United States Postal Service

External Publication for Job Posting 76945845

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch
Boston District

Job Posting Period
05/07/2014 - 05/11/2014

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

Job Title
CITY CARRIER ASSISTANT 1

Facility Location
THIS POSTING WILL BE USED TO FILL YEARLY & SUMMER SEASONAL CITY CARRIER ASSISTANT VACANCIES.

THIS POSTING WILL COVER ALL CITY#S AND TOWNS IN THE BOSTON MA 021, 022, 024 ZIP CODE AREAS

BOSTON MA - YOU MUST USE YOUR PERSONAL CAR TO PERFORM THE DUTIES OF THIS CARRIER POSITION - ATTACHED ARE THE OFFICES THE USPS IS CURRENTLY HIRING FOR

BOS-ALLSTON STA
BOS-ARLINGTON BR
BOS-AUBURNDALE BR
BOS-BACK BAY ANX STA
BOS-BELMONT BR
BOS-BRAINTREE BR
BOS-BRIGHTON STA
BOS-BROOKLINE BR
BOS-CHESTNUT HILL BR
BOS-DORCHESTER CENTER
BOS-EAST WEYMOUTH BR
BOS-INCOMING MAIL CEN
BOS-JAMAICA PLAIN STA
BOS-JOHN F KENNEDY ST
BOS-KENMORE STA
BOS-LEXINGTON BR
BOS-MALDEN BR
BOS-MATTAPAN STA
BOS-MEDFORD BR
BOS-MILTON BR
BOS-NEEDHAM BR
BOS-NEWTONVILLE BR
BOS-NORTH WEYMOUTH BR
eCAREER CANDIDATE PROFILE – FOR EXTERNAL APPLICANTS

- Log on to: www.usps.com/employment
- Click “Start your eCareer profile.”
- Register for an Account - (Complete all required fields)
  Note: Fields indicated with an asterisk* are mandatory fields.

- When completed, Click “Register” button.

**Registration and Login**

Do you already have an account? If so, Click Here to Login.

If not, register below.
To make the process easier for you in the future, most of the information you provide will be maintained in your online candidate profile. The next time you apply for a job, this information will be filled in automatically for you on the application screens. You will be able to make changes as needed. Be sure to save your user name and password for quick access back to our site.

Your Login ID must consist of at least six characters. Your Password must contain at least eight characters, one UPPER CASE character and one number (1, 2, 3, etc.). The first three characters cannot be identical.

* indicates required field

**Name**
- First Name: 
- Last Name: *

**User Data**
- User Name: * 
- Password: * 
- Repeat Password: * 
- Email: *

Make sure that the specified email address is correct. Your email address will be used to contact you about US Postal Service employment.

Note: eCareer requires you enable Javascript on your web browser.

Repeat E-Mail: *

An invalid and/or duplicate email address will prevent communication related to your profile or application, so please take special care to ensure that the email address you are using is valid. If you have already completed a candidate profile and/or application for postal employment through this process, you must use the previously created profile to apply for future opportunities (for this job). Duplicate accounts (for the same email address) may be deleted at the discretion of the Postal Service.

The email address entered here must show the entire address including the .com or other extension. For example, the email address joedoe@yahoo is invalid. The correct email address for this example is joedoe@yahoo.com. An error in this entry may cause your application to be rejected. The Postal Service relies upon valid email addresses to coordinate application related activity.

Privacy Act Statement: Your information will be used to process your request. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005 and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information to third parties without your consent, except to facilitate the Registration on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies visit us at usps.com

When all required fields are completed, Click “Register”
eCareer Profile consists of a series of Tabs which you must complete.

To see the list of Tabs, Click on “Show Roadmap”

**Personal Data**

What is your personal data and how can we contact you?

**Form of Address:**
- Select

**First Name:**
- 

**Middle Name:**
- 

**Last Name:**
- 

**Suffix:**
- Select

**Birthplace:**
- 

**City and state (or if outside U.S. country):**
- 

**Residence Address**

- Street/House Number:
- Country:
- City:
- State:
- Zip Code:

**Is Mailing Address the same as Residence?**
- Yes
- No

**Mailing Address**

- Street/House Number:
- Country:
- City:
- State:
- Zip Code:

**Email:**
- 

All communications related to your candidate profile will be sent to this email address. Please take care to ensure that the email address you are using is valid and remember to check it regularly for information regarding your registration.

