

BEST QUALIFIED

Issue Date: 07/21/2026
Closing Date: 07/31/2026

LOCATION:

3131 Wyandotte St
Kansas City, MO 64111

TITLE: GENERAL CLERK VMF

GRADE: 6

OCCUPATION CODE: 0301-48XX

JOB ID: 95548796

HOURS: 12:00 AM – 08:30 AM N/S DAYS – SAT/SUN

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

FUNCTIONAL PURPOSE: Performs a variety of clerical duties relating to the maintenance of vehicles.

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. 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.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710.

DUTIES AND RESPONSIBILITIES:

1. Establishes and maintains facility and perimeter vehicle maintenance schedules by listing all vehicles by capacity group and type of maintenance; prepares work schedules indicating when vehicles are due for maintenance; makes initial preparation of work orders attaching vehicle maintenance record;

computes totals on the work orders; as directed, arranges for the delivery of vehicles to the facility for scheduled maintenance; informs superior when schedules are not adhered to; and schedules high mileage vehicles for lubrication.

2. Establishes and maintains vehicle jackets and records; posts on a vehicle maintenance record card from work orders and repair tags such information as date, mileage, type of maintenance or repair work performed, work order number and brief description of work performed; circles in red repeat items of maintenance; distributes copies of the work orders and repair tags as indicated on the forms; and reviews and maintains a file of contract work order-invoices for repair of perimeter vehicles.

3. Calls to superiors' attention improperly written work orders, repeat items of maintenance or road calls and other unusual information which affects the maintenance program.

4. Sets up stock cards for each part or type of fuel and lubricant maintained in stock entering name, manufacturer's number, stock number, maximum and minimum quantities to be stocked, location or bin number.

5. Posts to stock cards from invoices such data as receipt date, purchase order number, quantity received and unit price and from mechanic's requisition such data as date, vehicle number quantity issued and balance on hand, and posts to stock cards issuance of fuels and lubricants.

6. Maintains record of trucks out of service and reasons therefore, obtaining data from supervisors.

7. Compiles data for and prepares reports as instructed.

8. Verifies entries on timecards and notify superiors of any irregularities.

9. Operates various office machines such as typewriter, adding machine and calculator.

10. Prepares requisitions for supplies.

11. Assists in the storage and issuance of tools, parts and supplies.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

MAIL or Hand Deliver by 10:00 am Friday July 31, 2026, to:

KCMO VMF

3131 Wyandotte St

Kansas City, MO 64111

HOW TO APPLY: Complete and print the "Candidate Profile from eCareer" using the Summary of Accomplishments in eCareer to address the 7 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 July 31, 2026, if mailed. 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.