Kansas City, Missouri



**DO NOT REMOVE THIS NOTICE FROM THE BOOK**

**BEST QUALIFIED VACANCY NOTICE: # 21TTP01**

**OPEN DATE: 10/26/2021**

**CLOSING DATE: 11/04/2021**

**Training Technician PEDC, Full-Time, PS07**

Applications will be accepted from eligible career employees in the **St. Louis, MO Bid Cluster** for promotion or reassignment to the following position. Applicants must submit, via mail or hand deliver, a hard copy of your “**Candidate Profile from eCareer**” (see How to Apply). This position will be awarded to the **Best-Qualified applicant** (installation-wide) reguardless of craft (except Rural craft).

Persons Eligible To Apply: All career employees in the **St. Louis, MO Bid Cluster** are eligible to apply for this position with the exception of the Rural Craft. The successful applicant if they aren’t already in the clerk craft will be transferd to the clerk craft and start a new period of seniority.

**HOW TO APPLY**: Complete and print the “Candidate Profile from eCareer” using the Summary of Accomplishments in eCareer to address the ten (10) Requirements/KSAs for this vacancy. Describe your qualifications for this vacancy by providing a brief description of your accomplishments that demonstrate that you possess the requirements stated on the job posting. These accomplishments may have occurred in various settings. **Applications submitted by FAX or eMail will NOT be accepted – you must mail or hand deliver your application to the address on Page 3.**

**EMPLOYEES APPLYING FOR THIS POSITION ARE NOTIFIED OF THE INTENTION TO USE INFORMATION CONTAINED IN OFFICIAL RECORDS AVAILABLE AS OF THE CLOSING DATE OF THE POSTING TO DETERMINE QUALIFICATIONS. IF AVAILABLE EVIDENCE OF YOUR QUALIFICATIONS IS INCOMPLETE, PLEASE TAKE ACTION TO PROVIDE US WITH THE APPROPRIATE INFORMATION TO UPDATE OUR RECORDS PRIOR TO THE CLOSING DATE OF THIS POSTING.**

**POSITION TITLE: Training Technician PEDC**

**SALARY LEVEL: PS-07 (Full-Time)**

**POSITION: 72120823**

**OCCUPATION CODE: 1712-34XX**

**PRINCIPAL ASSIGNMENT AREA: KS-MO District Office**

**DAYS OFF: SATURDAY/SUNDAY**

**Schedule: Monday-Friday: 0800-1700 will report to KS-MO District office. Within the St. Louis P&DC**

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

**DUTIES AND RESPONSIBILITIES:**

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.

2. Applies accepted principles of learning to all instructor assignments.

3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.

4. Coordinates the development of training plans for classroom and on-the-job instruction.

5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.

6. Uses a variety of training devices and visual aids.

7. Informs employees of standards and criteria used to evaluate satisfactory performance.

8. Maintains accurate training records in accordance with approved procedures.

**ORGANIZATIONAL RELATIONSHIP:** Reports to Manager, Learning, Development and Diversity

**SELECTION METHOD:** Best Qualified selection within the installation.

**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.

1. Ability to work without immediate supervision.

2. Ability to use reference materials and manuals.

3. Ability to maintain records and prepare reports.

4. Ability to perform effectively under the pressures of the position.

5. Ability to interpret instructions, specifications, etc.

6. Ability to instruct.

7. Knowledge of different relevant lines of work.

8. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

9. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.

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

11. Ability to work with others.

**EXPERIENCE REQUIREMENTS:** 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.

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:

Experience as a teacher or instructor

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.

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.

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.

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 or 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:** 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. 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.

**It is the responsibility of each employee submitting an application to see that it reaches Janice Moore (Janice.E.Moore@usps.gov), Manager of Learning Development & Diversity, US Postal Service, 300 W. Pershing Rd. Ste. 254 Kansas City MO 64108-9422, no later than 5:00 PM, November 4th , 2021*.*** An employee who has submitted an application shall have the right to withdraw, in writing, any time before the closing time and date as shown above.

The law (39 USC 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers or designations of persons in the Postal Service.

It is the policy of the Postal Service to provide equal employment opportunity for everyone, without regard to race, color, religion, sex, national original, disability, age, genetic information, sexual orientation, marital status, status as a parent, or past, present or future military service. Failure to demonstrate any KSA is disqualifying.

**Janice Moore**

**Manager Learning Development & Diversity**

**Mid-America District**

**300 W. Pershing Rd. Ste. 254**

**Kansas City, Missouri 64108-9422**