

Issue Date: 07/09/2026
Closing Date: 07/20/2026

LOCATION:

300 West Pershing Rd; Room 233
Kansas City MO 64108

TITLE: DATA COLL TECH

GRADE: 7

OCCUPATION CODE: 0301-69XX

JOB ID: 95595341

HOURS: 05:30 AM – 14:00 PM N/S DAYS – SAT/SUN (hours may vary-will receive out of schedule pay)

PERSONS ELIGIBLE TO APPLY: All Clerks in the Kansas City Bid Cluster

FUNCTIONAL PURPOSE: Collects, records, and analyzes a variety of statistical data on selected operating and financial activities.

REQUIREMENTS:

KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:

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. Knowledge of postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.
4. Ability to communicate both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and give directions.
5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
7. Ability to detect patterns to determine how a set of numbers of data are related to each other.
8. Ability to prepare forms, records, tables, and reports.
9. Ability to positively and effectively work and deal with others.
10. Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.

PHYSICAL REQUIREMENTS:

1. Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous exertion involving the following: bending or lifting for prolonged periods of time; and intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.

2. 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.

3. Applicants are required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment in operation or unusual sounds. Hearing aids are permitted.

ADDITIONAL PROVISIONS:

Before being appointed and permitted to drive a government-owned vehicle as an employee, applicants must have a valid state driver's license and demonstrate and maintain a safe driving record.

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 of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

MAIL or Hand Deliver to:

STATISTICAL PROGRAMS

300 W. Pershing Rd, Room 233

KCMO 64108

816-374-9779 or 816-374-9581

HOW TO APPLY: Complete and print the "Candidate Profile from eCareer" using the Summary of Accomplishments in eCareer to address the 10 Requirements/(KSA) 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. Your application **must be postmarked** by 07/20/2026, if mailed, Attention: Rosalie Rivers, Supervisor Statistical Programs, 300 West Pershing Rd, Room 233. If hand delivered it must be received by 2:00 pm on 07/20/2026, If hand delivered, please contact one of the two numbers listed above to make arrangements to do so. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.