

Bargaining Qualification Standards - Chapter 1

Introduction

Document Date: February 13, 1998

110 Purpose

The purpose of these qualification standards is to establish selection criteria so that U.S. Postal Service positions are staffed with fully qualified persons whose job performance will provide effective customer service and efficient postal operations. The qualification standards state the minimum knowledge, skills, abilities, and other requirements that are essential for successful job performance. Some qualification standards may also indicate desirable qualification factors which may be used in selecting applicants for best qualified positions.

120 Scope

121 Bargaining Unit Qualifications on the 'Net (BQnet) contains qualification standards for use in entrance and inservice placement actions for U.S. Postal Service bargaining unit positions.

122 Qualification standards may not currently be available for all positions covered by a collective bargaining agreement. When selections are being made for such positions, refer to Handbook EL-311 Personnel Operations, section 527.122. For additional assistance, contact Selection, Evaluation, and Recognition, Human Resources at U.S. Postal Service Headquarters.

130 Description of BQnet Contents

BQnet contains updated material from Handbook EL-303. The Handbook, in printed form, was last updated in 1990. All subsequent updates are being made to BQnet. Relative to the EL-303, BQnet contains:

1. All qualification standards found in the current hard copy version, including those added with Transmittal Letter 3 (12/31/90), and any subsequent updates.
2. Appendices I and II from the hard copy version.
3. An index of qualification standards arranged numerically by occupation code (similar to Chapter 3 of the hard copy version).
4. An index of qualification standards arranged by occupation title in alphabetical order (again similar to Chapter 3).
5. An index of qualification standards arranged in qualification standard number order.
6. Updated Chapters 1 and 2 on procedures relating to qualification standards.

131 Waivers

Procedures for obtaining waivers to qualification standards are contained in Chapter 2.

132 Indexes

132.1 The positions covered by qualification standards in BQnet are listed in three indexes: one in alphabetical order by position title, one in numerical order by occupation code, and one in order by qualification standard code.

132.2 (not in use)

132.3 A complete list of Postal Service position titles and assigned occupation code numbers for bargaining unit positions covered by the major collective bargaining agreements is available through the Organization Management Staffing System (OMSS).

132.4 (not in use)

133 **Qualification Standards**

The qualification standards are arranged by qualification standard number. Each number is unique to that qualification standard. In most cases, the first four digits of the occupation code are used to form the qualification standard number; an additional letter may be added to maintain unique numbers.

134 **Appendix I**

Appendix I contains a list of elements reflecting the knowledge, skills, and abilities that are requirements common to many positions in the U.S. Postal Service. These are called "B-elements". Some qualification standards contain requirements which are denoted by a "B" before the requirement number. This notation refers to a "B-element" in this appendix. Appendix I lists questions for specific "B-elements" for guidance. (For further instructions on the use of these questions, see section 152 and Appendix I.)

135 **Appendix II**

Appendix II contains a list of elements reflecting the knowledge, skills, and abilities that are requirements common to positions covered by the Maintenance Selection System.

140 **Contents of Qualification Standards**

141 **Proficiency Requirements**

This section of the qualification standard contains the knowledge, skill, and ability requirements. In some qualification standards, these requirements may be identified as "B-elements" which refer to the elements in Appendix I. Other requirements may simply be numbered or lettered consecutively.

142 **Local Options for Typing and Driving Requirements**

142.1 Some qualification standards do not specify typing or driving requirements. However, the ability to type and/or drive may be essential to the efficient performance of the duties of some specific duty assignments. When filling any vacant position for which there is no officially published typing or driving requirement, local management may add (1) Computer Based Test (CBT) Test 713 or the CBT 714 as a typing requirement, and/or (2) a driving requirement to operate a motor vehicle or powered industrial equipment. Typing or driving requirements must be reasonably related to the efficient performance of the duties of the job and will only be added when typing or driving is expected to be performed on a regular basis.

142.2 CBT 714 must be used when the kind of typing performed is data entry or typing on forms. When this test is added locally as a requirement, the low standard is always to be specified. Include the following information on the job posting or vacancy announcement:

Applicants must demonstrate the ability to type 25 correct lines in five minutes by successfully completing Postal Service Test 714 at the low standard.

142.3 CBT 713 must be used for all other typing applications. When this test is added as a requirement, include the following information on the job posting or vacancy announcement:

Applicants must demonstrate the ability to type at a rate of 30 net words per minute for five minutes. This must be demonstrated by successful completion of Postal Service Test 713.

142.4 If driving is added as a requirement, include the following information on the job posting or vacancy announcement, as appropriate to the position:

Applicants must have or be able to obtain authorization to operate a motor vehicle.

or

Applicants must have or be able to obtain authorization to operate powered industrial equipment.

142.5 Local officials may not modify or delete existing typing or driving requirements contained in official qualification standards.

143 **Physical Requirements**

Physical requirements are included in some qualification standards. These requirements are intended primarily for applicants when entering the Postal Service. Physical examinations for inservice applicants or bidders will only be administered when the physical requirements for the new position are different from those required in the employee's former position. All employees must be physically able to perform the duties of the position for which they are applying without hazard to themselves or others. (See Handbook EL-311, section 322.12 and subchapter 330.)

144 **Examination Requirements**

144.1 Types. Examination requirements may include a performance test, rated application, or written examination. The "Examination Requirements" section of the qualification standards will indicate if an examination is required and, in most cases, which examination is required.

144.2 **Rated Applications**

.21 **Definition.** A rated application is a method for evaluating and rating applicants' experience and training to determine their qualifications for specific positions.

.22 **Scope.** The "Examination Requirements" section of some qualification standards will indicate that the position is "filled by rated application". In such cases, the rated application is to be used only for entrance and in-service application procedures. Rated applications are not used for in-craft applications.

.23 **Waivers**

.231 **Bid Procedures.** Rated applications are waived for bid procedures when the qualification standard indicates that the position is "filled by rated application". However, this does not imply a waiver of any other examination requirements for such positions. Personnel officials must ensure that bidders for these positions meet all of the requirements indicated in the qualification standard. Follow Handbook EL-311, subchapter 520.

.232 **Exceptions.** Waivers for rated applications do not apply in the following cases: For those positions that do not have qualification standards but do require rated applications. These positions must be filled using rated applications. In future qualification standards that specifically state that the waiver does not apply.

.24 **Reviewing Qualifications.** When a rated application is used for in-service application procedures, officials are still required to review the applicant's qualifications and complete a Form 1796 after receiving (1) the individual's rated application score and (2) any other applicable test scores.

144.3 **Test Development and Use of Results.** With the exception of scheme examinations, tests are developed by or at the direction of Selection, Evaluation, and Recognition, Human Resources. In cases where a written test is required, the results of that test must be used according to the terms of the applicable collective bargaining unit agreement. Applicants or bidders who have previously qualified on a written test are not retested; see Handbook EL-311, section 412.3.

144.4 **Substitution of Typing Examinations**

144.41 An applicant who bids a position which requires Test 713 need not take that test if: The applicant has qualified within the 2 years prior to application on Test 712; or The applicant currently holds a position requiring regular use of the typing skill level for Test 712 (see Handbook EL-311, section 412.3).

144.42 No typing test is allowed as a substitution for Test 714.

145 **Experience Requirements**

Many qualification standards contain experience requirements; these are also minimum requirements which all applicants must meet. Substitution of education or training for experience is appropriate only as indicated in the qualification standard.

146 **Desirable Qualifications**

Some qualification standards contain factors identified as "desirable qualifications." Use these factors to select applicants for best qualified positions. These factors must not be used as a basis for disqualification.

150 **Using Qualification Standards to Fill Vacancies**

151 Posting Vacancies

Position vacancies to be filled by bid or application are posted in accordance with the applicable collective bargaining agreement and Handbook EL-311. The qualification standard appropriate for the particular position must be included in the announcement. BQnet is the source of such qualification standards. Except as provided in section 142 of this handbook, no additions, deletions, or modifications are permitted. Special requirements are added in accordance with EL-311, section 525.

152 Selection Decisions

152.1 Selection procedures for bargaining unit positions are found in Handbook EL-311, subchapter 520.

152.2 For bargaining unit positions filled on the basis of "best qualified", all applicants are required to describe their qualifications based on relevant education, training, or experience. This description must address the requirements given on the qualification standard. Where applicable, applicants should consult the "B-element" questions given in Appendix I. Qualifications for all applicants are reviewed and compared, and the best qualified applicant is selected. Where there is no appreciable difference in qualifications, seniority is considered, except where it will be the determining factor as required by a collective bargaining agreement.

152.3 For bargaining unit positions filled on the basis of "senior qualified", the senior bidder's qualifications are compared to the published qualification standard. The senior bidder is selected if qualified.

152.4 The terms bidder and applicant are interchangeable when appearing in this chapter. This use does not constitute a definition of these terms as synonyms. The terms "bid" and "application" are defined in the appropriate bargaining agreement.

152.5 The Maintenance Selection System was developed to cover technical and semi-skilled positions in the Maintenance Craft in the areas of mail processing equipment maintenance, and in building and building equipment maintenance. The five major elements of the system include: qualification standards, written examinations, review panel evaluations, supervisor evaluations, and the scoring and reporting program. For a list of the positions covered by this system and the specific procedures to be used when filling these positions, see Management Instruction EL-520-85-4, dated 7-2-85.

160 Maintenance of BQnet

161 Selection, Evaluation, and Recognition, Human Resources will issue new and revised standards by updating BQnet.

[Back](#)

Bargaining Qualification Standards - Chapter 2
Waiver of Qualification Standards
Document Date: February 13, 1998

210 Actions Prior to Request for Waiver of Qualification Standards

Applicants for positions for which a standard has been published must fully meet the specified requirements. If an appointing officer determines there is no qualified employee available for consideration in the normal area of consideration, the following alternative courses of action must be taken prior to requesting a waiver of the specified standard for the position:

- a. Expand the area of consideration for internal applicants.
- b. Conduct an extensive external recruitment effort aimed at the applicant pool for the position.

220 Approving Authority and Procedures

When there is valid reason to request a variation from a published standard, the following procedure will be used:

- a. The appointing officer must request, in memo form, a variation of one or more items of a qualification standard through the normal channel of communications to the Manager, Selection, Evaluation, and Recognition, Human Resources.
- b. Requests for variation must include appropriate evidence to support the request. Such requests must be responsive to the following questions as well as any other pertinent information:
 1. Have adequate recruiting efforts been made to secure a fully qualified applicant? Such actions as expansion of the recruiting area, advertising, contacts with professional community groups, and use of employment services are to be considered in determining the adequacy of recruiting.
 2. What is the impact of the variation to the U.S. Postal Service equal employment opportunity policy?
 3. Does the variation seek to lower an established education requirement?
 4. Does the variation seek to establish a new education requirement where none has been required? Most bargaining unit positions would not be expected to need a mandatory education requirement.
- c. Requests must only be for qualification standards for the position, never for an individual. Once the waiver has been approved, the selection process should be started again using the revised standards for that particular position. All newly eligible applicants must be given consideration for the job.
- d. The qualification standard waiver only applies until the job is filled. Subsequent vacancies for the same position must be posted using the published qualification standard.
- e. Normally, an employee may be selected for a position that has the qualification standards waived only once in any twelve-month period.

230 Documentation

The request for variation from a qualification standard will be in memo form from the requesting official through the normal channels of communication to the Manager, Selection, Evaluation, and Recognition, Human Resources. This memo will include specific information as stated in section 220(b). This memo will provide (1) approving officials with necessary information to render a decision, (2) employees with a record of an approved variation, (3) a record for personnel audit purposes, and (4) Employee Relations with data to use in revision of standards.

Appendix I

Knowledge, Skill, and Ability Elements

I. Introduction

A. Scope and Purpose

The development of this appendix involved first, defining specific qualification requirements in terms of knowledge, skills, and abilities which will be referred to as job elements for purposes of this appendix; second, selecting those job elements which would make an effective qualification standard; third, identifying the level of difficulty and complexity of each job element; and fourth, providing questions to be asked.

The purpose of this appendix is to provide questions which applicants must address when seeking a position. The questions are designed to elicit information from applicants with regard to their experience, training, or education which may indicate possession of the job element by the applicants.

B. Positions Covered by this Appendix

In the Proficiency Requirements section of some qualification standards, the requirements are denoted with a "B" before the requirement number. This refers to a "B-element" in this appendix. For all such requirements, the questions as stated in this appendix must be used in rating applicants' qualifications.

C. Positions Not Covered by this Appendix

Many qualification standards do not have requirements which refer to the "B-elements." For these requirements, the questions contained in this appendix do not apply. For purposes of rating applicants' qualifications, applicants must address each requirement as it is stated in the qualification standard.

D. Positions with "Mixed" Requirements

Some qualification standards consist of requirements which refer to "B-elements," as well as other requirements. For those requirements which refer to "B-elements," applicants must address the appropriate questions contained in this appendix. For other requirements, applicants must address the requirement as it is stated in the qualification standard.

E. Rating Applicants' Qualifications

For the appropriate procedures to follow when rating applicants, see Handbook P-11, Section 525.2 and the instructions on the back of Form 1796, Qualification Rating.

F. Using this Appendix

The specific elements to be addressed by applicants are indicated by the "B-element" number. Make the questions for these elements available to the applicants. (See also Chapter 1 of this handbook, Sections 152.2 and 152.3 regarding applicants for "best qualified" and "senior qualified" positions.)

G. Guidelines for Evaluating Qualifications

- 1. Crediting Overall Experience** The relevant aspects of an applicant's total education,

training, and experience are rated for the extent to which they satisfy the requirements of the job element. Applicants are rated according to their capacity to perform, regardless of how the knowledge and/or skill was acquired.

2. Relating Experience to Qualification Requirements Whenever possible, use the assistance of an expert or supervisor who has knowledge of the position for which the applicant is being rated.

3. Emphasizing Quality The emphasis in evaluation is on quality and intensity of education, experience, and/or training. A lengthy experience record of low quality may prove only that an applicant lacks ability to learn or progress, or it may be the result of lack of opportunity. An applicant assigned duties of a high level who has performed poorly is not credited with ability to work at the high level. Quality of past performance is determined by careful analysis of the statements of the applicants, supervisor appraisals, etc.

H. Rating Form

Form 1796, *Qualification Rating*, must be used to rate an applicant's qualifications.

II. List of Elements and Questions

B-1. Ability to use and maintain tools and equipment.

Tell about your work or training which shows you can use hand and power tools including portable, electric, or pneumatic tools such as saws, grinders, drills, etc. Give examples of your work which required you to use tools. To what extent have you adjusted, repaired, and maintained tools and equipment?

B-2. Knowledge of _____. (Specify special equipment, machinery, structure, component parts, functions of a position.)

Tell how you gained and used this knowledge from the theoretical side (as in books), and from the practical side--installing, operating, adjusting, repairing, fabricating, inspecting, etc. Show types, models, components, etc. with which you can deal. What use have you made of parts manuals and catalogues? To what extent can you use this knowledge on the basis of your own judgment? If you ever used this knowledge for supervising or instructing helpers, juniors, mechanics, or others, what supervision or instruction did you give and to what kinds of workers?

B-3. Ability to assemble and disassemble mechanical equipment.

Tell about your experience and training in disassembling equipment, and in assembling--positioning, aligning, adjusting, and securing systems, parts, or units. Give examples of such work, tolerances held, difficulties encountered, etc. Mention types of fastening you used, such as riveting, soldering, bolting, welding, etc. Tell about your ability to do reaming, counterboring, countersinking, chiseling, filing, etc.

B-4. Ability to work without immediate supervision.

Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibilities have you been given on jobs, in the Armed Forces, in your community, etc.? Give examples of the kinds of instructions your supervisor gives you, that is, examples of what your supervisor tells you to do when you start a task.

B-5. Ability to perform preventive maintenance.

Tell about your experience in maintaining mechanical equipment. Give examples from your work to show the kind of maintenance you have done. Tell about your ability to operate such equipment and your responsibility for keeping it in operating condition.

B-6. Ability to use reference materials and manuals relevant to the position.

What use have you made of technical manuals, bulletins, supply manuals, manufacturers' specifications, trade journals, catalogues, and handbooks? Describe the purpose. What did you look for--sizes, tolerances, working speeds, formulae, models, design, etc.? How much help do you need from your supervisor in choosing and interpreting the proper reference?

B-7. Ability to diagnose mechanical trouble.

Give examples of kinds of diagnosing you have done. Describe especially the more difficult problems. Show how much information you had to have of components, structures, and systems to do the diagnosing. Have you ever done diagnosing after other workers have not been able to find the source of trouble? If so, tell about it.

B-8. Ability to read drawings.

What training have you had in reading drawings? Tell about the types of equipment or objects on which you had to read and interpret such drawings. Tell about the kind of views represented, tolerances involved, details omitted, computations which you had to make, etc. Show the purposes of your drawings. Did you have to visualize a complete object from the drawings? If so, describe the purpose.

B-9. Safety in performance of duties common to the position.

What safety training have you had? What is your safety record? Describe any accident you have had in work, and any accidents outside of work in the last five years.

B-10. Ability to maintain records and prepare reports.

What experience have you had in maintaining accurate records? Give examples of the types of records kept and whether any automatic machines were used. What reports have you prepared from these records? How much help did you have from your supervisor in doing this?

