

PLEASE POST
UNITED STATES POSTAL SERVICE
KANSAS-MISSOURI DISTRICT

BEST QUALIFIED VACANCY NOTICE:
Clerk Vehicle Dispatch, PS LEVEL 6

POSTING DATE: AUGUST 20, 2024
CLOSING DATE: AUGUST 30, 2024

Applications will be accepted from eligible career employees in the **KANSAS CITY, MISSOURI INSTALLATION APWU Craft Employees** for promotion or reassignment to the following position. Applicants must submit, via mail or hand deliver, a hard copy of your "Candidate Profile from eCareer" (see How to Apply). This position will be awarded to the **best-qualified applicant** in the clerk craft.

HOW TO APPLY: *Complete and print the "Candidate Profile from eCareer" which should include the KSA's in your "Summary of Accomplishments".* Your statement of qualification for each requirement should include a demonstration of the required knowledge, skill or ability (KSA) based on education, training or experience (any of which may be non-postal). **Applications submitted by FAX or email will NOT be accepted – you must mail or hand deliver your application to the address on Page 3.**

EMPLOYEES APPLYING FOR THIS POSITION ARE NOTIFIED OF THE INTENTION TO USE INFORMATION CONTAINED IN OFFICIAL RECORDS AVAILABLE AS OF THE CLOSING DATE OF THE POSTING TO DETERMINE QUALIFICATIONS. IF AVAILABLE EVIDENCE OF YOUR QUALIFICATIONS IS INCOMPLETE, PLEASE TAKE ACTION TO PROVIDE US WITH THE APPROPRIATE INFORMATION TO UPDATE OUR RECORDS PRIOR TO THE CLOSING DATE OF THIS POSTING.

POSITION TITLE:	CLERK VEHICLE DISPATCHING
SALARY LEVEL:	PS-6
JOB ID:	71708447
ASSIGNMENT AREA:	LOGISTICS, Kansas City MO P&DC 64121-9998
PAY LOCATION:	885
HOURS OF DUTY:	VARIABLE SCHEDULE AS FOLLOWS:
	SAT: 2230-0700, SUN: 2230-0700, MON: 0630-1500
	TUE: 1430-2300, WED: 1430-2300
	THURSDAY / FRIDAY
DAYS OFF:	David Crockett
VACATED BY:	

BASIC FUNCTION: Performs clerical functions related to vehicle dispatching activities at a post office for scheduled, nonscheduled and emergency vehicle service.

DUTIES AND RESPONSIBILITIES:

1. Issues to and receives from all postal drivers, keys, schedules and truck record cards.
2. Assigns suitable vehicles to routine, scheduled vehicle service runs and city delivery routes; informs appropriate supervisor of any scheduled trips that are not covered.
3. Prepares work schedules of motor vehicle operators and tractor-trailer operators.
4. Maintains required records of the operation of vehicles and verifies entries made on truck reports.
5. Performs related clerical work as may be designated by supervisor.

ORGANIZATIONAL RELATIONSHIP (SUPERVISION): Supervisor, Transportation Operations, or other designated supervisor.

PROFICIENCY REQUIREMENT: This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks

satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports.
2. Ability to read and understand instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
6. Ability to work with others.
7. Ability to schedule work, either materials or people.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Applicants will be required to hear conversational voice: hearing aids are permitted.

DRIVING REQUIREMENT: None

It is the employee's responsibility to ensure the application (Complete, print and submit via email or hand deliver) "Candidate Profile from eCareer" including KSAs, are submitted to Skip Lail, Manager Logistics, P.O. Box 219998, Kansas City, MO 64121-9998 NO LATER THAN 5:00 P.M., Friday, August 30, 2024 (Applications submitted by FAX or eMail will NOT be accepted).

An employee who has applied shall have the right to withdraw, in writing, any time before the closing time and date of this order.

The United States Postal Service is an equal employment employer. The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, interviews, and/or selection process, please contact the Safety Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

The law (39 United States Code 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits, a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

*Skip Lail
Manager, Logistics
Kansas-Missouri District
816-504-3360*