Primary phone number is a required field. Phone numbers must be entered using the following format 123.456.7890.

**Primary Phone:**
- 

**Business Phone:**
- 

**Mobile Phone:**
- 

Which telephone number would you prefer us to use to contact you?

Preferred Telephone Number:
- Business Phone

* indicates a required field
PERSONAL DATA TAB

- Fill in the required information. When complete, click on the “Next Page” button.

- Note: If you cannot move to the next page, you are missing a required field.

---

My Profile

---

Personal Data
What is your personal data and how can we contact you?

Form of Address:  -- Select --

First Name:  

Middle Name:  

Last Name:  

Suffix:  -- Select --

Birthplace:  

City and state (or if outside US, country)

Residence Address
Street/House Number:  

Country:  -- Select --

City:  

Street/House Number 2:  

State:  

Zip Code:  

Is Mailing Address the same as Residence?  

Yes  O  No

Mailing Address
Street/House Number:  

Country:  -- Select --

City:  

Street/House Number 2:  

State:  

Zip Code:  

Email:  

All communications related to your candidate profile will be sent to this email address. Please take care to ensure that the email address you are using is valid and remember to check it regularly for information regarding your registration.

Primary phone number is a required field. Phone numbers must be entered using the following format 123.456.7890.

Please enter ‘N/A’ if Business and Mobile phone numbers are not applicable.

Primary Phone:  

Business Phone:  

Mobile Phone:  

Which telephone number would you prefer us to use to contact you?

Preferred Telephone Number:  -- Select --

* Indicates a required field.
WORK EXPERIENCE TAB

- Complete # 1-5
- Click the “Add” Button.

Work Experience

1. We are interested in your work history. Are you currently employed or have you been employed in the past 7 years? *
   (You may count military service, internship(s), and part-time or full-time volunteer work as part of your work history.)
   ○ Yes  ○ No
   Please provide your work history. Select the Add button for each period of work experience to provide a history of your employment starting with your present position and working back 7 years (even if this was before your 18th birthday). Make sure you cover 7 years of work history, without date gaps. For any period of unemployment, include an entry with “Unemployed” as the company name.

   Work Experience
   --------------------------------------------
<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Employer</th>
<th>StreetWork Address</th>
<th>StreetWork Address 2</th>
<th>City</th>
<th>Country</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>No work experience mentioned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Are you a former Postal Service or Federal Employee not now employed by the US Government (not including Military Service)? *
   ○ Yes  ○ No

3. May we contact your present employer about your character, qualifications, and employment record? A “No” will not affect your consideration for employment. *
   ○ Yes  ○ No

4. Have you ever been fired from any job for any reason? *
   ○ Yes  ○ No

5. Have you ever quit a job after being notified that you would be fired? *
   ○ Yes  ○ No
WORK EXPERIENCE TAB (cont.)

- Provide Work History (last 7 years). Start with your present position and work back 7 years. You must account for the last 7 years. If unemployed, include an entry with “Unemployed” as the company name.

- Select the Add button for each period of work experience. Complete the required fields. Important -- For each entry, click the Save button.

- When all entries have been saved, click the “Next Page” button to continue.
EDUCATION AND TRAINING TAB

- Click the “Add” button.

  Education/Training
  Please provide your educational history. List all degrees or courses of study you have completed.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Educational Institution</th>
<th>City</th>
<th>Country</th>
<th>Education Level</th>
<th>Grade</th>
<th>Highest Degree/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  Add | Edit | Delete

  Add

- Fill in the required information. When complete, click the **Save** button.
- If needed, click the “Add” button and complete steps above to enter additional training.
- When complete, click “Next Page” to continue.
GENERAL ELIGIBILITY TAB

- Answer Questions #1-6
- Click the "Next Page" button.

**General Eligibility**

Please answer the following questions to help determine your eligibility for employment with the US Postal Service.