B-11. Ability to perform effectively under the pressures of the position.

What examples of previous experiences can you provide in which you were working under time constraints, deadlines, etc.? Describe any such situations and how you performed in them.

B-12. Ability to maintain, overhaul, and repair electrical equipment.

What electrical equipment have you overhauled, repaired, or maintained? How much help did you have from your supervisor in doing this? What tools can you use in repairing electrical equipment?

B-13. Ability to plan, lay out, and set up work independently.

What experience have you had in planning, laying out, and setting up operations? Show size and scope of your work. Indicate the more difficult types of planning and layout and setup you have done.

B-14. Ability to interpret instructions, specifications, etc.

What kinds of instructions, specifications, contracts, or directives have you had to interpret? For what purpose? Include especially experience or training in interpreting new instructions or specifications concerning changes in operational procedures. How often did you have to interpret instructions? If you ever had to transmit or explain instructions to other employees, describe the kind of instructions and tell how you explained them.

B-15. Ability to paint.

Tell about the painting work you have done, including types of surfaces covered and whether you prepared the surface for painting. Did you mix paints? What paints have you used? Mention tools, brushes, spray guns, etc. you used.

B-16. Knowledge of _____ shop practice. (Specify shop, as machine, etc.)

Tell how you gained your knowledge of shop practice adhering to standard practices in conserving materials, using correct parts, keeping exact tolerances, handling different situations, and "tricks of the trade."

B-17. Ability to perform acetylene and electric welding, metal cutting, and burning with a torch.

Tell about your experience and training in welding. Show whether you can do gas or electric welding, kinds of equipment you can use, and kinds of electrodes. Show kinds of metal, kinds of joints, positions, and tolerances. Give examples of work you have done using hand torches. Mention kinds of flamecutting machines you have used, if any, and examples of work. Tell about tolerances, kinds of metals. Tell about your use of jigs and fixtures to guide your work, and your work without jigs and fixtures. Tell about any experience you have had in flame spraying to build up metal surfaces or to spray protective coatings; and use of torch for heat treating; and for soldering and brazing. Tell about your training in safe practices with respect to gas burning experience. Describe any accidents you had with this equipment.

B-18. Ability to estimate time and materials.

Describe your experience in estimating time, materials, and cost. Describe the type of construction for which you prepared estimates, the complexity of the operations, and the purpose of the estimates. Tell about any new or prototype work for which you did estimating.

B-19. Ability to instruct.

Tell about your experience and training in instructing: teaching helpers or apprentices, training employees in the normal course of supervision, teaching shop courses, planning on-the-job training, etc. Have you prepared lesson plans, rated trainees in performance, followed a syllabus? Indicate the number and kind of workers trained and the methods of instructions you used. Did you instruct raw recruits or workers with some experience?

B-20. Ability to use intricate type measuring instruments (mechanical, electrical, electronic, as appropriate to line of work).

What mechanical, electrical, and electronic measuring instruments have you used? For what purpose? To what tolerances did you measure? Give examples of actual work you have done with instruments, especially the more difficult.

B-21. Ability to inspect in a "workshop" type situation.

What kinds of inspection have you done, of your own work or that of others? What mechanical or electrical instruments have you used to check work of yourself or others? Include the purpose of the inspection such as checking your own product, preventive

maintenance, compliance, procurement, quality control, etc. What instructions, specifications, or other guidelines did you use? Indicate the extent and quality of inspection judgment which you exercised in determining sequence of inspection operations, parts to be inspected; interpreting specifications; accepting or rejecting items; recommending changes in production or inspection procedures, etc.

B-22. Ability to perform basic arithmetic computations.

How familiar are you with basic math? What courses have you completed in this area? What are some practical applications you have learned on the job?

B-23. Knowledge of metals and metallurgy.

Tell about experience or training that demonstrates you have knowledge of working properties and other characteristics of metals. Show which metals you have knowledge of. What work have you done that demands this knowledge? (Examples of work that demands this knowledge are heat treating, tempering, machining, bending, inspecting, etc.)

B-24. Ability to forge and forge-weld.

Tell about your experience and training in hand forging and machine forging. Show whether you have had to use knowledge of heat treating or pyrometers. Mention the equipment you used and the kind of forge work you did. If you supervised helpers or other workers in forging, tell the kind of supervision you gave.

B-25. Ability to set up in a machine shop.

Describe your experience and training in setup: replacing tools, aligning work and fixtures, setting feeds and speeds. Include the machines, kinds of tools, kinds of work done, and tolerances. Show the purpose of the setup--for your own operations, for operations of a shop, etc. Show whether the setups were usually about the same, or were constantly changing.

B-26. Ability to read electrical and electronic circuit diagrams, blueprints, and schematics.

What electrical circuit diagrams, electrical schematics, or other electrical drawings have you used? For what purpose? What kinds of circuits, electronic components, and equipment were involved?

B-27. Ability to diagnose electrical and electronic trouble.

Have you had to find out the reason why electrical equipment failed to operate properly? What kinds of equipment did you diagnose? How much did you have to know about components? Show the extent to which you had to understand the entire system. Tell extent of danger to equipment or personnel if incorrectly handled while diagnosing. Have you ever done diagnosing after other workers have not been able to find the source of trouble? If so, tell about it.

B-28. Knowledge of different relevant lines of work.

If you have familiarity or knowledge of other trades or lines of work than your main line of work, show the extent of your knowledge in each such area. How did you gain the knowledge? What work have you done in other lines? In what trades or kinds of work are you able to do at least the simple tasks, or help someone else do them? Show the kinds of repairing, assembling, installing, making, etc., that you can help do. Show how much you can do yourself.

B-29. Knowledge of materials commonly used in the particular position.

Tell what type of materials you have used in your trade or craft (plastics, chemicals, lumber, paints, metals, fasteners, etc.) and how you used them. What do you know of their working properties, temper, durability, and other characteristics? Show by your experience whether you are able to select the proper material for each job, according to purpose, trade standards, etc., and whether you are able to substitute material properly.

B-30. Ability to recognize where changes are required in preventive maintenance repair and adjustments and recommend proper changes for more efficient operation.

Tell about your experience in mechanical repair work which indicated the ability to recognize changes and recommend changes. Give examples from your work to show how you have accomplished this.

B-31. Ability to operate metalworking machines.

What experience have you had in operating automatic and nonautomatic machines? Show the machines you can operate, operations you have performed, cutting tools and special attachments you have used, and kinds of work you have produced with each kind of machine, especially the more difficult kinds.

B-32. Ability to cut sheet metal.

Give examples of sheet metal cutting work you have done. Mention kinds of patterns you have followed, types of shears, tolerances to which you have worked, etc. Mention work with saws, gas torches, notching machines, and nibbling machines. If you have cut irregular shapes and contours, inside circles, and other difficult work, tell about your experience.

B-33. Ability to braze and solder.

Give examples of the types of brazing and soldering work you have done including sweating. Describe the types of metal and joints; tools and equipment used; tolerances; and purposes for which you did the brazing and soldering.

B-34. Ability to assign work, establish work schedules, and utilize personnel efficiently.

Have you had the responsibility to assign work or establish schedules? What methods did you employ? Give examples of how you have assigned work to others or established work schedules.

B-35. Ability to lay out and develop patterns (including geometric projection and triangulation).

Tell about your training and experience in layout and pattern development. Give examples of your work in developing and transferring shapes, patterns, and outlines from drawings, sketches, blueprints, and actual objects. Mention the tools you used, complexity of the work, calculations involved, and type of a layout. What tolerances were involved?

B-36. Ability to use computing and trade mathematics (mechanical).

Tell about your training and experience in arithmetic (including decimals and fractions) and mathematics (algebra, geometry, trigonometry). Give examples of the use you have made of these subjects in schooling, training, and work.

B-37. Ability to assemble machined parts.

Tell about your experience and training in assembling mechanical units--aligning, adjusting,

and fastening. Tell about your skill in reaming, counterboring, countersinking, chiseling, filing, buffing, and riveting, or refer to another element where you have described these skills. To what tolerances have you worked?

B-38. Knowledge of maintenance management procedures.

Tell how you gained and used this knowledge from the theoretical side (as in books), and from the practical side. What use have you made of parts manuals and catalogues? To what extent can you use this knowledge on the basis of your own judgment? If you ever used this knowledge for supervising or instructing helpers, juniors, mechanics, or others, what supervision or instruction did you give and to what kinds of workers?

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

Tell about your work or training which shows you can use office machines appropriate to the position. Give examples of your work which required you to use these machines.

B-40. Ability to make threads (chasing) on lathe.

Tell about your experience and training in producing internal and external threads, using engine lathe with chasing or threading tool. Show how you got your knowledge of thread types, angles, and pitch, and what use you have made of this knowledge. For what classes of fit have you done chasing? Show your experience and training in checking product (with thread micrometer, 3-wire system, etc.).

B-41. Knowledge of electrical circuitry.

Tell about schooling, training, and experience that show you understand electrical circuits. What kinds of circuits, especially complicated kinds, have you worked with?

B-42. Knowledge of theory of electricity and electronics.

Tell about schooling, training, and experience that show your knowledge of the science of electricity: Ohm's and power laws, flow of current, units of measurement, theory of magnetism, action of and composition of batteries, motors, generators, symbols, voltage dividers, capacitors, reactors, transformers, resistors, insulators, conductors, AC and DC theory. Give dates of courses, course related mathematics. Tell about typical jobs you have done, where you had to use theory and related mathematics. If you ever taught or explained the theory, tell about it, including kinds of employees taught and subject matter.

B-43. Ability to work from ladders, scaffolds, and mechanical lift equipment.

Can you work from ladders and scaffolds? Give examples of work you have done that required ladders, scaffolds, or mechanical lifts.

B-44. Ability to personally resolve problems of a routine nature.

Tell about experiences you have had that show you can work on the basis of your own judgment. Show the kinds of work you can do by yourself without the help of a boss or supervisor. What responsibility have you been given on jobs?

B-45. Ability to understand and comply with written and oral instructions and give understandable information in oral and written form.

Give examples of how you have complied with written and verbal instructions (route slips, memos, etc.) and then given understandable information in verbal and/or written form. How

often are you required to do this? What was the purpose?

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

Give examples of any work situations in which it was necessary for you to analyze or apply laws, regulations, rulings, or procedures. How often were you required to do this? What was the purpose?

B-47. Ability to use carpenter's tools.

What carpenter's tools have you used? For what purpose? Tell about the difficult jobs you have done with tools, including cutting and installing irregular shapes. If you have supervised or instructed others in the use of tools, tell about it. To what accuracy have you used tools?

B-48. Ability to handle weights and loads, beyond "normal" type functions of a position.

Can you carry loads? Give examples of the heaviest loads you have handled. Tell about any experience you have had in which you were regularly required to lift and move heavy or bulky objects.

B-49. Ability to install electrical equipment and wiring.

Describe the kinds of electrical installation you have done. What kinds of instructions did you receive? What kinds of electrical circuits, if any, have you had to plan out on your own? For what were they to be used?

B-50. Ability to perform electrical computations.

Tell about your training and experience in use of shop mathematics and electrical and other formulas. If you have taught others to use them, when, where, and why did you do so?

B-51. Knowledge of rigging and roping techniques.

What experience or training have you had in handling roping and rigging? Tell about your work in handling rope such as hoist rope, shackles, babbits, seizing, etc. Tell about your knowledge of rope capacity and size, tools required, materials, etc. Mention your work in planning, layout, inspecting, or assigning work and materials to workers on rope or rigging jobs.

B-52. Ability to use meters and test equipment (electronic).

Tell about your ability to use electrical and electronic instruments such as voltmeters, ohmmeters, oscilloscopes, synchrosopes, etc., and other precision instruments such as micrometers. Give examples from your work or training to show that you can use such instruments. Show the exactness of use required, and mention any standards of accuracy you employed.

B-53. Ability to work with others.

Tell about any training or experience in working or outside contacts that applies to your ability to deal tactfully with other people and gain their cooperation in conference, in work situations, in enforcing rules or policy, in giving instructions, in settling disputes, etc.

B-54. Ability to schedule work, either materials or people.

What experience have you had in preparing detailed work orders for a mechanical force? Did

you plan work schedules? What work have you done that demands this type of experience? Show the kind and complexity of the operations. How much help did you need from your supervisor in performing these duties?

B-55. Ability to schedule and dispatch.

Tell about your experience in assigning employees to motor vehicle positions, including the scheduling or improved utilization of such employees and vehicles. Did you develop any of these schedules or make any recommended improvements that were adopted? This experience may have been obtained on jobs or in the military service.

B-56. Ability to maintain and erect varied masonry.

What experience have you had in making repairs to stairs, floors, walks, tables, and counters? Show your experience with granite, marble, tile, terrazzo, and stone. Tell about your experience in erecting new masonry.

B-57. Ability to cut, trim, face, and set masonry material.

Tell about your experience in cutting, trimming, facing, and setting material; replacing broken or chipped pieces; and pointing open joints. Tell about your experience in refinishing surfaces and removing stains. Tell about your experience in repairing defects in terrazzo.

B-58. Ability to deal with the public in a polite, courteous, and professional manner.

Tell about your training or experience in postal or outside work in dealing with people which indicates your ability to be polite and courteous. Are you tactful and diplomatic in dealing with others? How helpful are you with strangers or your fellow employees? Are you considerate and sympathetic to the problems of others?

B-59. Ability to maintain a financial credit accurately.

What experience have you had in receiving and disbursing cash or items of value? Have you maintained or had training in financial records or reports? Examples of your ability to account for monetary funds may include but is not limited to present or past employment, volunteer work, or related school or special training.

[Back](#)

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
Accountable Paper Supply Clerk	5	2042	0530-05XX	C
Accounting Clerk	5	2023	0520-01XX	C
Accounting Technician	6	2443	0525-31XX	C
Administrative Clerk Express Mail	5	2032	2340-81XX	C
Air Records Processor	5	2383	2330-46XX	C
Assignment Clerk	6	2010	0212-05XX	C
Bulk Mail Clerk	5	2044	2320-15XX	C
Bulk Mail Dock Clerk	6	2615	2315-99XX	C
Bulk Mail Technician	6	2387	2320-28XX	C
Claims And Inquiry Clerk	5	2043	2345-15XX	C
Clerk Finance Station	6	2020	2320-05XX	C
Clerk Recovery Center (Letters)	5	2029	2345-07XX	C
Clerk Recovery Center (Parcels)	5	2030	2345-09XX	C
Clerk Special Delivery Messenger	5			C
Clerk Stenographer	5	1006	0312-01XX	C
Clerk Typist	4	1002	0322-02XX	C
Complaints And Inquiry Clerk	6	2013	2345-23XX	C
Contract Technician	6	2008	1102-01XX	C
Customer Service Clerk (PFSC)	6	8064	0530-2015	C
Data Collection Technician	6	2506	0301-69XX	C
Data Conversion Operator	4	2626	0356-09XX	C
Distribution And Window Clerk	5	2001	2340-02XX	C
Distribution Clerk	5	KP12	2315-04XX	C
Distribution Clerk Machine MPLSM	6	2633	2315-13XX	C
Distribution Clerk Machine MPLSM Trainee	5	2635	2315-17XX	C
Distribution Clerk Machine SPLSM	6	2634	2315-14XX	C
Distribution Clerk Machine SPLSM Trainee	5	2636	2315-18XX	C
Distribution Window And Mark-Up Clerk	5	2629	2340-80XX	C
Drafting Clerk	5	1017	0818-01XX	C/M
Examination Specialist	6	2188	0203-19XX	note 1
Express Mail Service Clerk	6	2617	2330-77XX	C
Express Mail Technician	6	2033	2340-82XX	C
Extraction Code Clerk	5	2047	2315-63XX	C
File Clerk	4	KP6	0305-03XX	C
Flat Sorting Machine Operator	5	2027	2315-20XX	C
Flat Sorting Machine Operator	6	2028	2315-21XX	C
General Clerk	5	2045	2340-01XX	C
General Expediter	6	2025	2315-11XX	C
General Office Clerk Foreign Mail	6	2181	2340-16XX	C
Group Leader Data Conversion Operators	5	2627	0356-10XX	C
Highway Transportation Clerk	6	1054	2330-13XX	C

