CCAs is discretionary and

subject to business needs.

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.

BENEFIT INFORMATION:

Non-career 360-day term with possibility of reappointment. May lead to career position. Benefits include paid leave at the rate

of 1 hr for every 20 hrs in pay status, holiday pay for 6 holidays, and pay raises per NALC National Agreement. Immediately

eligible for USPSHB Plan with a \$125 Postal premium contribution towards Self Only. Employer contribution towards greater

than Self Only is 65% (75% for subsequent appointments). Upon reappointment to a second 360-day term after a 5-day

break in service eligible for: health insurance under FEHB; dental and vision insurance through FEDVIP; flexible spending

accounts through FSAFEDS and long-term care insurance through FLTCIP. Wounded Warrior leave available if eligibility

criteria are met.

SALARY RANGE: \$16.41 per hour paid bi-weekly

FINANCE NUMBER: 351240

Persons Eligible to Apply

All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United

States. Applicants must be available for screening activities, including an interview. 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/employment to be considered for this employment opportunity. You must

have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and

background checks will be conveyed by email. Please add the following email domain addresses to your contact list to allow

all correspondences to be received.

@usps.gov @psionline.com @geninfo.com @uspis.gov

EXAM REQUIRED: If you are invited to take this 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.

NOTICE SCREENINGS REQUESTED: 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.

Current non-career Postal Service employees who wish to apply for this vacancy must go to usps.com/employment and use

your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser

before going to usps.com/employment.

Functional Purpose

Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains

professional and effective public relations with customers and others, requiring a general familiarity with postal laws,

regulations, products and procedures commonly used, and geography of the area.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases

as required.

2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another

carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along

route for subsequent delivery.

3. Handles undeliverable mail in accordance with established procedures.

4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay

boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes

may deliver mail that consists exclusively of parcel post, or the collection of mail.

5. Uses portable electronic scanner as instructed.

6. Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for

registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and

accounts for it upon return by payments of the amounts collected and delivery of of receipts taken.

7. Deposits in the post office mail collected on the route upon returning from the route.

8. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former

customers on the route.

9. Furnishes customers with postal information and provides change of address cards and other postal forms as needed.

10. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes

and centralized delivery equipment.

11. Becomes proficient, when assigned to a route, in the casing of mail on other routes as assigned.

12. Works professionally with other employees in the office.

13. May as a CCA, perform clerical duties and be required to pass examinations on scheme of city primary distribution.

14. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for

residents undeliverable as addressed is not improperly held; deliver stamps or other paper supplies to contract or classified

stations and other designated delivery points; serves at carriers' delivery window; receive and register where practical, all

letters and packages of first-class matter properly offered for registration; case mail and make deliveries on other routes as assigned.

SUPERVISION

Supervisor, Customer Services, 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. REQUIREMENTS:

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 efficiently perform the duties of the position with or without reasonable accommodation.

CCA duties 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

CCAs must work their assigned tour and days of work. CCAs must follow Postal Service policies and procedures for

personal conduct at work, including adhering to rules and regulations.

CCAs are required to provide service to the public. They must maintain a neat and professional appearance and demeanor

in such interactions, including wearing an approved uniform.

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.

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.

Apply [Here](#)

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