

Vacancy Announcement Data Collection Technician

Issue Date: 07/16/2021
Closing Date: 07/26/2021

LOCATION: Grand Rapids P&DF (Annex), 3500 Patterson Ave SE
TITLE: DATA COLLECTION TECHNICIAN **POSITION ID:** 70359785
GRADE: P7-07
OCCUPATION CODE: 0301-69XX
HOURS: 7:00am to 15:30pm - 30 min Lunch - N/S Saturday/Sunday

PERSONS ELIGIBLE TO APPLY: All **qualified** clerk craft employees are eligible to apply for this position.

Note: This is a Best Qualified position and open to Career Clerk Craft only.

FUNCTIONAL PURPOSE:

Collects, records, and analyzes statistical data on selective operating and financial activities. When not performing Data Collection duties, will be assigned to Manual Priority at Grand Rapids P&DF.

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 best-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.

SEE JOB DETAILS FOR ADDITIONAL DUTIES.

HOW TO APPLY: Employees must complete and submit Form 991, Application for Promotion (Pages 1 and 2), plus a statement of qualifications for each requirement (can be brief and does not require a separate page for each requirement) to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP + 4 in their mailing list. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY 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, 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

MAIL TO:

ATTN: Alan Snyder, Manager Inplant Support
3550 Patterson Ave SE
Grand Rapids, MI, 49599-5800

DCT JOB DETAILS

Office Name: GRAND RAPIDS P&DC (Domiciled at the P&DF)
MPOO/Group Code:
Section Name: In-plant Support
Zone: 00
Route: 00000
Job Number: 70359785
Job Title: Data Coll. Tech.
LDC Code: 08
Job Level: 07
Tour Number: 2
Job Pay Location: 007
Des Act Code: 110
Work Start Time: 0700
Work End Time: 1530
Days Off: SAT/SUN
Vacant Reason:

Job Description:

This job is domiciled at the Grand Rapids P-1 facility. This position is used to file all PVDS audits/records in plant, performs all labeling activities for the plant based on the National Distribution List changes. Manual letters, flats, priority etc. Does maintenance on labels on DBCS bread carts, stacker paddles, and all manual racks/cases, and other duties as assigned.