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
Illustrator	7	2252	1020-01XX	C
Information Clerk	6	2003	2320-12XX	C
International Claims Clerk Paying Office	7	2159	2345-16XX	C
Machine Operator (PFSC)	5	2036	2340-05XX	C
Mail Classification Clerk	6	2464	2345-52XX	C
Mail Classification Clerk	7	2465	2345-52XX	C
Mail Order Clerk (PFSC)	5	8040	0530-26XX	C
Mail Processor	4	2037	2315-55XX	C
Mailing Requirements Clerk	6	2468	2345-32XX	C
Mailing Requirements Clerk	5	2469	2345-32XX	C
Mark-Up Clerk Automated	4	2016	0301-41XX	C
OCR Operator	5	2528	2315-78XX	C
Office Clerk	4	1012	0301-01XX	C
Office Machine Operator	5	1035	0350-02XX	C
Parcel Post Distributor (Machine)	6	2362	2315-06XX	C
Parcel Post Distributor (Machine)	5	2439	2315-06XX	C
Personnel Clerk	5	1010	0203-14XX	C
Philatelic Clerk	5	2630	2345-02XX	C
Post Office Clerk	3	KP4	2340-04XX	C
Postage Due Clerk	5	2011	2340-06XX	C
Postage Due Technician	6	2012	2340-24XX	C
Postal Source Data Technician	6	2501	0301-45XX	C
Procurement & Material MGMT Assist	6	2346	2003-09XX	C
Procurement Clerk	5	1008	1106-01XX	C
Ramp Clerk, AMF	6	2385	2330-42XX	C
Receiving Clerk Foreign Airmail	6	2218	2340-18XX	C
Records Clerk International Airmail	6	2495	2340-10XX	C
Retail Sales Clerk Postal Stores	5	2619	2320-39XX	C
Review Clerk	6	2026	2315-26XX	C
Sack Sorting Machine Operator	6	2502	2315-70XX	C
Schedule Clerk Foreign Mail	6	2158	2350-06XX	C
Schemes And Schedules Clerk	6	2014	2350-08XX	C
Scheme Examiner	6	2004	1712-04XX	C
Self Service Postal Center Technician	6	2433	2340-48XX	C
Senior Mail Processor	5	2038	2315-56XX	C
Senior Mark-Up Clerk Automated	5	2035	0301-49XX	C
Senior Postal Source Data Technician	7	2568	0301-84XX	C
Sign Painter Illustrator	6	2018	1020-05XX	C
Sign Painter Letterer	5	2019	4104-04XX	C
Special Postal Clerk	6	2157	2315-08XX	C

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
Special Postal Clerk	6	2157	2320-31XX	C
Special Transfer Clerk	7	2331	2330-02XX	C
Special Transfer Clerk Airmail	7	2386	2330-43XX	C
Stamp Distribution Clerk (SDN)	6	8065	2345-70XX	C
Stamp Supply Clerk	6	2156	2320-03XX	C
Supply Clerk	4	1004	2040-07XX	C
Time And Attendance Clerk	5	1029	0590-01XX	C
Training Technician (PEDC)	6	2621	1712-34XX	C
Transfer Clerk	6	KP15	2330-01XX	C
Transfer Clerk AMF	6	2217	2330-04XX	C
Translator Correspondence	7	2620	1045-02XX	C
Vehicle Operations And Maint Assist	6	2195	0341-06XX	C
Window Clerk	5	KP13	2320-01XX	C
Window Services Technician	6	2388	2320-29XX	C
WLRS Control Clerk	5	2565	0301-94XX	C

note 1 C/SD/MD/MV/M
note 2 C/M/MV
note 3 C/SD/MV/CA/M

BARGAINING UNIT QUALIFICATION STANDARD
0203
(0203-19XX) EXAMINATION SPECIALIST--LEVEL 6
(0203-20XX) EXAMINATION SPECIALIST--LEVEL 6
(0203-14XX) PERSONNEL CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

1. Examination Specialist: Serves as a member of a nationwide postal examination network; receives all communications and instructions for the center; makes certain that all duties assigned to the center are handled in accordance with appropriate instructions; may serve as an Examination Specialist at one or more nearby postal examination annexes which do not have resident Examination Specialist; and performs duties such as processing personnel actions, serving as a window clerk, and distributing mail.
2. Personnel Clerk: Performs specialized clerical work involved in providing the central personnel services of a postal installation.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions, specifications, etc.
- B-19. Ability to instruct.
- B-53. Ability to work with others.

The type of general experience required is normally gained in an office setting--for example, reports control clerk, files and record clerk, correspondence control clerk, or general office clerk. Mere possession of the required amount of office clerical experience will not in itself be accepted as proof of qualification; the applicant's experience record must show the ability to perform the duties of the positions.

2. Special

Applicants must have responsible experience in a personnel or other type of office, where the work required the applicant to acquire and apply knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a personnel system, such as that typical of a large organization.

Note: For positions at any grade, the required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXPERIENCE REQUIREMENTS:

Except for the substitution of education or training provided for below, applicants must have had the kind and amount of experience shown in the following table, and as described in the statements in Proficiency Requirements under General:

Level	Total Experience (years)	General Experience (years)	Specialized Experience (years)
5	2	2	0
6	3	2	1

For a maximum of three years of the required experience (two years of general plus one year of specialized experience) study successfully completed in a resident school or institution may be substituted as follows:

1. General Experience Only

Study completed in a college, university, or junior college, above the high school level, may be substituted on the basis of half an academic year of study for six months of experience. Full-time study completed in a business or secretarial school or other comparable institution above the high school level may be substituted on the basis of half an academic year of study for six months of experience provided such subjects as business English, office machines, filing and indexing, office practices, business mathematics, bookkeeping or accounting were studied. No credit will be allowed for training which has been obtained only or primarily in the basic skills of shorthand or typing or refresher courses.

2. Specialized Experience

- a. A full 4-year course of study in a resident school above the high school level may be substituted for a maximum of three years of the required experience (two years of general plus 1 year of specialized experience) and is fully qualified for level 6.
- b. "Full-time study" in the case of business or secretarial schools is the equivalent of at least 20 classroom hours of instruction per week plus necessary outside study. Part-time study is prorated on this basis also, but is creditable only in amounts equivalent to half an academic year or multiples thereof.
- c. "An academic year" consists of approximately 36 weeks of full-time study, or 30 semester hours, or the equivalent.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice, hearing aid permitted, is required.

ADDITIONAL PROVISIONS:

Many of these positions involve substantial contact with others outside the immediate employing office. In these situations the work requires tact, patience, courtesy, a clearly understandable speaking voice, and ability to make effective public contacts. In filling such positions appointing officers should assure themselves that applicants possess these qualities to the degree necessary for satisfactory performance of the required duties.

Suggestions for Evaluating Inservice Applicants

1. The normal avenue for entry into positions in this series is by transfer, reassignment, or promotion of those already in Federal service. In evaluating such applicants, information must be secured from former supervisors of the applicant to elicit detailed information concerning personal characteristics, demonstrated abilities, type of work experience and past responsibilities.
2. Inquiries should develop the kind and extent of personnel knowledge acquired and used in former work situations, the degree of freedom from supervision, and the degree of public contact (e.g., contacts outside the immediate employing office) involved. Particular attention should be given to any knowledge or skills directly related to the position to be filled. For example, if the position to be filled is in the staffing specification, the inquiry should focus attention on knowledge and experience acquired in this area of personnel work, or on pertinent segments of staffing such as processing personnel actions, placement, recruiting, or examining.

3. It should be noted that personnel experience may be gained in certain types of administrative offices which have combined responsibilities for personnel, fiscal, and other matters. Therefore, a personnel office is not the only place where pertinent experience can be gained.
4. In ranking individuals, other things being equal, the greatest credit should be given to individuals with the greatest amount of directly related experience, and those who had the greatest responsibility and freedom from close supervision. Extra credit may be given to those who, in addition to directly related experience, possess experience in a broader range of personnel work. For example, candidates may have not only directly related experience, but may have additional experience in another personnel function or specialization. For such candidates, extra credit may be given if the additional experience will be of benefit in the position, and if it gives evidence of greater potential for development. Also, extra credit may be given to those who have successfully completed educational courses pertinent to their work (provided those have not already been credited under the substitution of education for experience provisions).

BARGAINING UNIT QUALIFICATION STANDARD
0212a
(0212-05XX) ASSIGNMENT CLERK--LEVEL 6

DOCUMENT DATE: December 31, 1990

FUNCTION:

Schedules employees in relation to their work assignments, tours, basic work week, and vacation schedules to ensure an effective working schedule between management and employees.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-13. Ability to plan, lay out, and set up work independently.
- B-14. Ability to interpret instructions, specifications, etc.
- B-22. Ability to perform basic arithmetic computations.
- B-34. Ability to assign work, establish work schedules and utilize personnel efficiently.
- B-39. Ability to operate office machines such as adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.

- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
- B-53. Ability to work with others.

2. Special

Applicants must have knowledge of postal operations, personnel rules and regulations, personnel manual and the National Agreement insofar as such matters relate to the work to be performed.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

EXPERIENCE REQUIREMENTS:

Applicants must have two years of experience in general office type procedures which may include having the knowledge of files and reports, correspondence and records control plus one year of specialized experience as noted in Special Proficiency Requirements.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
0300c
(0312-01XX) CLERK-STENOGRAPHER--LEVEL 5
(0322-02XX) CLERK-TYPIST--LEVEL 4
(0322-2025) CLERK-TYPIST--LEVEL 4
(0322-01XX) TYPIST--LEVEL 4

DOCUMENT DATE: June 27, 1989

FUNCTION:

Clerk-Stenographer: Performs miscellaneous office clerical, stenographic, and typing work.

Clerk-Typist: Performs miscellaneous office clerical and typing duties.

Typist: Types material such as forms, correspondence, and stencils from rough draft or plain copy.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

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 perform basic mathematical computations refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.
2. Ability to follow instructions refers to the ability to comprehend and execute written and oral instructions such as memoranda, directives, and verbal directions and instructions.
3. Ability to maintain records refers to the ability to keep records such as files, charts, and indexes accurately and in an organized fashion for proper retrieval.
4. Ability to prepare reports and correspondence refers to the ability to prepare documents for distribution or outgoing mail in acceptable form. Also included is the ability to complete accurately forms or other reports using information given or gathered.

• Qualification Standard 0300c
Clerk-Stenographer - Level 5 (0312-01XX)
Clerk-Typist - Level 4 (0322-02XX)
Clerk-Typist - Level 4 (0322-2025)
Typist - Level 4 (0322-01XX)
Document Date: June 27, 1989

5. Ability to operate office machines refers to the ability to operate safely and efficiently equipment such as calculators, copy machines, and printers, and to make appropriate adjustments to such equipment (e.g., change ribbons, print wheels, and paper).

EXAMINATION REQUIREMENTS:

For all positions, applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710, Parts A and B. In addition, applicants must demonstrate the ability to type at a net rate of 45 words per minute in a 5-minute test. This must be demonstrated by successful completion of Postal Service Test 712. Certificates of proficiency are not acceptable.

In addition, for Clerk-Stenographer positions, applicants must demonstrate the ability to take dictation at the rate of 80 words per minute and to interpret this dictation. This ability must be demonstrated by successful completion of Postal Service Test 711. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Applicants also 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 the conversational voice; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
0300d
(0301-09XX) ADMINISTRATIVE CLERK, VMF--LEVEL 6
(0301-47XX) CLERK, VEHICLE DISPATCHING--LEVEL 5
(0305-03XX) FILE CLERK--LEVEL 4
(0301-48XX) GENERAL CLERK, VMF--LEVEL 5
(0301-01XX) OFFICE CLERK--LEVEL 4
(0301-05XX) OFFICE CLERK, CUSTODIAL--LEVEL 5
(0301-04XX) OFFICE CLERK, VEHICLE OPERATIONS--LEVEL 5
(0301-94XX) WLRS CONTROL CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Administrative Clerk, VMF: Performs a variety of responsible clerical and routine administrative duties in a motor vehicle maintenance facility.

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

File Clerk: Sets up and maintains files on one or more subject matters.

General Clerk, VMF: Performs a variety of clerical duties relating to the maintenance of vehicles.

Office Clerk: Performs miscellaneous office clerical work.

Office Clerk, Custodial: Performs a variety of responsible clerical duties in the custodial service of a postal facility.

Office Clerk, Vehicle Operations: Performs miscellaneous office clerical and typing duties.

WLRS Control Clerk: Collects and records in a control center a variety of data relating to time and attendance, work measurement, and related activities in order to serve management needs for these data. This position is for use only in post offices not having the PSD System.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

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.

Qualification Standard 0300d
Administrative Clerk, VMF - Level 6 (0301-09XX)
Clerk, Vehicle Dispatching - Level 5 (0301-47XX)
File Clerk - Level 4 (0305-03XX)
General Clerk, VMF - Level 5 (0301-48XX)
Office Clerk - Level 4 (0301-01XX)
Office Clerk, Custodial - Level 5 (0301-05XX)
Office Clerk, Vehicle Operations - Level 5 (0301-04XX)
WLRS Control Clerk - Level 5 (0301-94XX)
Document Date: December 31, 1990

Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to read and understand instructions.
- B-22. Ability to perform basic arithmetic computations.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
- B-53. Ability to work with others.
- B-54. Ability to schedule work, either materials or people.

EXAMINATION REQUIREMENTS:

Office Clerk: Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710, Parts A and B.

Office Clerk, Custodial: Applicants must demonstrate the ability to type 30 words per minute for five minutes with no more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.

General Clerk, VMF: Applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
0300e
(0341-06XX) VEHICLE OPERATIONS-MAINTENANCE ASSISTANT--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Conducts the vehicle operations program and maintenance function at a perimeter office where postal-owned vehicles are assigned.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-5. Ability to perform preventive maintenance.
- B-10. Ability to maintain records and prepare reports.
- B-19. Ability to instruct.

2. Special

- a. Sufficient knowledge of automotive equipment to evaluate commercial repair invoices.
- b. Ability to determine the efficiency of motor vehicle assignments and schedules and develop and recommend improvements.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
0301
(0301-69XX) DATA COLLECTION TECHNICIAN--LEVEL 6
(0301-45XX) POSTAL SOURCE DATA TECHNICIAN--LEVEL 6

DOCUMENT DATE: November 1, 1993

FUNCTION:

Data Collection Technician: 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.

Postal Source Data Technician: Serves as operating technician in the data collection site of a post office operating under the Postal Source Data System and/or serves as technician responsible for activities at a control center in the PSDS system in a post office involving control of weighing and recording of mail processed, ATAL, WLRS, and related statistical activities.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

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 executive work activities without direct supervision, accomplishing tasks to meet deadlines.

PHYSICAL REQUIREMENTS:

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.

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 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. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
0301I
(0301-41XX) MARKUP CLERK-AUTOMATED--LEVEL 4

DOCUMENT DATE: October 6, 1988

FUNCTION:

Operates an electro-mechanical operator-paced machine to process mail undeliverable as addressed.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-6. Ability to use reference materials and manuals relevant to the position.
- B-11 Ability to perform effectively under the pressures of the position.
- B-39. Ability to operate any office equipment appropriate to the position.
- B-53. Ability to work with others.

2. Special

Ability to read, understand, and apply postal regulations and procedures commonly used in processing mail undeliverable as addressed.

EXPERIENCE REQUIREMENTS:

1. Applicants must have six months of clerical or office machine operating experience.
2. Successful completion of a 4-year high school course or successful completion of a full academic year of 36 weeks of business school may be substituted for the six months of clerical or office machine operating requirements.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710, Parts A and B. In addition, applicants must demonstrate the ability to key data codes on a computer terminal at a rate of 14 correct lines per minute. This must be demonstrated by successful completion of Postal Service Test 715.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required; corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
0301p
(0301-84XX) SENIOR POSTAL SOURCE DATA TECHNICIAN--LEVEL 7

DOCUMENT DATE: November 30, 1987

FUNCTION:

Serves as a working leader for a group of postal source data technicians engaged in ATAL, MOD, and other related data collection activities at an independent control center.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions, specifications, etc.
- B-19. Ability to instruct.
- B-34. Ability to assign work, establish work schedules, and utilize manpower efficiently.
- B-44. Ability to personally resolve problems of a routine nature.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

1. Applicants must have two years of general experience in mail processing plus one year of specialized experience in Postal Source Data or related data systems.
2. This experience must show the applicant's knowledge of the general mail processing system and timekeeping procedures plus the ability to instruct new employees in data collection and systems.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
0301s
(0301-49XX) SENIOR MARKUP CLERK, AUTOMATED -- LEVEL 5

DOCUMENT DATE: October 6, 1988

FUNCTION:

Operates an electro-mechanical operator-paced machine to process mail undeliverable as addressed.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 the Job.

This element includes current knowledge and abilities of the job. Performance of this element requires:

- a. Ability to operate computer software programs.
- b. Ability to enter and purge data.
- c. Ability to maintain a general data base.
- d. Ability to determine postage due amounts.
- e. Capacity to demonstrate the ability to operate all existing level 4 CFS programs.

2. Coordinates Inquiries and Corrects Problems.

This element includes the ability to coordinate inquiries and correct problems. Performance of this element requires:

- a. Ability to solve problems and make accurate decisions.
- b. Ability to get along with others.
- c. Ability to communicate both orally and in writing.

3. Coordinates Workload Requirements.

This element includes the ability to provide guidance to lower level employees and identify workload requirements. Performance of this element requires:

- a. Ability to assign or forecast workload requirements.
- b. Ability to provide technical guidance and leadership.
- c. Ability to assist employees in their computerized forwarding duties.

4. Hardware and Software Operations.

- a. Knowledge of the mini-computer used in the CFS units.
- b. Ability to take minor corrective action to machine malfunctions.
- c. Ability to do a preliminary analysis of hardware or software problems, and to take or request corrective action.

5. Records Maintenance.

This element considers the ability to accurately maintain unit files, statistical data, production reports, and unit supply files.

