

Issue Date: **7/27/2020**

Closing Date: **8/5/2020**

**LOCATION:**

1720 Market St. RM 3005

St. Louis MO 63155

**TITLE:** SECRETARY

**GRADE:** 7

**SALARY RANGE:** $45,618 - $64,258

**OCCUPATION CODE:** 0318-0004

**HOURS:** 8:00 AM – 4:30 PM N/S DAYS – Sat / Sun

**PERSONS ELIGIBLE TO APPLY:** All Clerks in the St. Louis MO bid cluster

**FUNCTIONAL PURPOSE;** Provides secretarial support for a manager and a staff. Processes information in accordance with established practices and procedures Performs a variety of miscellaneous office clerical and typing duties.

**SELECTION METHOD:** Best Qualified

**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 requirements for formatting and preparing documents such as letters, reports, and presentation materials.
2. Knowledge of English composition, grammar, punctuation, and spelling.
3. Ability to operate computer systems or applications such as word processing, data entry, and graphics software.
4. Ability to establish and maintain office and database filing systems and to accurately file and retrieve individual records.
5. Ability to locate, read, and comprehend written reference materials such as handbooks, manuals, bulletins, and directives.
6. Ability to review prepared materials for accuracy and completeness.
7. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.
8. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

**EXAMINATION REQUIREMENTS:**

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 713.

**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.

**DUTIES AND RESPONSIBILITIES:**

1.  Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.

2.  Accesses, retrieves and/or updates files and other data maintained on personal computers.

3.  Sends and receives electronic messages, files and other documentation via the local area network.

4.  Produces charts, tables, and other documentation using various graphics software.

5.  Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.

6.  Reviews materials prepared for manager's signature for accuracy, completeness, and format.

7.  Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.

8.  Screens, logs, and routes office mail in accordance with established procedures.

9.  Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

**SUPERVISION:**

Manager of unit to which assigned

**SELECTION METHOD:**
 Best Qualified

**MAIL TO:**

**Cheryl Benford**

**1720 Market St., Room 3005**

**St. Louis MO 63155**

**HOW TO APPLY**: Employees must complete and submit Form 991, plus a separate statement of qualifications for each Requirement to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP+4 in their mailing list. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS..