

# Detail Opportunity

*Opens: July 21, 2024*

*Closes: August 9, 2024*

## ***Position Information***

TITLE: DATA COLLECTION TECHNICIAN

LEVEL: P7-07

NON-SCHEDULED DAYS: SAT/SUN

HOURS: 1500 TO 2330

FINANCE NUMBER: 284218

*Facility Location:* KCMO

*Selecting Officials:* Rosie Lemons Singleton and Kevin Boese

*Persons Eligible to Apply for Detail:*

This is a detail opportunity for career-wide employees within the Kansas City, MO bid cluster. Travel and relocation are not authorized. Days off and hours may vary based on operational needs. Out-of-schedule premium or overtime/penalty will be paid for hours and/or non-scheduled days outside of the posted position in accordance with the collective bargaining agreement and operational needs. Frequent travel will be required.

**This detail will not exceed 120 days.**

**HOW TO APPLY:** Complete and print the “Candidate Profile from eCareer” using the Summary of Accomplishments in eCareer to address the ten (10) “Requirement/Element Questions” for this vacancy. Describe your qualifications for this vacancy by providing a brief description of your accomplishments that demonstrate that you possess the requirements stated on the job posting. These accomplishments may have occurred in various settings. Applications submitted by FAX or eMail will NOT be accepted – you must mail or hand deliver your application to the address on Page 3.

**Important Notice:**

**Employees applying for this position are notified that information contained in official records available as of the closing date of the posting will be used to determine qualifications. If the 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.**

**FUNCTIONAL PURPOSE:**

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data.

**DUTIES AND RESPONSIBILITIES:**

1. Collects, records, and analyzes statistical data under any number of national data collection systems.
2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
4. Updates national data bases; maintains and updates records and files.
5. Participates in data collection activities in support of special studies or national programs.
6. Reads and interprets reference manuals and other written materials.
7. May drive a vehicle to other facilities when work assignments require.
8. Performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor Statistical Programs

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

Clerk

Interested candidates should email, or hand deliver a copy of your career profile, to Rosie Lemons Singleton (R.L.Singleton@usps.gov), 300 W. Pershing Rd, Ste 233, KCMO 64108, 816-374-9583 no later than 2:00pm, August 9, 2024.