Note: The required knowledge, skills, and abilities will not in themselves be accepted as final proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710, Parts A and B. In addition, applicants must demonstrate the ability to key data codes on a computer terminal at a rate of 14 correct lines per minute. This must be demonstrated by successful completion of Postal Service Test 715.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
0350a
(0350-01XX) OFFICE MACHINE OPERATOR--LEVEL 5
(0350-02XX) OFFICE MACHINE OPERATOR--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Serves as a working leader in charge of a unit engaged in duplicating and reproducing material.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

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.

- B-1. Ability to use hand tools.
- B-2. Knowledge of mimeograph, addressograph, graphotype, verifax, photostat, multilith, and other similar office machines.
- B-4. Ability to work without immediate supervision.
- B-10. Ability to maintain records and prepare reports.
- B-19. Ability to instruct.
- B-34. Ability to assign work, establish work schedules and utilize personnel efficiently.
- B-44. Ability to personally resolve problems of a routine nature.
- B-53. Ability to work with others.
- B-54. Ability to schedule work, either materials or people.

EXPERIENCE REQUIREMENTS:

1. Applicants must have two years of general office clerical or machine operating work. At least six months of this must have been experience in operations of the types of machines to be operated in the particular installation.
2. Successful completion of a full 4-year high school course including credits in commercial or business subjects such as general business education, business arithmetic, and office practices or successful completion of a full academic year of 36 weeks of business school may be substituted for 11/2 years of general experience.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show that he has the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 710.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed materials the size of typewritten character are required; corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

ADDITIONAL PROVISIONS:

For entrance and inservice positions, the Postal Service may require applicants who qualify under this standard to satisfactorily complete a prescribed training course prior to assignment, reassignment, or promotion to this position. This information will be provided in the vacancy announcement posted at the installation.

The above position will be posted for application by employees of any craft and selection will be made on a best qualified basis.

BARGAINING UNIT QUALIFICATION STANDARD
0356
(0356-09XX) DATA CONVERSION OPERATOR--LEVEL 4
(0356-2018) DATA CONVERSION OPERATOR--LEVEL 4
(0356-2019) DATA CONVERSION OPERATOR (MES)--LEVEL 4

DOCUMENT DATE: April 30, 1994

FUNCTION:

Operates data conversion equipment in transforming information from source documents to computer input forms.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

EXAMINATION REQUIREMENTS:

1. Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710.
2. Applicants must also demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

TRAINING REQUIREMENTS:

Applicants who qualify and are selected under this standard will be required to complete prescribed training satisfactorily.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
0356a
(0356-10XX) GROUP LEADER, DATA CONVERSION OPERATORS--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Provides technical guidance and leadership for a group of data conversion operators; operates a data conversion machine in transforming information from source documents to computer input form.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- a. Ability to plan, lay out, and set up work. (B-13)
- b. Ability to instruct. (B-19)
- c. Ability to assign work, establish work schedules, and utilize personnel efficiently. (B-34)
- d. Ability to follow oral instructions. (B-45)
- e. Ability to communicate orally. (B-45)
- f. Ability to work with others. (B-53)

2. Special

- a. Knowledge of computer systems.
- b. Ability to operate data conversion machines.

EXAMINATION REQUIREMENTS:

1. Applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

2. Applicants must also have successfully Postal Service Test 720.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read, without strain, printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD

0500

(0520-01XX) ACCOUNTING CLERK--LEVEL 5

(0525-31XX) ACCOUNTING TECHNICIAN--LEVEL 6

(0525-32XX) ACCOUNTING TECHNICIAN (COST ASCERT.)--LEVEL 6

(0590-02XX) EMPLOYEE ACCOUNTS CLERK--LEVEL 5

(0590-01XX) TIME AND ATTENDANCE CLERK--LEVEL 5

(0590-2012) TIME AND ATTENDANCE CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Accounting Clerk: Performs clerical accounting tasks or statistical computing and calculating machine operations in the accounting office.

Accounting Technician:

Situation 1--Serves as an accounting technician and assumes responsibility for the proper completion of a designated major segment of accounting work in a large post office where the positions of Manager, Budget and Cost Analysis and Manager, Accounting and Reporting Systems have been authorized.

Situation 2--Serves as assistant to the postmaster in performing accounting and clerical duties involved in the preparation, maintenance, and consolidation of accounts and related reports in a post office having 125-149 employees, one or more reporting units, in addition to those in the main office, at least 9,485 revenue units, and no supervisor in support services.

Accounting Technician (Cost Ascertainment): Examines cost ascertainment sample data submitted by post offices and prepares it for processing at a postal data center or headquarters.

Employee Accounts Clerk: Examines and maintains various employee accounts, such as payroll, retirement, bond, tax, insurance, leave, and service accounts.

Time and Attendance Clerk: Ascertains the number of hours worked and absent by each of a group of employees, distributes these hours among the significant categories of time and leave to which they are chargeable, and totals these data for reporting purposes; responsible for providing information to employees on rules, regulations, and policies concerning leave and pay matters; maintains assignment cards; makes studies relating to time and attendance.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

Qualification Standard 0500
Accounting Clerk - Level 5 (0520-01XX)
Accounting Technician - Level 6 (0525-31XX)
Accounting Technician (Cost Ascertain.) - Level 6 (0525-32XX)
Employee Accounts Clerk - Level 5 (0590-02XX)
Time and Attendance Clerk - Level 5 (0590-01XX)
Time and Attendance Clerk - Level 5 (0590-2012)
Document Date: November 30, 1987

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. General

- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions.
- B-22. Ability to perform basic arithmetic computations.
- B-39. Ability to use office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

2. Special

- a. Applicants must have progressively responsible experience in (1) accounting, payroll, claims examining, accounting machine operating, or other fiscal or accounting work with documents and records pertaining to a single phase or number of phases of financial activities; (2) maintaining or examining records for the issuance, collection, safekeeping, or disbursing of money and securities, including such records as cost, time, payroll expenses, revenues, expenditures, appropriations, revolving funds, working capital, trust funds, or other fiscal records; or (3) other related work which would provide skill and knowledge of specialized accounting methods, techniques, practices, and procedures.
- b. For positions at level 6, at least six months of the specialized experience must be directly related to the work to be performed.
- c. Directly related specialized experience is defined as experience gained in the same function or area of accounting work such as payroll, accounting, claims examining, disbursing, etc. These requirements for directly related experience will ordinarily apply. However, the requirement may be waived under certain circumstances, e.g., for individuals under consideration for promotion in the relatively few instances where it can be clearly shown that:
 - 1. Despite the lack of directly related experience, the applicant's background gives positive evidence of possession to a superior degree the essential skills and abilities needed for the position;
 - 2. The applicant has had experience that has provided a general familiarity with the work of the specialization of function for which being considered; and

Qualification Standard 0500
Accounting Clerk - Level 5 (0520-01XX)
Accounting Technician - Level 6 (0525-31XX)
Accounting Technician (Cost Ascertain.) - Level 6 (0525-32XX)
Employee Accounts Clerk - Level 5 (0590-02XX)
Time and Attendance Clerk - Level 5 (0590-01XX)
Time and Attendance Clerk - Level 5 (0590-2012)
Document Date: November 30, 1987

3. The overall evaluation of the applicant's background provides strong evidence that the applicant can successfully perform the higher grade work without prolonged training.

EXPERIENCE REQUIREMENTS:

1. Except for the substitution of education provided for below, applicants must have had the kind and amount of experience shown in the following:

Level	Total Experience (years)	Grand Experience (years)	Specialized (years)
5	2	2	0
6	3	2	1

2. For positions at any grade, the required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.
3. Successful completion of a full 4-year high school course which included credits in commercial or business subjects such as general business education, business arithmetic, and office practices, may be substituted for one year of general experience.
4. For a maximum of three years of the required experience (one year of general plus one year of specialized), study successfully completed in a resident school or institution may be substituted as follows:
 - a. For general experience only:
 1. Study completed in a college, university, or junior college above high school level may be substituted on the basis of one-half academic year of study for six months of experience.
 2. Full-time study completed in a business or secretarial school or other comparable institution above the high school level may be substituted on the basis of one-half academic year of study for six months of experience, provided such subjects as business English, office machines, filing and indexing, office practices, business mathematics, bookkeeping or accounting were studies. No credit will be allowed for training which has been obtained only or primarily in the basic skills of shorthand or typing or refresher courses.
 - b. For one year of specialized experience only:
 1. Study successfully completed in a resident school above the high school level may be substituted at the rate of one-half academic year of study for six months of specialized experience, provided such study included a minimum of six semester hours, or the equivalent, per year in accounting, business administration, or closely related subjects.

Qualification Standard 0500
Accounting Clerk - Level 5 (0520-01XX)
Accounting Technician - Level 6 (0525-31XX)
Accounting Technician (Cost Ascertain.) - Level 6 (0525-32XX)
Employee Accounts Clerk - Level 5 (0590-02XX)
Time and Attendance Clerk - Level 5 (0590-01XX)
Time and Attendance Clerk - Level 5 (0590-2012)
Document Date: November 30, 1987

2. A full 4-year course of the type of study described in the above paragraph may be substituted for a maximum of three years of the required experience (two years of general, plus one year of specialized experience) and is fully qualified for level 6.
5. Proportionate credit may be granted for courses of study above the high school level offered by correspondence by a school approved by the National Home Study Council. Persons who plan to take such courses should submit a request to the Regional Director, Human Resources for evaluation of the courses as to acceptability and comparability in academic value with resident college or technical accounting school courses.

EXAMINATION REQUIREMENTS:

Normally, Postal Service Test 741 is required for level 6 positions. The test may be waived when the applicant has demonstrated the ability, interest, and capability to perform the work of the position to be filled. These qualities may be demonstrated, for example, under one or more of the following conditions:

1. Directly related specialized experience for level 6, not more than one level below the level of the position to be filled.
2. The applicant has completed education above the high school level:
 - a. Which may be substituted in full for one year of specialized experience;
 - b. Which included completion of at least 12 semester hours, or equivalent, in accounting subjects; or
 - c. Which included two years of study in a business school, junior or senior college, and was awarded a certificate in accounting.
3. Certification by an official who is supervising the work, directly or indirectly, that the applicant has the ability, interest, and capability to perform the duties of the position.
4. Other evaluation techniques, such as supervisory appraisals, personal observations, interviews, also will be used when filling accounting positions.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to efficiently perform the duties of the position.

ADDITIONAL PROVISIONS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

- c) Calculating skill with speed and accuracy refers to operating calculators, adding machines, and similar keypad operated equipment for tasks involving tallying, computing, or recording numerical figures. (B-39)

EXAMINATION REQUIREMENTS:

1. Applicants must demonstrate clerical and verbal abilities by successful completion of Postal Service Test 710.
2. Applicants must demonstrate the ability to type at a net rate of 45 words per minute in a 5-minute test. This must be demonstrated by successful completion of Postal Service Test 712. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
0530d
(0530-26XX) MAIL ORDER CLERK (PSD)--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Performs a variety of duties involved in processing philatelic product mail orders. Manually prepares mail for processing; loads scan-editor; operates stackers for output documents; performs error-checking; operates a key entry control terminal and video terminal.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

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 perform basic mathematical computations refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.
2. Ability to work with alpha and numeric characters refers to the ability to recognize, compare, sequence, and transfer manually, or using a computer terminal keyboard, alpha and numeric characters from/onto checks, envelopes, order forms, computer screens, and in reference material.
3. Ability to use written reference material refers to the ability to locate items in a catalogue and to read and interpret charts in user's manuals, and/or manufacturer's handbooks.
4. Ability to work without supervision refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

EXAMINATION REQUIREMENT:

Applicants for the Mail Order Clerk position must have successfully completed Postal Service Test 730, and Postal Service Test 714 (low standard).

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position which may involve sitting, standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time. Applicants also 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.

BARGAINING UNIT QUALIFICATION STANDARD
0800a
(0818-01XX) DRAFTING CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Assists in the preparation of detailed maps and drawings according to scale for use in connection with postal operations.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-8. Ability to read blueprints.
- B-14. Ability to interpret instructions, specifications, etc.
- B-35. Ability to lay out and develop patterns (including geometric projection and triangulation).

2. Special

- a. Have the ability to do fine line drawing, accurate measurement, and freehand lettering.
- b. Have developed sufficient skill to work on the preparation of detailed maps and drawings to scale.

EXPERIENCE REQUIREMENTS:

- 1. Applicants must have had two years of experience demonstrating proficiency in the above requirements.

2. The successful completion of a full 4-year or senior high school curriculum which has included four 1/2-year courses in drafting, drawing, and/or art may be substituted for one year of experience. Successful completion of courses in a school or institution above high school level, requiring the application of drafting or mechanical drawing, such as architecture or engineering, may be substituted at the rate of one month of full-time study for one month of experience.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
1020
(1020-05XX) SIGN PAINTER-ILLUSTRATOR--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs sign painting, lettering, mechanical drawings, and other related tasks; performs work requiring artistic and limited creative ability in preparing illustration material, using various media, for promotional or informational use in postal facilities.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-1. Ability to use and maintain tools and equipment.
- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-9. Safety in performance of duties common to the position.
- B-13. Ability to plan, lay out, and set up work independently.
- B-14. Ability to interpret instruction, specifications, etc.
- B-15. Ability to paint.
- B-18. Ability to estimate time and materials.
- B-43. Ability to work from ladders, scaffolds, and mechanical lift equipment.

2. Special

- a. Knowledge of drafting, art design, illustration, sign painting, and related fields in commercial art.
- b. Ability to perform the techniques of an artist in the areas of sign painting, lettering, and illustration.

EXPERIENCE REQUIREMENTS:

1. Applicants must have 2 1/2 years of general experience as noted under "General" and "Special" proficiency requirements.
2. The successful completion of a full 4-year or senior high school curriculum which has included courses in sketching, painting or art may be substituted for 1 year of experience.
3. Study in an art institute above high school level may be substituted at the rate of 1 year of study for 9 months of experience.
4. A 2-year college course leading to an associates degree in drawing, painting, or art may be substituted for 2 1/2 years of experience.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of this position.

ADDITIONAL PROVISIONS:

Applicants must submit a sample of work which shows the quality of their sign painting and illustration ability.

BARGAINING UNIT QUALIFICATION STANDARD
1045
(1045-02XX) TRANSLATOR--CORRESPONDENCE--LEVEL 7

DOCUMENT DATE: November 30, 1987

FUNCTION:

Translates exchanges of foreign correspondence involving international accounts, rates, regulations, routing, and conditions governing mail exchange with other countries.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions.
- B-53. Ability to work with others.

2. Special

- a. Detailed knowledge of postal regulations and services affecting individuals, groups, and business organizations (including such matters as postage rates, mail classification, mailing permits, special postal services, indemnity claims, proper preparation of letters and packages, and admissibility of matter to the mails).
- b. Ability to interpret postal regulations and special instructions pertaining to postal services to individuals, groups, and business customers.
- c. Ability to analyze and evaluate customer service problems and to secure the cooperation of customers and postal operations personnel in the solution of these problems.

EXPERIENCE REQUIREMENTS:

Applicants must have 3 1/2 years of experience, 2 years of general experience, and 1 1/2 years of specialized experience. The total record of experience, education, and supervisory appraisals must provide positive evidence that the applicant has the aptitudes, knowledge, and abilities needed to perform successfully the level and complexity of the assignments involved in the position to be filled. The required amount of experience will not in itself be accepted as proof of qualification.

The applicant's record of experience and training must show the ability to perform the duties of the position.

1. General

Successfully completed education in an accredited college or university may be substituted for general experience at the rate of 1 year of education for 9 months of experience.

2. Special

Completion of all the requirements for a bachelor's degree in business administration, marketing, or appropriate foreign language may be substituted for 1 year of specialized experience.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

ADDITIONAL PROVISIONS:

1. Selective placement may be used to fill those positions which require such special experience, training, or skill; for example, knowledge of a language other than English.
2. To the extent that requirements of quality and level are met, the following are illustrative types of experience which may be acceptable toward meeting specialized requirements: window clerk, claims clerk, personnel clerk, mail requirements clerk, complaints clerk, carrier, and information clerk within the Postal Service or comparable experience (marketing or customer service officers) with private business firms and organizations.

BARGAINING UNIT QUALIFICATION STANDARD
1102
(1102-01XX) CONTRACT TECHNICIAN--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Assists in the tasks of soliciting, negotiating, administering, and terminating of informal and formal contracts.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-14. Ability to interpret instructions, specifications in contracts.
- B-22. Ability to perform basic arithmetic computations to include percentages.
- B-28. Knowledge of different relevant lines of work.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

1. Applicants must have one year of experience in such areas as procurement property and supply assistant, procurement clerk, or any related area resulting in experience in basic purchasing or solicitation techniques.
2. Business courses in a relevant area at high school level or above may be substituted for the required experience at the rate of three months of experience for each completed course.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to type 30 words per minute for five minutes with no more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform effectively the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
1700b
(1712-04X) SCHEME EXAMINER--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Conducts in-service examinations of post office and mobile unit employees on city schemes, standpoint schemes, general distribution schemes, schedules of mail routes, and air mail connections. Conducts scheme training classes, as assigned, in offices where this activity is authorized.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

B-45. Ability to understand and comply with written and verbal instructions and to give understandable information in written and verbal form.