1. Are you one of the following: a United States Citizen, a lawful permanent resident alien, a citizen of American Samoa or any other territory owing allegiance to the United States? Individuals granted only asylum status, refugee status, or conditional permanent resident status are not eligible for Postal Service Employment.
   - Yes ☐ No ☐

2. Do you receive or have you applied for retirement pay, pension, or other retirement pay based on military, postal, federal civilian, or District of Columbia Government service?
   - Yes ☐ No ☐

3. Have you been awarded a contract with or do you work for a contractor of the US Postal Service?
   - Yes ☐ No ☐

4a. Are you a male born after December 31, 1956? (Males born after December 31, 1959 must be registered with the Selective Service System.)
   - Yes ☐ No ☐ N/A

5. Are you now dependent on or a user of ANY addictive or hallucinogenic drug, including amphetamines, barbiturates, heroin, morphone, cocaine, mescaline, LSD, DPT, hashish, marijuana, or methadone, other than for medical treatment, as permitted by federal law under the supervision of a doctor? (Federal law does not permit the use of marijuana for medical treatment.)
   - Yes ☐ No ☐

6. Does the Postal Service employ any relatives of yours by blood or by marriage?
   - Yes ☐ No ☐
**VETERANS’ PREFERENCE TAB**

- **Answer Questions # 1-4**
- When complete, click the “Next Page” button.

**Veterans’ Preference**

Veterans’ Preference and United States Military Service - All applicants must answer all parts.

1. Have you ever served on active duty in the United States Armed Forces? (Excluding tours of active duty for training as a reservist).
   - Yes
   - No

2. Have you ever been discharged from the armed forces under conditions other than Honorable (i.e., Dishonorable, Other than Honorable, Undesirable, Bad Conduct, General Discharge, Under Honorable Conditions)? You may omit any such discharge changed to Honorable by a Discharge Review Board or similar authority.
   - Yes
   - No

3. Do you claim a 5-point preference based on active duty in the armed forces?
   - Note: If you claim a 5 point preference and do not attach DD Form 214(s) as supporting documentation, the additional 5 points cannot be credited.
   - Yes
   - No

4. Do you claim a 10-point preference?
   - You may not claim both a 5 point and 10 point Veterans’ Preference.
   - Yes
   - No
ATTACHMENTS TAB

- To add Attachments, click the “Add” button.

- Complete the required fields and click “Save”.
- When complete, click the ‘Next Page” Button.
### Assessments

**Candidate ID:** 54251423  
**Employee ID:** [Enter Employee ID/EIN:]  
**Pay/Extra Employee ID:** [Enter Pay/Extra Employee ID/EIN:]  
**Import Scores:**

**The table does not contain any data**

**Former and Current Postal Employees Only**

If you are a current or former Postal employee and have qualified in the past on any Postal examinations, but those scores are not shown here, you may be able to use those for future applications. Enter your employee identification number (EIN) below if you wish to import your prior test results. Your EIN is the 8-digit number printed at the top of your statement or payslip, above the label “Employee ID.” If you have already entered your EIN and successfully imported your exam scores, you do not need to re-enter your EIN.

**WARNING:** Any scores you import using your EIN will overwrite lower scores or exam results that have not yet been completed. If you are in the process of taking an exam to valuate your new exam results, then wait until after you complete the exam to enter your EIN.

**Note:** The table below will indicate the date the assessment was taken and the duration of the assessment. Please select the link in the table to view the details of the assessment taken. When you select the link, you will see the jobs for which you are eligible or ineligible.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Date Taken</th>
<th>Duration End Date</th>
<th>Re-Test Eligibility Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Personal Data**  
**Work Experience**  
**Education/Training**  
**General Eligibility**  
**Veterans’ Preference**  
**Attachments**  
**Assessments**  
**Review and Release**  
**Completed**
REVIEW AND RELEASE TAB

- Review Candidate Profile

- When ready to apply, click the desired option below.
  - Release profile (profile to be viewed for other potential job opportunities)
  - Lock Profile (only considered for positions you apply to)

---

eCareer Candidate Profile - Competed

- Your eCareer profile is complete.
- You should see the below message.
How to Search for Job Openings

There are various search features you can utilize (Keyword, City, Location, Zip Code, Functional Area).

Note: The larger your search range will result in more job listings.

- Recommend to start your search by selecting “Location”.
- Click on the scroll bar next to Location and select the state you are interested in.
- Click on Start button

Interested in a career opportunity with the U.S. Postal Service? Start your search here.

You can save your search criteria for later use.

Search Query: —No search query saved—

Full Text Search
Keywords:

Search Criteria for Employment Opportunities
City:
Location:
Massachusetts
Michigan
Minnesota

ZIP Code:

Functional Area:
Administrative/Office Services
Architecture
Consumer Affairs
Corporate Information Security Office

Start Reset Save Search Query Delete Search Query
A listing of job announcements will appear
Click on the job announcement you are interested in.
A full description of the job and application instructions will be displayed.
Position Information

TITLE: CITY CARRIER ASSISTANT

SALARY: 15.30 PER HOUR
NON SCHEDULED DAYS: VARIES
WILL BE REQUIRED TO WORK SATURDAYS AND WEEKDAYS AS NEEDED. MAY INCLUDE SUNDAYS & HOLIDAYS.

DRIVING REQUIRED: Applicants must have a valid state driver’s license, a safe driving record, and at least two years of documented driving experience.

ALL APPLICANTS MUST APPLY ONLINE AT www.usps.com/employment. PAPER OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

ATTENTION! We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following domain names to your safe sender list right away to allow our correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address!

ecareerworkflow@usps.gov
usps_support@panpowered.com
USPSeServices@geninfo.com

SALARY RANGE: 15.30 Per Hour
FINANCE NUMBER: 240076
BENEFIT INFORMATION: Limited benefits include raises, paid vacation days and eligibility to purchase health benefits.

Persons Eligible to Apply

Applicants must live within the 50 miles of the zip code area(s) in order to be eligible for this position because the work is performed in offices within these zip code areas and candidates will need to be present for screening activities, including an interview. Note: Veterans who are entitled to veterans’ preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position. Applicants must also be a U. S. citizen, a lawful permanent resident alien, or a citizen of a territory owing allegiance to the U.S.

Functional Purpose

Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains
professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and procedures commonly used, and geography of the area.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required.
2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
3. Handles undeliverable mail in accordance with established procedures.
4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail.
5. Uses portable electronic scanner as instructed.
6. Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.
7. Deposits in the post office mail collected on the route upon returning from the route.
8. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.
9. Furnishes customers with postal information and provides change of address cards and other postal forms as needed.
10. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and centralized delivery equipment.
11. Becomes proficient, when assigned to a route, in the casing of mail on other routes as assigned.
12. Works professionally with other employees in the office.
13. May as a CCA, perform clerical duties and be required to pass examinations on scheme of city primary distribution.
14. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for residents undeliverable as addressed is not improperly held; deliver stamps or other paper supplies to contract or classified stations and other designated delivery points; serves at carriers' delivery window; receive and register where practical, all letters and packages of first-class matter properly offered for registration; case mail and make deliveries on other routes as assigned.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

QUALIFICATIONS

On line assessment and a written Exam Required: Postal Exam 473 - Instructions regarding the exam(s) process will be sent via email once you successfully submit your online application.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U. S. Postal Service#s requirement to be drug free. Applicants must also be a U. S. citizen, a lawful permanent resident alien, or a citizen of a territory owing allegiance to the U.S.

DRIVING REQUIRED: Applicants must have a valid state driver#s license, a safe driving record, and at least two years of
documented driving experience.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.
What Do I Need To Do?

1. Access eCareer website www.usps.com/employment

2. Register – create an account

3. Create your Candidate Profile – Enter your Personal Data, Communications Data, Work Experience, Education/Training, etc. You may update at anytime. Completion of the profile is required to apply for all USPS positions posted on eCareer.

4. Search & Apply - After you have registered and completed your Candidate Profile, you are ready to login and search and apply for job postings. After you login, click “Job Opportunities” at the top of the page to see the Job Search page.

How Do I Register?

- Click on “Start your eCareer Profile” located under the Search Jobs and Apply Online column.
- Complete the Registration section (Name, User Name/Login ID, Password, email address). To make the process easier for you in the future, most of the information you provide will be maintained in your candidate profile. The next time you apply for a job, this information will be filled in automatically. You will be able to make changes as needed. Be sure to write down your user name and password for future use.
- Your Login ID must consist of at least six characters. Your Password must contain at least eight characters, one UPPER Case character and one number (1,2,3, etc). The first three characters cannot be identical.
- Make sure that the specified email address is correct. Your email address will be used to contact you about USPS employment.
- Check the box that states that you have read and agree to the “Data Privacy Statement”.
- Click on “Register”.

How do I complete my eCareer Profile?

Your eCareer Profile consist of the below sections

PERSONAL DATA
- Complete all required fields.
* INDICATES A REQUIRED FIELD
- Please check the box if the mailing address is the same as residence.
- All communication related to your candidate profile will be sent to the email address listed. Please take care to ensure that the email address you are using is valid and remember to check it regularly for information regarding your registration.
- Primary phone number is a required field. Phone numbers must be entered using the following format 123-456-7890. Please enter “N/A” if Business and Mobile Phone numbers are not applicable.

CLICK ON “SHOW ROADMAP”

WORK EXPERIENCE
* INDICATES A REQUIRED FIELD
- Answer yes or no if you are currently employed or have been employed within the last 7 years.
- If you have been employed, please provide your work history of your employment starting with your present position and working back 7 years. Make sure you cover 7 years of work history, without date gaps.
- Click “Save” after each entry.
- For any period of unemployment, include an entry with “Unemployed” as the company name.

When all history has been completed and all questions have been answered, click “Education/Training” on the Roadmap.

EDUCATION/TRAINING
- Click “ADD” to input Education/Training information.
- Provide the necessary information.
- Click “Save” after each entry.

When all history has been completed, click “General Eligibility”.

GENERAL ELIGIBILITY
- Please answer the questions to help determine your eligibility for employment with the US Postal Service.

When all information is completed, please click “Veterans’ Preference”.

VETERANS’ PREFERENCE
- Please answer the questions regarding Veterans’ Preference accordingly.

When all information is completed, please click “Attachments”.

ATTACHMENTS
- Attachments are not required unless specifically requested.
- If requested, upload the required attachment.

When complete, click on “Assessments”.

ASSESSMENTS
- This is a list of the assessments you have taken. The table will indicate the date the assessment was taken.
- Click on “Review and Release”.

REVIEW AND RELEASE
- Click and check “Release Profile”.
- Note: A locked profile will not be accepted for consideration. You must release your profile.
- Click and check “Data Privacy Statement”.
- A copy of your application is available for printing.
- Click “Complete”.

YOUR CANDIDATE PROFILE IS COMPLETE

After you have registered and completed your Candidate Profile you are ready to login and search and apply for job postings.

While you are logged in, click on “Job Opportunities” at the top of the page to see the Job Search page. The easiest search is by Location, (State). You may also search by selecting a Functional Area by using key words.

You have the option to apply for one or more positions. You will be asked to complete the Summary of Accomplishments. In this section you will need to provide a narrative of your knowledge, skills, and abilities as they relate to the position.
How do I Search and Apply for Positions?

- Click on “Search Our Latest Job Openings” from www.usps.com/employment.
- Use Location (State Name) for searches.
- Click “Start”.
- Click on the underlined position name to open the posting. All information regarding this position will be listed.
- At the top of the screen, click “Apply”.
- Click “Continue” to proceed.
- Previous information from your Candidate Profile will be pre-populated into the application wizard. You may make changes at this time.
- Additional information will be required to be completed including cover letter, Summary of Accomplishments, Driver History, Suitability, EEO & Disability,
- Click “Send Application” to continue.
- Please verify that you have checked off 1.) “Data Privacy Statement” and that you have checked off 2.) “I would like to release my profile so that my data can be considered for other job opportunities as well”.
- Click “Send Application”.
- Thank you for applying for employment with the USPS. Your application was sent.
- You will be receiving a confirmation e-mail that you have successfully applied. Any and all future correspondence will be through your e-mail.

Helpful Hints:

- Reasons for not receiving notification that application was received.
  * You did not provide the correct email address.
  * Your email provider treated the acknowledgement as “spam” and blocked delivery or placed the acknowledgment in the “spam” folder of your email.
  * You did not completely finish your application, check all boxes and send it.
- Keep a record of your username and password.
- You must unlock your profile as part of submitting an application or when you complete your Candidate Profile.
- You must go back at least 7 years in your work history without any gaps. This includes periods of unemployment.
- Candidate Profile is not the actual application. You must search and apply for any and all job postings.
- Please ensure that all required fields are completed.

Compliments of Greater Boston