B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

1. Applicants must have three years of experience to include:
 - a. The ability to find quickly, understand, and use information in mail schemes and schedules, corrections thereto and other instructions making changes in distribution schemes.
 - b. The ability to counsel employees in the various phases of scheme examination requirements.
2. Experience in the scheme distribution of incoming or outgoing mails and/or the distribution of transit mails in a post office, airport mail facility, mobile unit or transfer office, with no repeated

scheme examination failures, or experience as a scheme instructor, or a combination of such experience is qualifying.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform effectively the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
1712
(1712-34XX) TRAINING TECHNICIAN PEDC--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-14. Ability to interpret instructions, specifications, etc.
- B-19. Ability to instruct.
- B-28. Knowledge of different relevant lines of work.
- B-39. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-45. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

1. Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.
2. This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:
 - a. Experience as a teacher or instructor.
 - b. Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.
 - c. Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.
 - d. Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.
3. Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

ADDITIONAL PROVISIONS:

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD

2000a

(0530-05XX) ACCOUNTABLE PAPER SUPPLY CLERK--LEVEL 5

(2040-2009) INVENTORY CONTROL CLERK--LEVEL 5

(2040-2010) INVENTORY CONTROL CLERK (MTEC)--LEVEL 5

(1106-01XX) PROCUREMENT CLERK--LEVEL 5

(2040-2012) RECEIVING AND SHIPPING CLERK--LEVEL 5

(2040-2013) REQUISITION CLERK--LEVEL 5

(2040-2011) SHIPPING CLERK--LEVEL 4

(2040-1008) STOREKEEPER (A) (MES)--LEVEL 5

(2040-07XX) SUPPLY CLERK--LEVEL 4

(2040-2015) SUPPLY CLERK (MES)--LEVEL 4

DOCUMENT DATE: December 31, 1990

FUNCTION:

Accountable Paper Supply Clerk: Requisitions and ships stamp stock and accountable paper for main office, stations, and branches, or for other post offices served by an accountable paper depository.

Inventory Control Clerk and Inventory Control Clerk (MTEC): Performs stock control and clerical duties in the filling of requisitions, the maintenance of records, the taking of inventories, and related property and supply activities. Aids in the procurement of supplies from General Services Administration and open market.

Procurement Clerk: Makes local cash purchases within delegated authority and requisitions items, parts, supplies, fuels, and lubricants for a post office, its stations and branches, or for a motor vehicle maintenance facility, through the area supply center, by purchase in the local market, or by purchase of common use items from General Services Administration.

Receiving and Shipping Clerk: Performs a variety of tasks in the receipt, handling, inspection, and shipping of stock, supplies, and/or equipment in the supply center.

Requisition Clerk: Reviews and edits requisitions for completeness and accuracy, including stock numbers, quantities, and proper authorization and class of supplies ordered.

Shipping Clerk: Prepares labels and tags used in distribution of supplies from a supply center; separates and dispatches supplies in accordance with scheme separations or other pertinent data.

Storekeeper (A) (MES): Receives, stores, and issues parts, material, and equipment used in the manufacture and maintenance work of the mail equipment shops.

Supply Clerk and Supply Clerk (MES): Performs clerical work involved in the supply operations of a postal installation.

Qualification Standard 2000a
Accountable Paper Supply Clerk - Level 5 (0530-05XX)
Inventory Control Clerk - Level 5 (2040-2009)
Inventory Control Clerk (MTEC) - Level 5 (2040-2010)
Procurement Clerk - Level 5 (1106-01XX)
Receiving and Shipping Clerk - Level 5 (2040-2012)
Requisition Clerk - Level 5 (2040-2013)
Shipping Clerk - Level 4 (2040-2011)
Storekeeper (A) (MES) - Level 5 (2040-1008)
Supply Clerk - Level 4 (2040-07XX)
Supply Clerk (MES) - Level 4 (2040-2015)
Document Date: December 31, 1990

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. General

B-10. Ability to maintain records and prepare reports.

2. Special

- a. Ability to understand and follow both written and oral instructions.
- b. Ability to perform simple arithmetic computations and complete a variety of forms.
- c. Ability to assign work, establish work schedules, and utilize personnel effectively.
- d. Ability to instruct and train new employees.
- e. Ability to work effectively with others.
- f. Knowledge of the regulations and procedures of the position being filled.
- g. Ability to analyze, explain and apply regulations, rulings, policies, and procedures pertinent to the work to be performed. (1) For Shipping Clerk, and Receiving and Shipping Clerk positions, knowledge of regulations and procedures governing the receipt, handling, and shipment of stock, supplies, and equipment. (2) For Requisition Clerk,
- h. Procurement Clerk, and Inventory Control Clerk positions, ability to edit and review supply requests, and warehousing and/or inventory control of procurement functions.

EXPERIENCE REQUIREMENTS:

1. Applicants for level 4 positions must have one year of general experience. Applicants for level 5 positions must have two years of general experience.
2. Successful completion of a full 4-year high school course, which included credits in commercial or business subjects such as general business education, business arithmetic, and office practices may be substituted for one year of general experience.

Qualification Standard 2000a
Accountable Paper Supply Clerk - Level 5 (0530-05XX)
Inventory Control Clerk - Level 5 (2040-2009)
Inventory Control Clerk (MTEC) - Level 5 (2040-2010)
Procurement Clerk - Level 5 (1106-01XX)
Receiving and Shipping Clerk - Level 5 (2040-2012)
Requisition Clerk - Level 5 (2040-2013)
Shipping Clerk - Level 4 (2040-2011)
Storekeeper (A) (MES) - Level 5 (2040-1008)
Supply Clerk - Level 4 (2040-07XX)
Supply Clerk (MES) - Level 4 (2040-2015)
Document Date: December 31, 1990

3. Study completed in a business or secretarial school above high school level may be substituted on the basis of 36 weeks of study for one year of general experience. Credit will be allowed for full-time or part-time study at the rate of 20 class hours of instruction for one week of study in such subjects as business English, office machines, filing and indexing, office practices, business mathematics, accounting, or bookkeeping.

Note: The required amount of experience will not in itself be acceptable as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

1. For the positions listed below, applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.
 - a. Accountable Paper Supply Clerk
 - b. Inventory Control Clerk
 - c. Receiving and Shipping Clerk
2. For the positions listed below, applicants must demonstrate the ability to type 30 words per minute for five minutes with not more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.
 - a. Requisition Clerk
 - b. Shipping Clerk
 - c. Storekeeper (A) (MES)
3. For Procurement Clerk, applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

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 is required. Corrective lenses are permitted. Applicants will be required to hear the conversational voice. Hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
2000c
(2003-09XX) PROCUREMENT, PROPERTY, AND SUPPLY ASSISTANT--LEVEL 6

Document Date: December 31, 1990

FUNCTION:

Administers the procurement, personal property management and supply programs for expendable supplies, capital and noncapital equipment required in the operation of the post office, its stations, branches, and facilities, except those in the maintenance of the physical plant and vehicles.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

B-4. Ability to work effectively without immediate supervision.

B-10. Ability to maintain records and prepare reports.

2. Special

- a. Ability to read, understand, and apply the Postal Service Manual and other written instructions.
- b. Ability to maintain effective working relations with other employees under varying circumstances.
- c. Administrative, technical, or clerical experience which has provided the candidate with a general knowledge of government procurement, supply, and/or property control procedures.
- d. Knowledge of general postal regulations and procedures and of the physical equipment and supplies used in the post office in which the position is located.

EXPERIENCE REQUIREMENTS:

1. Applicants must have three years of experience which demonstrates the required proficiencies listed above.
2. The successful completion of a full 4-year course of study in an accredited college or university may be substituted for the required general experience at the rate of one year of study for nine months of experience.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2300
(2320-15XX) BULK MAIL CLERK--LEVEL 5
(2345-15XX) CLAIMS AND INQUIRY CLERK--LEVEL 5
(2345-32XX) MAILING REQUIREMENTS CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Bulk Mail Clerk: Accepts, classifies, and computes the chargeable postage on second- or third-class mail matter or both.

Claims and Inquiry Clerk: Performs clerical work involved in the claims and inquiry functions of the post office, where the claims work does not reach the level of difficulty and responsibility represented by Key Position 17 and the inquiry work relates to domestic mail.

Mailing Requirements Clerk: Performs basic nonsupervisory work in regard to matters of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations; participates in local revenue protection program.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. General

- B-4 . Ability to work without immediate supervision.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-22. Ability to perform basic arithmetic computations.

Qualification Standard 2300
Bulk Mail Clerk--Level 5 (2320-15XX)
Claims and Inquiry Clerk--Level 5 (2345-15XX)
Mailing Requirements Clerk--Level 5 (2345-32XX)
Document Date: December 31, 1990

- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures to the work to be performed.
- B-53. Ability to work with others.
- B-58. Ability to deal with the public in a polite, courteous, and professional manner.

2. Special

Knowledge of postal regulations and services affecting individuals, groups, and business organizations (which may include such matters as postage rates, mail classification, mailing permits, special postal services, indemnity claims, proper preparation of letters and packages and admissibility of matter to the mails).

EXAMINATION REQUIREMENTS:

1. Applicants must meet, or have met, the examination requirements of Postal Service Test 470, Configuration 1.
2. Applicants for Mailing Requirements Clerk must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.
3. Applicants for Bulk Mail Clerk and Mailing Requirements Clerk positions must successfully complete the appropriate training program and examination.
4. In accordance with section 142 of this handbook, local management may require applicants for Claims and Inquiry Clerk positions to demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

1. For some positions, the work requires a particular background of experience or training, knowledge of particular types of mail operations, or possession of a particular skill. Selective

- Qualification Standard 2300
Bulk Mail Clerk--Level 5 (2320-15XX)
Claims and Inquiry Clerk--Level 5 (2345-15XX)
Mailing Requirements Clerk--Level 5 (2345-32XX)
Document Date: December 31, 1990

placement may be used to fill those positions which require such experience, training, or skill; for example, knowledge of a language other than English.

2. When a particular duty assignment requires the operation of any motor vehicle, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.
3. Applicants for Bulk Mail Clerk--Level 5 must be physically able to perform effectively the duties of the position including the ability to lift mail sacks weighing up to 70 pounds.

BARGAINING UNIT QUALIFICATION STANDARD
2300a
(2320-12XX) INFORMATION CLERK--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Furnishes oral information to patrons at a public window or over the telephone, regarding the Postal Service in general and regarding the services provided by the local post office in particular.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-6. Ability to use reference materials and manuals.
- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions, specifications, etc.
- B-19. Ability to instruct.
- B-53. Ability to work with others.

2. Special

- a. Ability to understand mail schedules.
- b. Ability to maintain pleasant and effective public relations with customers under varying circumstances.
- c. Ability to speak clearly and distinctly.

EXPERIENCE REQUIREMENTS:

1. Applicants must have at least three years of experience in which the employee has gained thorough knowledge of postal regulations and the distribution of mails.
2. The employment background must have demonstrated that the applicant is reliable and dependable. This applicant must present a neat appearance.
3. Successful completion of a 4-year high school curriculum may be substituted for one year of experience.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2300b
(0301-2106) GENERAL CLERK--LEVEL 5
(2340-01XX) GENERAL CLERK--LEVEL 5
(2340-16XX) GENERAL OFFICE CLERK, FOREIGN MAIL--LEVEL 6
(2330-13XX) HIGHWAY TRANSPORTATION CLERK--LEVEL 6
(2350-01XX) SCHEMES CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

General Clerk (0301-2106): Performs a variety of office clerical duties utilizing postal knowledge or experience.

General Clerk (2340-01): Performs a variety of office clerical duties utilizing postal knowledge or experience at a post office or installation such as a transfer office, station, AMF, etc.

General Office Clerk, Foreign Mail: Performs clerical work involving the application of the provisions of international postal conventions and bilateral agreements to the administration of foreign mail service.

Highway Transportation Clerk: Serves as a clerical assistant in the performance of clerical duties relating to the highway transportation function.

Schemes Clerk: Performs clerical and typing duties relating to the preparation of schemes and composes correspondence relative to distribution of mail.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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.

B-10. Ability to maintain records and prepare reports.

B-14. Ability to interpret instructions and specifications.

B-22. Ability to perform basic arithmetic computations.

Qualification Standard 2300b
General Clerk--Level 5 (0301-2106)
General Clerk--Level 5 (2340-01XX)
General Office Clerk, Foreign Mail--Level 6 (2340-16XX)
Highway Transportation Clerk--Level 6 (2330-13XX)
Schemes Clerk--Level 5 (2350-01XX)
Document Date: December 31, 1990

1. General

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

2. Special

Knowledge of postal regulations and procedures governing the use of mails.

EXAMINATION REQUIREMENTS:

1. General Clerk and Schemes Clerk: Applicants must demonstrate the ability to type at a rate of 45 words per minute in a five minute test. This must be demonstrated by successful completion of Postal Service Test 712. Certificates of proficiency are not acceptable.
2. Highway Transportation Clerk: Applicants must demonstrate the ability to type 30 words per minute for 5 minutes with no more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.

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 the conversational voice; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
2300d
(2330-77XX) EXPRESS MAIL SERVICE CLERK--LEVEL 6
(2330-42XX) RAMP CLERK, AMF--LEVEL 6
(2340-18XX) RECEIVING CLERK, FOREIGN AIR MAIL--LEVEL 6
(2330-43XX) SPECIAL TRANSFER CLERK, AIR MAIL--LEVEL 7
(2330-04XX) TRANSFER CLERK, AMF--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Express Mail Service Clerk: Provides services in the receipt and dispatch of Express Mail at an airmail facility utilizing expert and comprehensive knowledge of the Express Mail service, distribution schemes, and schedules.

Ramp Clerk, AMF: At a large AMF monitors mail handling operations of air carriers on the ramp; confers with airline personnel on the field to determine that all airmail, domestic and/or foreign, is given expeditious handling; furnishes guidance to air carriers on routings during periods of irregular or emergency operations.

Receiving Clerk, Foreign Air Mail: Responsible for receiving and opening sacks of incoming foreign airmail at an airport mail facility; determines whether airmail was dispatched and received in accordance with postal conventions and whether costs have been properly computed.

Transfer Clerk, AMF: Receives, dispatches, documents and maintains records of all classes of foreign or domestic airmail or both and of other air transported mail.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. General

- B-2. Knowledge and understanding of mail processing, distribution, and dispatch operations, gained through experience in an airport mail facility, mobile unit, transfer office, truck terminal, or outgoing mail section of a post office.

Qualification Standard 2300d
Express Mail Service Clerk--Level 6 (2330-77XX)
Ramp Clerk, AMF--Level 6 (2330-42XX)
Receiving Clerk, Foreign Air Mail--Level 6 (2340-18XX)
Special Transfer Clerk, Air Mail--Level 7 (2330-43XX)
Transfer Clerk, AMF--Level 6 (2330-04XX)
Document Date: November 30, 1987

B-10. Ability to maintain records and prepare reports.

B-22. Ability to perform basic arithmetic computations.

2. Special

Experience which has provided familiarity with airmail transportation services and sufficient knowledge of airmail schemes and schedules to enable the candidate to direct the expeditious distribution and routing of airmail under normal and emergency conditions, and which has demonstrated the ability:

- a. To communicate ideas clearly both orally and in writing.
- b. To interpret and apply postal regulations, particularly those concerned with airmail operations.

In addition to the above, total background experience of applicants must demonstrate:

- a. Ability to provide technical guidance to lower level employees.
- b. Ability to schedule work, either materials or people.
- c. Ability to find quickly, understand, and use information in mail schemes and schedules, corrections thereto, and other instructions making changes in distribution and dispatch procedures.
- d. Ability to work independently.

EXPERIENCE REQUIREMENTS:

Level	Total Experience (Years)	General Experience (Years)	Specialized Experience (Years)
6	3	2 1/2	1/2
7	3 1/2	3	1/2

1. At least one year of specialized experience must have been taken at a level not more than one level below that of the position to be filled.
2. Candidates for Ramp Clerk, AMF; Receiving Clerk Foreign Air Mail; Transfer Clerk, AMF; and Special Transfer Clerk, Air Mail, positions must have either (a) qualified within the past three years on the essential airmail scheme or schemes to which he will be assigned, or (b) if not currently qualified on the essential schemes, must qualify within 90 days.

Qualification Standard 2300d
Express Mail Service Clerk--Level 6 (2330-77XX)
Ramp Clerk, AMF--Level 6 (2330-42XX)
Receiving Clerk, Foreign Air Mail--Level 6 (2340-18XX)
Special Transfer Clerk, Air Mail--Level 7 (2330-43XX)
Transfer Clerk, AMF--Level 6 (2330-04XX)
Document Date: November 30, 1987

Note: The required amount of experience will not itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

Must have exhibited the tact and firmness required for appropriate person-to-person dealings with representatives of common and contract carriers and other postal employees. They must have shown a willingness to accept responsibility, leadership capacity, integrity, dependability, emotional stability and potential for further advancement.

For some positions the work requires a particular background of experience of training, knowledge of particular types of mail operations, or the possession of a particular skill. Selective placement may be used to fill those positions which require such special experience, training or skill.

BARGAINING UNIT QUALIFICATION STANDARD
2300h
(2310-01XX) CITY OR SPECIAL CARRIER--LEVEL 5
(2315-04XX) DISTRIBUTION CLERK--LEVEL 5
(2340-04XX) POST OFFICE CLERK--LEVEL 3
(2310-53XX) SPECIAL DELIVERY MESSENGER--LEVEL 5
(2310-2009) CARRIER (CITY)--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

A City or Special Carrier or a Special Delivery Messenger is responsible for the prompt and efficient delivery and collection of mail on foot or by vehicle under varying conditions in a prescribed area within a city. As representatives of the Postal Service, these employees maintain pleasant and effective public relations with customers. This requires a general familiarity with postal regulations and procedures commonly used and with the geography of the city.

A Distribution Clerk separates mail in a post office, terminal, airmail facility, or other postal facility, in accordance with established schemes, including incoming and/or outgoing mail.

A Post Office Clerk sorts incoming and dispatches outgoing mail for a small number of points of separation and destination; provides a limited number of services at public windows in an office with fewer than 190 revenue units annually.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

1. Clerks sort and distribute mail to post offices and to carrier routes in accordance with established schemes. They may also perform a variety of services at public windows of post offices, post office branches, or stations. They perform related duties as assigned. The work involves continuous standing, stretching, and reaching. Clerks may be required to handle heavy sacks of letter mail or parcel post weighing up to 70 pounds.

2. Carriers and Special Delivery Messengers are responsible for the prompt and efficient delivery and collection of mail on foot or by vehicle under varying conditions in a prescribed area or on various routes. They may be required to drive motor vehicles in all kinds of traffic and road conditions and to deliver parcel post from trucks and make collections of mail from various boxes or other locations. They may be required to carry mail in shoulder satchels weighing as much as 35 pounds and to load and unload sacks of mail weighing up to 70 pounds. They must serve in all kinds of weather.

REQUIREMENTS:

No experience is required. All competitors must take Postal Service Test 470, Configuration 1. The test subjects will be of the following types: (1) memory for addresses and (2) address

Qualification Standard 2300h
City or Special Carrier--Level 5 (2310-01XX)
Distribution Clerk--Level 5 (2315-04XX)
Post Office Clerk--Level 3 (2350-04XX)
Special Delivery Messenger--Level 5 (2310-53XX)
City Carrier--Level 5 (2310-2009)
Document Date: November 30, 1987

checking. Competitors will be rated on the written examination on a scale of 100 and must attain a rating of at least 70.

PHYSICAL REQUIREMENTS:

A physical examination will be required before appointment. The examination must show that the:

1. Applicants are physically able to perform efficiently the duties of the position, which require arduous exertion involving prolonged standing, walking, and reaching, and may involve the handling of heavy sacks of mail. In most instances the absence of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of a satisfactory prosthesis. Distant vision must test 20/40 (Snellen) in one eye, corrective lenses permitted. The ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. For clerk positions required to perform a variety of services at public windows, the ability to hear the ordinary conversational voice is required, with or without a hearing aid. Color vision is not required for these positions. Applicants must possess emotional and mental stability.
2. Applicants will be disqualified for appointment if they have an irremediable defect or incurable disease which prevents efficient performance of duty or which renders them a hazard to themselves, fellow employees, or others. Remediable defects or curable diseases will not exclude a person from examination, but proof that such conditions have been remedied or cured must be received during the life of the eligible register before persons otherwise qualified may be considered for appointment.
3. For positions requiring the driving of vehicles weighing less than 10,000 pounds (GVW), applicants must have vision of 20/40 (Snellen) in one eye and be able to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. The ability to hear is not a requirement for drivers of vehicles weighing less than 10,000 pounds (GVW).

ADDITIONAL PROVISIONS:

1. The duties of newly appointed part-time clerks and carriers are at times interchangeable.
2. Clerks, Carriers, and Special Delivery Messengers act as representatives of the Postal Service. They must maintain pleasant and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, and procedures commonly used and with the geography of the area.
3. These employees at any time may be assigned to work in places exposed to public view. Their appearance influences the general public's confidence in and attitude toward the entire Postal Service. Employees appointed under this standard are therefore expected to maintain neat and proper personal attire and grooming appropriate to conducting public business, including the wearing of a uniform when required.

Qualification Standard 2300h
City or Special Carrier--Level 5 (2310-01XX)
Distribution Clerk--Level 5 (2315-04XX)
Post Office Clerk--Level 3 (2350-04XX)
Special Delivery Messenger--Level 5 (2310-53XX)
City Carrier--Level 5 (2310-2009)
Document Date: November 30, 1987

4. For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type use on the job.

BARGAINING UNIT QUALIFICATION STANDARD
2300o
(2340-48XX) SELF-SERVICE POSTAL CENTER TECHNICIAN--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Responsible for the continuity of service of one or more full service or partial self-service postal centers (SSPC) and may be assigned responsibility for individual postal commodity machines (PCM), stamp booklet vendors (SBV), and small stamp vending machines (SSVM). When postal vending program responsibilities do not constitute full-time employment, serves as distribution or window clerk.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

- B-1. Ability to use common hand tools effectively.
- B-3. Ability to assemble and disassemble mechanical equipment.
- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-12. Ability to service and repair electrical equipment.
- B-22. Ability to perform basic arithmetic computations.

B-39. Ability to operate office machines such as calculators, adding machines, or any other office equipment as appropriate to the position.

B-44. Ability to personally resolve problems of a routine nature.

B-48. Ability to handle weights and loads beyond normal type functions of a position.

B-59. Ability to maintain a financial credit accurately.

EXAMINATION REQUIREMENTS:

Satisfactory completion of Postal Service Test 410 will be considered evidence of sufficient mechanical and electrical aptitude to accept mandatory preliminary and specialized training.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

1. Incumbents for this position may serve as representatives of the Postal Service to the public. Therefore, it is essential that they present a neat appearance and have demonstrated the ability to maintain pleasant and effective working relations with customers.
2. Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
2300p
(2320-03XX) STAMP SUPPLY CLERK--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Fills significant number of requisitions for stamps and stamped paper submitted by window clerks and/or classified and contract stations and branches and associate offices. Makes sales of stamps and stamped paper to customers in quantities which would deplete the stock of a window clerk.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. The numbers in parentheses reflect KSA item numbers.

1. General

B-4. Ability to work without immediate supervision.

B-10. Ability to maintain records and prepare reports.

B-14. Ability to interpret instructions, specifications, etc.

2. Special

- a. Ability to maintain pleasant and effective working relations with customers and other employees under varying circumstances.
- b. A satisfactory record for safeguarding those items for which responsible against theft, loss, or damage.

EXPERIENCE REQUIREMENTS:

1. Applicants must have three years of experience which demonstrates the required proficiencies listed above.
2. Successful completion of a full 4-year high school course, which includes credits in commercial or business subjects such as general business education, business arithmetic, and office practices, may be substituted for one year of general experience.
3. Study completed in a business or secretarial school above high school level may be substituted on the basis of 36 weeks of study for one year of general experience. Credit will be allowed for full-time or part-time study at the rate of 20 class hours of instruction for one week of study in such subjects as business English, office machines, filing and indexing, office practices, business mathematics, accounting, or bookkeeping.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2300q
(2315-08XX) SPECIAL POSTAL CLERK--LEVEL 6
(2320-31XX) SPECIAL POSTAL CLERK--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Has charge, either at a work station separated from the area regularly watched over by a supervisor, or during a tour on which no supervisor is present, of a mail processing activity carried out by himself or with assistance of a limited number of mail processing employees.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. The numbers in parentheses reflect KSA item numbers.

1. General

B-10. Ability to maintain records and prepare reports.

B-45. Ability to understand and comply with written instructions and give understandable information in verbal form.

2. Special

Applicants must have the ability to personally resolve problems of a routine nature arising during the tour, and to decide when problems warrant contacting a supervisor at a location away from the facility.

EXPERIENCE REQUIREMENTS:

1. A minimum of three years of experience in distributing and dispatching outgoing, incoming, and/or transit mail.

2. In addition, applicants must have either (a) qualified within the past three years on the essential scheme or schemes required in the assignment, with no repeated scheme examination failures in those three years; or (b) if not currently qualified on the essential schemes, must qualify within 90 days.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

The duties and responsibilities of the assignment require the selection of an employee who has demonstrated cooperativeness, as well as the ability to get the cooperation of his fellow employees.

BARGAINING UNIT QUALIFICATION STANDARD
2300v
(2315-78XX) OCR OPERATOR--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs a variety of duties involved in the operation of the Optical Character Reader. Specifically, duties include loading, sweeping-tying, feeding the transport unit, and operating the reject stacker.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

B-53. Ability to work with others.

2. Special

- a. Ability to make quick decisions to meet unanticipated mail distribution situations.
- b. Ability to understand written and oral instructions.
- c. Ability to work independently.
- d. Manual dexterity.
- e. Ability to communicate oral information and instructions to others clearly and concisely.
- f. Willingness to assume responsibility.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD

2315a

(2315-06XX) PARCEL POST DISTRIBUTOR (MACHINE)--LEVEL 5

(2315-06XX) PARCEL POST DISTRIBUTOR (MACHINE)--LEVEL 6

(2315-72XX) SACK SORTING MACHINE OPERATOR--LEVEL 4

(2315-72XX) SACK SORTING MACHINE OPERATOR--LEVEL 5

(2315-70XX) SACK SORTING MACHINE OPERATOR--LEVEL 6

DOCUMENT DATE: December 31, 1990

FUNCTION:

Parcel Post Distributor (Machine), Level 5: Makes incoming or outgoing parcel post or bundled mail separations on an electro-mechanical parcel post sorting machine or a bundle sorting machine by operation of a keyboard (1) applying machine codes to ZIP Code numbers covering delivery points such as stations and branches; or (2) outgoing distribution by applying machine codes to ZIP Code, directs, alphabetical or geographic groupings; or a combination of (1) and (2).

Parcel Post Distributor (Machine), Level 6: Makes incoming or outgoing parcel post separations on an electro-mechanical parcel post sorting machine by operation of a keyboard applying codes utilizing either (1) a city distribution scheme covering delivery points such as carrier routes and stations and branches not limited to ZIP Code keying; or (2) an approved outgoing scheme which must include distribution by other than ZIP Code, directs, alphabetical or geographical groupings; or a combination of (1) and (2). Must be able to demonstrate and maintain machine distribution at an average rate of at least 30 parcels per minute on incoming parcels, or at an average rate of at least 35 parcels per minute on outgoing parcels, or at an average rate of at least 30 parcels per minute on mixed incoming and outgoing parcels; with an accuracy rate of 98 percent.

Sack Sorting Machine Operator, Level 4: Operates a keyboard control unit on an electro-mechanical sorting machine to sort outgoing sacks of nonpreferential mail, making separations to ZIP Code, directs, and alphabetical and geographical groupings. Must be able to demonstrate and maintain machine distribution at an average rate of at least ten sacks per minute with an accuracy rate of 98 percent.

Sack Sorting Machine Operator, Level 5: Makes separations of sacks of mail on an electro-mechanical sack sorting machine by operation of a keyboard, applying machine codes to accomplish, without scheme examination, distribution by other than ZIP Code, directs, alphabetical or geographical groupings. Must be able to demonstrate and maintain machine distribution at an average of at least ten sacks per minute with an accuracy rate of 98 percent.

Sack Sorting Machine Operator, Level 6: Makes separations of sacks of mail on an electro-mechanical sack sorting machine by operation of a keyboard applying machine codes to accomplish distribution by established schemes requiring schemes examination. Must be able to demonstrate and maintain machine distribution at an average of at least ten sacks per minute with an accuracy rate of 98 percent.

Qualification Standard 2315a
Parcel Post Distributor (Machine)--Level 5 (2315-06XX)
Parcel Post Distributor (Machine)--Level 6 (2315-06XX)
Sack Sorting Machine Operator--Level 4 (2315-72XX)
Sack Sorting Machine Operator--Level 5 (2315-72XX)
Sack Sorting Machine Operator--Level 6 (2315-70XX)

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-9. Safety in performance of duties common to the position.
- B-53. Ability to work with others.

2. Special

Applicants must have willingness to maintain close visual attention for sustained periods.

TRAINING REQUIREMENTS:

Applicants must demonstrate the ability to key with at least 98 percent accuracy on the type of machine, the method of distribution or separation, and at the minimum rate of distribution or separation appropriate to the position. For example:

A Sack Sorting Machine Operator, Level 4, must be able to sort outgoing sacks of nonpreferential mail, making separations by ZIP Code, directs, and alphabetical and geographical groupings at an average rate of at least ten sacks per minute.

A Sack Sorting Machine Operator, Level 5, must be able to sort sacks of mail (without scheme examination) by other than ZIP Code, directs, alphabetical or geographical groupings at an average rate of at least ten sacks per minute.

A Sack Sorting Machine Operator, Level 6, must be able to sort sacks to accomplish distribution by established schemes requiring schemes examination at an average of at least ten sacks per minute.

Qualification Standard 2315a

Parcel Post Distributor (Machine)--Level 5 (2315-06XX)

Parcel Post Distributor (Machine)--Level 6 (2315-06XX)

Sack Sorting Machine Operator--Level 4 (2315-72XX)

Sack Sorting Machine Operator--Level 5 (2315-72XX)

Sack Sorting Machine Operator--Level 6 (2315-70XX)

A Parcel Post Distributor (Machine), Level 5, must be able to sort incoming or outgoing parcels by ZIP Code, directs, alphabetical, and/or geographical groupings at an average rate of at least 32 items per minute at 98 percent accuracy.

A Parcel Post Distributor (Machine), Level 6, must be able to sort incoming or outgoing parcels by established schemes, requiring schemes examination at an average rate of at least 30 parcels per minute on incoming mail, 35 parcels per minute on outgoing mail, and 30 parcels per minute on combined incoming and outgoing mail.

EXAMINATION REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 470, Configuration 2.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2315d
(2315-99XX) BULK MAIL DOCK CLERK--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs various technical and clerical assignments involving the trailer movement of mail in and out of a bulk mail facility.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-19. Ability to instruct.
- B-22. Ability to perform basic arithmetic computations.
- B-38. Ability to follow directions in a shop.
- B-53. Ability to work with others.
- B-55. Ability to schedule and dispatch.

Qualification Standard 2315d
Bulk Mail Dock Clerk - Level 6 (2315-99XX)
Document Date: Novmeber 30, 1987

EXAMINATION REQUIREMENTS:

This position is filled by rated application. Applicants may be required to complete appropriate supplemental application forms.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
2315f
(2315-13XX) DISTRIBUTION CLERK MACHINE, MPLSM--LEVEL 6

DOCUMENT DATE: November 25, 1988

Function:

1. Operates an electro-mechanical machine in the distribution of letter-sized mail requiring the knowledge and application of: (1) two approved schemes, (2) city primary or secondary schemes, or (3) memory items used for holdouts or non-ZIP coded mail, or (4) machine schemes consisting of the distribution by any direct and alphabetical or geographical grouping or by reading the ZIP Code on each letter as it is positioned.
2. Must be able to demonstrate operation of the machine requiring an accuracy rate of 98 percent and sorting speeds as follows:

Distribution	Letters/Minute
Outgoing Primary	60
Outgoing Secondary (ZIP Code)	60
Outgoing Secondary State (Scheme Knowledge)	55
Incoming Primary (ZIP Code)	60
Incoming Primary (Scheme Knowledge)	55
Incoming City Primary (Scheme Knowledge)	50
Box Mail	60
Box Mail (4-digit program)	50

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. The numbers in parentheses reflect KSA item numbers.

1. Ability to work without immediate supervision refers to the safe and efficient performance of duties of the position, such as planning and executing work activities, without direct supervision.

2. Ability to work with others refers to working in cooperation with fellow employees to efficiently perform the duties of the position.
3. Ability to observe and act on visual information such as names, addresses, numbers, and shapes.
4. Ability to learn and recall pairings of addresses with numbers, letters, or positions.
5. Ability to sequence refers to placing mail (parcel, sacks, pouches) in the proper numerical, alphabetical, or geographic order, including by ZIP Code or directs.
6. Knowledge of the multi-position letter sorting machine.

EXAMINATION/TRAINING REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 470, Configuration 1 as the selection criterion for the trainee position. Employees must then successfully complete dexterity training as required by management. Employees also must demonstrate the ability to key with at least 98 percent accuracy at sorting speeds as follows:

Distribution	Letters/Minute
Outgoing Primary	60
Outgoing Secondary (ZIP Code)	60
Outgoing Secondary State (Scheme Knowledge)	55
Incoming Primary (ZIP Code)	60
Incoming Primary (Scheme Knowledge)	55
Incoming City Primary (Scheme Knowledge)	50
Box Mail	60
Box Mail (4-digit program)	50

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, near acuity of 7 or higher either eye (Titmus or Bausch and Lomb), and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315g
(2315-14XX) DISTRIBUTION CLERK MACHINE, SPLSM--LEVEL 6

DOCUMENT DATE: November 25, 1988

FUNCTION:

1. Operates a single-position electro-mechanical letter sorting machine in the distribution of letter-size mail requiring the knowledge and application of approved machine schemes as may be assigned. Notes source of trouble in the equipment when erratic operation or failures occur during production periods. Performs corrective actions as stated in duties and responsibilities and requests maintenance assistance, as necessary.
2. Must be able to demonstrate operation of the machine at prescribed sorting speeds with an accuracy rate of 98 percent.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- a. Ability to work without immediate supervision refers to the safe and efficient performance of duties of the positions such as planning and executing work activities without direct supervision.
- b. Ability to work with others refers to working in cooperation with fellow employees to efficiently perform the duties of the position.
- c. Ability to observe and act on visual information such as names, addresses, numbers, and shapes.
- d. Ability to learn and recall pairings of addresses with numbers, letters, or positions.
- e. Ability to sequence refers to placing mail (parcel, sacks, pouches) in the proper numerical, alphabetical, or geographic order, including by ZIP Code or directs.

- f. Knowledge of single-position electro-mechanical letter sorting machine.

2. Special

Ability to perform routine troubleshooting such as removing jams.

EXAMINATION/TRAINING REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 470, Configuration 1 as the selection criterion for the trainee position. Employees must then successfully complete dexterity training as required by management. Employees also must demonstrate the ability to key, with at least 98 percent accuracy, at sorting speeds up to 60 letters per minute, by the end of the appropriate training program.

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, near acuity of 7 or higher either eye (Titmus or Bausch and Lomb), and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted.

ADDITIONAL PROVISIONS:

Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315h
(2315-17XX) DISTRIBUTION CLERK MACHINE, MPLSM TRAINEE--LEVEL 5

DOCUMENT DATE: November 25, 1988

FUNCTION:

Participates as a trainee, learning to operate a multi-position letter sorting machine. Must be able to demonstrate operation of the machine requiring an accuracy rate of 98 percent at prescribed sorting speeds.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

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. The numbers in parentheses reflect KSA item numbers.

1. Ability to work without immediate supervision refers to the safe and efficient performance of duties of the position, such as planning and executing work activities, without direct supervision.
2. Ability to work with others refers to working in cooperation with fellow employees to efficiently perform the duties of the position.
3. Ability to observe and act on visual information such as names, addresses, numbers, and shapes.
4. Ability to learn and recall pairings of addresses with numbers, letters, or positions.
5. Ability to sequence refers to placing mail (parcels, sacks, pouches) in the proper numerical, alphabetical, or geographic order, including by ZIP Code or directs.

EXAMINATION/TRAINING REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 470, Configuration 1 as the selection criterion for the trainee position. Employees must successfully complete dexterity training as required by management. Employees also must demonstrate the ability to key with at

least 98 percent accuracy at the end of the appropriate training program at sorting speeds as follows:

Distribution	Letters/Minute
Outgoing Primary	60
Outgoing Secondary (ZIP Code)	60
Outgoing Secondary State (Scheme Knowledge)	55
Incoming Primary (ZIP Code)	60
Incoming Primary (Scheme Knowledge)	55
Incoming City Primary (Scheme Knowledge)	50
Box Mail	60
Box Mail (4-digit program)	50

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, near acuity of 7 or higher either eye (Titmus or Bausch and Lomb), and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315i
(2315-18XX) DISTRIBUTION CLERK, MACHINE, SPLSM TRAINEE--LEVEL 5

DOCUMENT DATE: November 25, 1988

FUNCTION:

Participates as a trainee, learning to operate a single-position letter sorting machine. Must be able to demonstrate operation of the machine, requiring an accuracy rate of 98 percent at prescribed sorting speeds.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. The numbers in parentheses reflect KSA item numbers.

1. Ability to work without immediate supervision refers to the safe and efficient performance of duties of the position, such as planning and executing work activities, without direct supervision.
2. Ability to work with others refers to working in cooperation with fellow employees to efficiently perform the duties of the position.
3. Ability to observe and act on visual information such as names, addresses, numbers, and shapes.
4. Ability to learn and recall pairings of addresses with numbers, letters, or positions.
5. Ability to sequence refers to placing mail (parcels, sacks, pouches) in the proper numerical, alphabetical, or geographic order, including by ZIP Code or directs.

EXAMINATION/TRAINING REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 470, Configuration 1 as the selection criterion for the trainee position. Employees must then successfully complete dexterity training as required by management. Employees also must demonstrate the ability to key with at

least 98 percent accuracy at sorting speed up to 60 letters per minute at the end of the appropriate training program.

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, near acuity of 7 or higher either eye (Titmus or Bausch and Lomb), and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315r
(2315-20XX) FLAT SORTING MACHINE OPERATOR--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Operates a single or multi-position operator paced electro-mechanical machine in the distribution of flats requiring the knowledge and application of approved machine distribution, consisting of the distribution of only directs, alphabetical, or geographical grouping by reading the address on each flat. Must demonstrate operation of machine at 45 items per minute, with an accuracy rate of 98 percent.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. The numbers in parentheses reflect KSA item numbers.

1. General

- a. Ability to work without immediate supervision refers to the safe and efficient performance of duties of the position such as planning and executing work activities without direct supervision.
- b. Ability to work with others refers to working in cooperation with fellow employees to efficiently perform the duties of the position.
- c. Ability to observe and act on visual information such as names, addresses, numbers, and shapes.
- d. Ability to learn and recall pairings of addresses with numbers, letters, or positions.
- e. Ability to sequence refers to placing mail (parcels, sacks, pouches) in the proper numerical, alphabetical, or geographic order, including by ZIP Code or directs.

2. Special

Ability to perform routine troubleshooting, such as removing jams.

EXAMINATION/TRAINING REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 400. Employees must complete the appropriate training program for the flat sorting machine operation. Employees must demonstrate the ability to key at 45 items per minute with 98 percent accuracy.

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; near acuity of 7 or higher either eye (Titmus or Bausch and Lomb); and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315s
(2315-21XX) FLAT SORTING MACHINE OPERATOR--LEVEL 6

DOCUMENT DATE: November 25, 1988

FUNCTION:

Operates a single- or multi-position electro-mechanical operator-paced flat sorting machine in the distribution of flats. Must demonstrate the knowledge and application of approved machine schemes. Distribution must be other than directs, alphabetical, and geographical groupings which requires a minimum of 100 scheme or memory items. Must demonstrate operation of the machine at 45 items per minute, with an accuracy rate of 98 percent.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- a. Ability to work without immediate supervision refers to the safe and efficient performance of duties of the position, such as planning and executing work activities, without direct supervision.
- b. Ability to work with others refers to working in cooperation with fellow employees to efficiently perform the duties of the position.
- c. Ability to observe and act on visual information such as names, addresses, numbers, and shapes.
- d. Ability to learn and recall pairings of addresses with numbers, letters, or positions.
- e. Ability to sequence refers to placing mail (parcels, sacks, pouches) in the proper numerical, alphabetical, or geographic order, including by ZIP Code or directs.

2. Special

Ability to perform routine troubleshooting, such as removing jams.

EXAMINATION/TRAINING REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 470, Configuration 1. If not previously qualified, the employee must complete the appropriate training program for the flat sorter machine operation. The employees must demonstrate the ability to key at 45 items per minute with 98 percent accuracy. In addition, the employees must satisfactorily complete the appropriate scheme training programs requiring a minimum of 100 scheme or memory items.

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, near acuity of 7 or higher either eye (Titmus or Bausch and Lomb), and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315t
(2315-63XX) EXTRACTION CODE CLERK--LEVEL 5

DOCUMENT DATE: June 27, 1989

FUNCTION:

Processes letter mail using an electro-mechanical, operator-paced, letter sorting machine with computer-based scheme capability. Selects a predetermined group of alphanumeric characters from each address and enters this information into the computer through use of a typewriter style keyboard.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to type at a net rate of 45 words per minute in a 5-minute test. This must be demonstrated by successful completion of Postal Service Test 712. Certificates of proficiency are not acceptable.

Applicants also must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710, Parts A and B.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position, which may require prolonged standing, walking, and sitting and intermittent bending, reaching, stooping, lifting, and carrying of trays of mail up to 35 pounds. 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. The ability to distinguish basic colors and shades is desirable.

TRAINING REQUIREMENTS:

Applicants who qualify and are selected under this standard will be required to complete prescribed training satisfactorily.

BARGAINING UNIT QUALIFICATION STANDARD
2315u
(2315-55XX) MAIL PROCESSOR--LEVEL 4

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs a combination of tasks required to process mail using a variety of automated mail processing equipment.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

EXAMINATION REQUIREMENT:

Written Tests--Applicants will be rated on the following abilities: understanding simple word meanings, checking names and numbers, and following oral directions. These must be demonstrated by successful completion of Postal Service Test 470, Configuration 2.

ADDITIONAL PROVISIONS:

Applicants must be physically able to perform efficiently the duties of the position. Prolonged standing is required. Vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is desirable.

BARGAINING UNIT QUALIFICATION STANDARD
2315v
(2315-56XX) SENIOR MAIL PROCESSOR--LEVEL 5

DOCUMENT DATE: July 7, 1993

FUNCTION:

Operates a variety of automated mail processing equipment as a working member of a group of mail processors, performing a combination of tasks including feeding and sweeping mail and correcting simple machine malfunctions.

DESCRIPTION OF WORK:

See the Standard Position Description for the occupation code given above.

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 communicate in writing at a level sufficient to prepare work orders, parts requests, service logs, records on work performed, and other reports related to equipment operation.
2. Ability to work without immediate supervision, including the ability to independently plan and execute work activities, set up and maintain a work area, check work for completeness and accuracy, and resolve problems of a routine nature.
3. Ability to communicate orally, including expressing ideas or facts clearly and logically when answering questions, giving directions, and providing information.
4. Ability to work with and instruct others, including making work assignments and providing guidance to other employees in the performance of job duties and responsibilities.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service Test 470, Configuration 2, which measures the following requirements:

5. Ability to compare names and numbers for accuracy and completeness, including examining alphabetic and alpha-numeric words or codes for the purpose of identifying similarities to, or differences from a comparison word or code.
6. Ability to follow oral instructions, including comprehending and executing spoken instructions or directions for performing tasks and work assignments.

TRAINING REQUIREMENTS:

Applicant must successfully complete the Senior Mail Processor training program.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform the duties of the position efficiently. These duties may require exertion involving standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy panels, doors, and machine replacement parts. Applicants must have 20/40 (Snellen) in one eye and must be able to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is required. Applicants must be able to hear the conversational voice, and also identify environmental sounds, in a noisy environment. Hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
2320
(2320-01XX) WINDOW CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs a variety of services at a public window of a post office or post office branch or station. As a representative of the Postal Service, maintains pleasant and effective public relations with customers and others requiring a general familiarity with postal laws, regulations, and procedures commonly used.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-6. Ability to use reference materials and manuals.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions, specifications, etc.
- B-53. Ability to work with others.

2. Special

- a. General familiarity with postal regulations and procedures commonly used in processing mail undelivered, as addressed.
- b. Ability to learn to operate mimeograph type machines and to perform routine maintenance tasks.

- c. Ability to perform basic arithmetic computations.

EXAMINATION REQUIREMENTS:

Applicants must meet, or have met, the competitive requirements for assignment to clerk positions.

ADDITIONAL PROVISIONS:

Incumbents of these positions may serve as representatives of the Postal Service to the public. Therefore, it is essential that they present a neat appearance and have demonstrated the ability to maintain pleasant and effective working relations with customers.

BARGAINING UNIT QUALIFICATION STANDARD
2320a
(2320-29XX) WINDOW SERVICES TECHNICIAN--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs a variety of services at a public window of a post office unit and serves as a working leader to one or more clerks assigned to window service activity, furnishing them with technical direction and reviewing their work for compliance with regulations.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-14. Ability to interpret instructions, specifications, etc.
- B-22. Ability to perform basic arithmetic computations.
- B-44. Ability to personally resolve problems of a routine nature.
- B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

Applicants must have a minimum of one year of experience as a window clerk providing a comprehensive knowledge of postal regulations, rulings, policy, and procedures relating to window work. This experience must have demonstrated the applicant's ability to give clear and concise instructions to other employees and to work independently.

EXAMINATION REQUIREMENTS:

Applicants must meet, or have met, the competitive examination requirements for assignment to window clerk positions.

ADDITIONAL PROVISIONS:

Incumbents of these positions may serve as representatives of the Postal Service to the public. Therefore, it is essential that they present a neat appearance and have demonstrated the ability to maintain pleasant and effective working relations with the customers.

BARGAINING UNIT QUALIFICATION STANDARD
2320b
(2320-05XX) CLERK, FINANCE STATION--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Provides, alone or with a limited number of window clerks, a variety of window services in a small finance station with or without direct supervision.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-22. Ability to perform basic arithmetic computations.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-58. Ability to deal with the public in a polite, courteous, and professional manner.
- B-59. Ability to maintain a financial credit accurately.

2. Special

Bidders must have the ability to resolve problems of a routine nature and to decide when problems warrant contacting a supervisor at a location away from the facility.

EXPERIENCE REQUIREMENTS:

1. A minimum of one year of experience providing a comprehensive knowledge of postal regulations, rulings, policy, and procedures relating to window work.
2. The bidder's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Bidders must successfully complete the appropriate training program and examination.

PHYSICAL REQUIREMENT:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2330b
(2330-46XX) AIR RECORDS PROCESSOR -- Level 5

DOCUMENT DATE: August 21, 1997

FUNCTION:

Operates electronic data entry equipment designed to scan mail dispatched via air which provides information to the postal data center for settlement of contract accounts with air carriers, requiring knowledge of available air service schedules, planned dispatches, and standard air stop codes.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 work without supervision refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.
2. Ability to use written reference materials refers to the ability to read, comprehend, and interpret text material such as handbooks, manuals, bulletins, checklists, planned routes reports, and operating guidelines.
3. Ability to perform basic mathematical computations refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers and decimals.
4. Ability to work with others refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.
5. Ability to prepare forms refers to the ability to record the proper information on the appropriate forms or other documents, whether done manually or via computer terminal.
6. Ability to maintain records refers to the ability to find, retrieve, and replace in a filing system information forms, etc., pertinent to the work performed.

7. Ability to follow instructions refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, verbal directions and instructions, etc.
8. Ability to solve problems refers to the ability to recognize that a problem exists and to determine whether to resolve the problem or to refer the problem to other personnel for appropriate action.
9. Knowledge of safety procedures refers to the knowledge of industrial hazards (such as hazards caused by rubber bands, string, and plastic strips on the floor, equipment out of place, broken equipment, smoking in nondesignated areas, etc.) and the procedures and techniques established to avoid injuries to self and others such as how to lift, maintaining neatness of work area, and proper use of equipment.

EXAMINATION REQUIREMENT:

Applicants for the Air Records Processor position must have successfully completed Postal Service Test 470, Configuration 2.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous exertion involving standing, walking, bending, reaching, and stooping for prolonged periods of time and intermittent lifting and carrying of heavy sacks of mail and the moving of equipment on level surfaces. Applicants must also 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. The ability to distinguish basic colors is also required.

BARGAINING UNIT QUALIFICATION STANDARD
2340b
(2340-02XX) DISTRIBUTION AND WINDOW CLERK--LEVEL 5
(2340-80XX) DISTRIBUTION, WINDOW, AND MARKUP CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Distribution and Window Clerk: Performs a combination of the basic functions of a distribution clerk and a window clerk in a post office with 190 or more revenue units or in a classified branch or station.

Distribution, Window, and Markup Clerk: Performs a combination of the basic functions of a distribution clerk, a window clerk, and a mail markup clerk in a post office or in a classified branch or station.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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. General

- B-6. Ability to use reference materials and manuals.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to prepare and maintain records as required by the position to which assigned.
- B-22. Ability to perform basic arithmetic computations.
- B-53. Ability to work with others.

2. Special

Applicants must have:

- a. Ability to read, understand, and apply postal regulations and other written instructions.
- b. General familiarity with postal regulations and procedures commonly used in processing mail undelivered, as addressed.
- c. Ability to learn to operate mimeograph type machines and to perform routine maintenance tasks.

EXAMINATION REQUIREMENTS:

Applicants must meet or have met the competitive requirements for assignment to clerk positions.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

1. If required by the needs of the position, applicants must have either (a) qualified within the past three years on the essential scheme or schemes used in the unit to which they will be assigned; or (b) if not currently qualified on the essential schemes, must qualify within 90 days.
2. As incumbents of these positions may serve as representatives of the Postal Service to the public, it is essential that they present a neat appearance and have demonstrated the ability to maintain pleasant and effective working relations with customers.

BARGAINING UNIT QUALIFICATION STANDARD
2340e
(2340-06XX) POSTAGE DUE CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Distributes, weighs, computes, and processes all classes and types of postage due mail; maintains accounts and records; and submits reports.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-14. Ability to interpret instructions, specifications, etc.
- B-22. Ability to perform basic arithmetic computations.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

1. Applicants must have two years of general experience. At least 12 months of this must have been experience in general mail distribution, weighing or mailing requirements.

2. Successful completion of a full 4-year high school course including credits in commercial or business subjects may be substituted for one year of general experience.

Note: The required amount of experience will not in itself be accepted as proof of qualifications. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must meet, or have met, the examination requirements by successful completion of Postal Service Test 470, Configuration 1, and in addition, must successfully complete the appropriate training program.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2340f
(2340-24XX) POSTAGE DUE TECHNICIAN--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

For approximately 75 percent or more of the scheduled daily tour, works alone or serves as a working leader to one or more employees on a tour, engaged in distributing, weighing, computing and processing all classes and types of postage due mail; maintains accounts and records; and prepares reports.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-22. Ability to perform basic arithmetic computations.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

Experience Requirements:

Applicants must have at least three years of general experience in which the employee has gained thorough knowledge of postal regulations and the distribution of mails.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must meet, or have met, the examination requirements by successful completion of Postal Service Test 470, Configuration 1, and in addition, must successfully complete the appropriate training program.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2340k
(2340-10XX) RECORDS CLERK, INTERNATIONAL AIRMAIL--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Provides input data to the Postal Data Center (International Accounts Branch) for the settlement of accounts with other postal administrations through the application of the provisions of the Universal Postal Union Convention, bilateral agreements, and procedures set forth in Transportation Handbook, Series T-1 in the administration of the international airmail service.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-2. Knowledge and understanding of mail processing, distribution and dispatch operations, gained through experience in an airport mail facility, transfer office, truck terminal, or outgoing mail section of a post office.
- B-10. Ability to maintain records and prepare reports. This includes the ability to compile and maintain statistical data in detailed and accurate form.
- B-22. Ability to perform basic arithmetic computations including the knowledge of metric conversions.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

2. Special

Experience which has provided familiarity with international airmail transportation services and sufficient knowledge of airmail schemes and schedules to enable candidates to direct the expeditious distribution and routing of airmail under normal and emergency conditions.

Applicants must have demonstrated:

- a. The ability to communicate ideas clearly, both orally and in writing.
- b. The ability to interpret and apply postal regulations, particularly those concerned with airmail operations.
- c. The knowledge of geographic locations in relation to international airmail routes and destinations.
- d. The ability to instruct and provide technical guidance to lower level employees.
- e. The ability to schedule. This includes personnel or materials.
- f. The ability to find quickly, understand and use information in mail schemes and schedules, corrections thereto and other instructions making changes in distribution, dispatch and data point procedures.
- g. The ability to work independently.

EXPERIENCE REQUIREMENTS:

Level	General experience (years)	Specialized experience (years)	Total experience (years)
6	2-1/2	1/2	3

1. For this position the work requires a particular background of experience or training, knowledge of particular types of mail operations, or the possession of a particular skill. For example:
 - a. General experience must have been experience which provided a basic knowledge and understanding of international airmail handling and dispatch operations.
 - b. Specialized experience must have been experience which provided familiarity with makeup dispatch and receipts of international mail to enable the applicants to process or supervise the processing of documents involved in settling international postal accounts.
2. Applicants also must have exhibited the tact and firmness required for appropriate person-to-person dealings with representatives of common and contract carriers and other postal employees. They must have shown a willingness to accept responsibility, leadership capacity, integrity, dependability, emotional stability and potential for further advancement.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2340o
(2340-81XX) ADMINISTRATIVE CLERK, EXPRESS MAIL--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Provides clerical support in the Express Mail service administrative office to assist in maintaining the overall program.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 and understanding of mail processing, distribution, and dispatch operations.
2. Knowledge of alpha and numeric filing systems.
3. Ability to record data and information in complete and accurate form.
4. Ability to maintain records and prepare reports.
5. Ability to understand and follow both written and oral instructions.
6. Ability to work with others.
7. Ability to use reference materials and manuals.
8. Ability to communicate.
9. Ability to maintain pleasant and effective working relationships with customers.
10. Ability to use Postal Service manuals and publications.
11. Ability to maintain and file records required by the position.

12. Ability to control records of receipt and issue.
13. Ability to perform simple arithmetic computations.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to efficiently perform the duties of the position.

ADDITIONAL PROVISIONS:

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type use on the job.

BARGAINING UNIT QUALIFICATION STANDARD
2340p
(2340-82XX) EXPRESS MAIL TECHNICIAN--LEVEL 6

DOCUMENT DATE: December 31, 1990

FUNCTION:

Provides clerical support in the Express Mail Service administrative office, utilizing expert and comprehensive knowledge, to assist in the technical aspects of maintaining the overall program.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 and understanding of mail processing, distribution, and dispatch operations.
2. Knowledge of alpha and numeric filing systems.
3. Knowledge of claim and merchandise insurance procedures and form processing.
4. Knowledge of postal regulations and procedures governing the use of the mails.
5. Ability to record data and information in complete and accurate form.
6. Ability to maintain records and prepare reports.
7. Ability to understand and follow both written and oral instructions.
8. Ability to work with others.
9. Ability to use reference materials and manuals.
10. Ability to read, understand, and apply postal regulations and other written instructions.
11. Ability to maintain pleasant and effective working relations with customers.

12. Ability to instruct and train new employees.
13. Ability to work effectively with others.
14. Ability to provide technical guidance to lower level employees.
15. Ability to maintain and file records required by the position.
16. Ability to perform simple arithmetic computations.
17. Ability to analyze, explain, and apply regulations, rulings, and procedures pertinent to the work to be performed.
18. Ability to communicate effectively, both orally and in writing.
19. Ability to organize and arrange a stockroom.
20. Ability to control records of receipt and issue.

Note: The required knowledge, skills, and abilities will not in themselves be accepted as final proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

ADDITIONAL PROVISIONS:

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type use on the job.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2340q
(2340-05XX) MACHINE OPERATOR (PSD)--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Operates a variety of special type machines used in the Philatelic Unit.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

EXAMINATION REQUIREMENTS:

Written Test--Candidates for this position must have successfully completed Postal Service Test 950, Mechanical Aptitude.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

Specific physical requirements which apply to this position are as follows:

1. The ability to lift 70 pounds.
2. Prolonged standing.
3. Vision of 20/40 (Snellen) in one eye and the ability to read printed material the size of typewritten characters. Corrective lenses are permitted.
4. The ability to hear the conversational voice; hearing aids are permitted.
5. The ability to distinguish basic colors and shades.

BARGAINING UNIT QUALIFICATION STANDARD
2345a
(2320-28XX) BULK MAIL TECHNICIAN--LEVEL 6
(2345-16XX) INTERNATIONAL CLAIMS CLERK, PAYING OFFICE--LEVEL 7
(2345-52XX) MAIL CLASSIFICATION CLERK (MSC)--LEVEL 6
(2345-52XX) MAIL CLASSIFICATION CLERK (MSC)--LEVEL 7
(2345-32XX) MAILING REQUIREMENTS CLERK--LEVEL 6

DOCUMENT DATE: December 31, 1990

FUNCTION:

Bulk Mail Technician: For approximately 75 percent of the time, works alone or serves as a working leader to one or more employees on a tour, engaged in accepting, classifying, weighing, computing, and recording of chargeable postage on permit bulk mailings of all classes, including permit imprint, precancelled, and metered mailings.

International Claims Clerk, Paying Office: Examines claims for loss, rifling, or damage of international registered mail matter, insured parcel post, and Amerigo-Spanish ordinary parcel post; and determines and approves for payment the amount found to be due under international postal conventions and bilateral agreements.

Mail Classification Clerk (MSC)--Level 6: Performs specialized nonsupervisory work in regard to matters of mail classification, mailability, rates, methods of mailing, fees, and special services, and other related phases of postal laws and regulations in a management sectional center VI or V not designated as a MCC; participates in local Revenue Protection Program.

Mail Classification Clerk (MSC)--Level 7: Performs specialized nonsupervisory work in regard to matters of mail classification, mailability, rates, methods of mailing, fees, and special services, and other related phases of postal laws and regulations in a management sectional center VI or V not designated as a MCC; participates in local Revenue Protection Program.

Mailing Requirements Clerk: Serves as either the only or the principal nonsupervisory source of information for customers and local postal employees in regard to matters of classification, mailability, rates, methods of mailing, fees, and special services, and their related phases of postal laws and regulations; participates in local Revenue Protection Program in a post office not designated as a MCC or MSC.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

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

Qualification Standard 2345a

Bulk Mail Technician--Level 6 (2320-28XX)

International Claims Clerk, Paying Office--Level 7 (2345-16XX)

Mail Classification Clerk (MSC)--Level 6 (2345-52XX)

Mail Classification Clerk (MSC)--Level 7 (2345-52XX)

Mailing Requirements Clerk--Level 6 (2345-32XX)

Document Date: December 31, 1990

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. General

- B-4. Ability to work without immediate supervision.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-19. Ability to instruct.
- B-22. Ability to perform basic arithmetic computations.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
- B-53. Ability to work with others.
- B-58. Ability to deal with the public in a polite, courteous, and professional manner.

2. Special

- a. Knowledge of postal regulations and services affecting individuals, groups, and business organizations (including such matters as postage rates, mail classification, mailing permits, special postal services, indemnity claims, proper preparation of letters and packages, and mailability).
- b. Ability to communicate, orally and in writing, to individuals, groups, business customers, and other employees, sufficient to explain mailing and revenue protection requirements.
- c. Ability to represent the U.S. Postal Service to outside individuals, groups, and business organizations in a manner that will engender understanding and good will for the U.S. Postal Service.

Qualification Standard 2345a
Bulk Mail Technician--Level 6 (2320-28XX)
International Claims Clerk, Paying Office--Level 7 (2345-16XX)
Mail Classification Clerk (MSC)--Level 6 (2345-52XX)
Mail Classification Clerk (MSC)--Level 7 (2345-52XX)
Mailing Requirements Clerk--Level 6 (2345-32XX)
Document Date: December 31, 1990

EXAMINATION REQUIREMENTS:

1. Applicants for the positions listed below must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.
 - a. Mailing Requirements Clerk--Level 6
 - b. Mail Classification Clerk (MSC)--Level 6
 - c. Mail Classification Clerk (MSC)--Level 7
2. Applicants for Bulk Mail Technician, Mail Classification Clerk, and Mailing Requirements Clerk positions must successfully complete, or have completed, the appropriate training program and examination.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

1. For some positions, the work requires a particular background of experience or training, knowledge of particular types of mail operations, or possession of a particular skill. Selective placement may be used to fill those positions which require such experience, training, or skill; for example, knowledge of a language other than English.
2. Mailing Requirements Clerk, Bulk Mail Clerk, and Information Clerk are examples of some positions within the Postal Service which may provide applicants with the KSAs, experience, and training to qualify for the positions covered by this qualification standard. Service in these positions alone will not be accepted as proof of qualification. The applicant's total record must show his ability to perform the duties of the position.
3. Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.
4. Applicants for Bulk Mail Technician--Level 6, must be physically able to perform effectively the duties of the position, including the ability to lift mail sacks weighing up to 70 pounds.

BARGAINING UNIT QUALIFICATION STANDARD
2345e
(2345-02XX) PHILATELIC CLERK--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs functions related to philatelic sales for philatelic items by individual orders or by subscriptions and for first day covers and other cancellation services.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 work without immediate supervision.
2. Safety in performance of duties common to the position.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as a calculator, adding machine, duplicating machine or any other office equipment as appropriate to the position.
5. Ability to personally resolve problems of a routine nature.
6. Ability to handle weights and loads, beyond "normal" type functions of a position.
7. Ability to work with others.
8. Ability to proficiently handle stamps, stamped paper, and philatelic products for customized orders.

EXAMINATION REQUIREMENTS:

Applicants for the Philatelic Clerk position must have successfully completed Postal Service Test 730.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

Applicants must have one year of experience as a window clerk or in the distribution of outgoing, incoming, and/or transit mail or related functions.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2345I
(2345-70XX) STAMP DISTRIBUTION CLERK, SDN--LEVEL 6

DOCUMENT DATE: July 20, 1994

FUNCTION:

Performs necessary activities at a Stamp Distribution Network office to ensure the efficient distribution of all stamps and stamp products. Also participates in the destruction of nonsalable stamps and stamp products as a member of a stamp destruction committee.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 types of stamp products.
2. Ability to record and verify stock and requisition information, using electronic displays or paper forms.
3. Ability to identify and resolve problems related to the quality or quantity of stock shipments, inventories, and product requisitions.
4. Ability to prepare routine correspondence and reports.
5. Ability to aggregate, fulfill, verify, and dispatch stock requests.

EXAMINATION REQUIREMENTS:

Ability to perform miscellaneous clerical duties associated with processing and filing order information, including responding to customer inquiries. Applicants must successfully complete Postal Service Test 730.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position which may involve sitting, standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy objects such as tools, parts, equipment, and supplies. Applicants also 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. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

OTHER REQUIREMENTS:

Applicants may be required to pass background investigations regarding their suitability for working with accountable paper.

Applicants may be required to have or obtain appropriate authorization for operating a forklift or similar industrial equipment.

BARGAINING UNIT QUALIFICATION STANDARD
2345j
(2345-23XX) COMPLAINTS AND INQUIRY CLERK--LEVEL 6

DOCUMENT DATE: June 27, 1989

FUNCTION:

Receives, classifies, and processes customer complaints and inquiries relative to mail service.
Applies a broad knowledge of postal regulations and local policy to effect resolutions.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-44. Ability to resolve personally problems of a routine nature.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-53. Ability to work with others.
- B-58. Ability to deal with the public in a polite, courteous, and professional manner.

2. Special

Knowledge of mailing requirements and service standards.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate the ability to type at a net rate of 45 words per minute in a 5-minute test. This must be demonstrated by successful completion of Postal Service Test 712. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2350b
(2350-08XX) SCHEMES AND SCHEDULES CLERK--LEVEL 6

DOCUMENT DATE: November 30, 1987

FUNCTION:

Provides current scheme, schedule, and routing information, as required by the postal facilities mail distribution function, to efficiently route mail and meet dispatch schedules.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

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. General

- B-4. Ability to work without immediate supervision.
- B-6. Ability to use reference materials and manuals relevant to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-22. Ability to perform basic arithmetic computations.
- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
- B-53. Ability to work with others.

2. Special

Applicants must have the ability to obtain information concerning surface and air schedules and to prepare schemes and schedules considering routing, assigning and dispatching various classes of mail.

EXPERIENCE REQUIREMENTS:

Applicants must have three years of experience in scheme distribution of incoming or outgoing mails and/or the distribution of transit mails in a post office, airport mail facility, mobile unit, or transfer office.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
4104a
(4104-04XX) SIGN PAINTER--LETTERER--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Performs all types of sign painting. Prepares displays, graphs, maps, and cover pages; labels or letters distribution cases and equipment for postal facilities.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. General

- B-1. Ability to use and maintain tools and equipment.
- B-4. Ability to work without immediate supervision.
- B-13. Ability to plan, lay out, and set up work independently.
- B-14. Ability to interpret instructions, specifications, etc.
- B-15. Ability to paint.
- B-29. Knowledge of materials commonly utilized in the particular position.
- B-35. Ability to lay out and develop patterns (including geometric projection and triangulation).
- B-43. Ability to work from ladders, scaffolds, and mechanical lift equipment.

2. Special

- a. Knowledge of commercial art techniques which may include basic drawing, illustration, layout, and design.
- b. Ability to perform the techniques of an artist in the areas of sign painting and lettering.

EXPERIENCE REQUIREMENTS:

1. Applicants must have 1 1/2 years of experience as noted under "General" and "Special" proficiency requirements.
2. The successful completion of a full 4-year or senior high school curriculum which has included courses in sketching, painting, or art, may be substituted for one year of experience.
3. Study in an art institute above high school level may be substituted at the rate of one year of study for nine months of experience.
4. A 2-year college course leading to an associates degree in drawing, painting, or art may be substituted for 1 1/2 years of experience.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform effectively the duties the position.

ADDITIONAL PROVISIONS:

Applicants must submit a sample of work which shows the quality of their sign painting and lettering ability.



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

August 2, 1995

Moe Biller, President
(202) 842-4246

Joseph J. Mahon, Jr.
Vice President
Labor Relations Department
United States Postal Service
475 L'Enfant Plaza, S. W.
Washington, D. C. 20260

RE: Qualification Standards
Article 37, Section 8

National Executive Board

Moe Biller
President

William Burrus
Executive Vice President

Douglas C. Holbrook
Secretary-Treasurer

Thomas A. Neill
Industrial Relations Director

Bert L. Tunstall
Director, Clerk Division

James W. Ungberg
Director, Maintenance Division

Donald A. Ross
Director, MVS Division

George N. McKeithen
Director, SDM Division

Regional Coordinators

James P. Williams
Central Region

Jim Burke
Eastern Region

Elizabeth "Liz" Powell
Northeast Region

Terry Stapleton
Southern Region

Raydell R. Moore
Western Region

Dear Sir:

This letter is a Step 4 grievance initiated to Article 15, Section 3.D. of the 1990 National Agreement. This dispute arises in the context that the USPS's refusal to give the changes of qualification standards under Article 19 and Article 37.

The USPS has unilaterally changed their practices of issuing qualification standards.

We request a meeting as soon as possible. You may contact Director Robert Tunstall at (202) 842-4220 if you desire any further discussions.

Sincerely,

Moe Biller
President, APWU

MB/ema
opeiu #2
afl-cio

cc: Director Clerk Craft Robert Tunstall
grievance file



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

NOTE:

There were seven (7) position descriptions that we were unable to match up with the appropriate qualification standards. In those instances, we (APWU) inserted a copy of the August 2, 1995 Tunstall letter to the USPS initiating a Step 4 grievance for their failure to provide changes to the qualification standards.

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opeiu#2
AFL-CIO