



A GREAT PLACE to WORK

EVERYONE

Taking care of business is serving everyone the way they want to be served. Our work force of over 780,000 career employees is focused on customer satisfaction. We have daily mail delivery and pick-up for over 130 million households and businesses.

EVERYWHERE

We are a service provider for the worldwide movement of messages, merchandise, and money. With nearly 300,000 delivery employees and 38,000 facilities nationwide, we are located where our customers live or have their businesses.

EVERY DAY

We deliver 41 percent of the world's mail, almost 670 million pieces, everyday. Automation of 5 billion hand-addressed letters saves millions of hours of manual effort. We are moving closer to our goal to be the world's first completely barcoded, fully automated mail stream operation.

We are fulfilling our historic trust to "bind the nation together."



Skilled Maintenance Workers

SKILLED MAINTENANCE JOBS

MAINTENANCE MECHANIC — Performs semiskilled preventive, corrective, and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings and building equipment, customer service, and delivery equipment.

MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT — Performs involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment. Performs preventive maintenance inspections of mail processing equipment, building, and building equipment.

BUILDING EQUIPMENT MECHANIC — Performs involved trouble shooting and complex maintenance work on building and building equipment systems. Performs preventive maintenance and preventive maintenance inspections of building, building equipment and building systems, and maintains and operates a large automated air conditioning system and a large heating system.

ELECTRONIC TECHNICIAN — Performs the full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.



THE EMPLOYMENT PROCESS

We are a large labor-intensive organization that recognizes our employees as one of our most important assets. Our successes are largely determined by the caliber and efforts of our employees. In addition to our entrance examinations, the following eligibility requirements are used to determine employment.

AGE REQUIREMENT: 18 years at the time of appointment or 16 years with a high school diploma.*

CITIZENSHIP: Employees must be a U.S. citizen or permanent resident alien.*

BASIC COMPETENCY IN ENGLISH

SELECTIVE SERVICE: Males born after 12/31/59 must be registered with the Selective Service System when they reach their 18th birthday.*

EMPLOYMENT HISTORY: Applicants must provide the names of their current employer and all previous employers for the 10-year period immediately preceding the date of application or to their 16th birthday, whichever is most recent.

MILITARY SERVICE: Military service is treated as prior employment. Veterans must indicate service and submit Copy 4 of the DD Form 214, Certificate of Release or Discharge from Active Duty.*

CRIMINAL CONVICTION HISTORY: A local criminal check is required prior to employment. A more extensive criminal history check is completed at employment.*

DRUG SCREEN: A qualification for postal employment is to be drug free, and is determined through a urinalysis drug screen.

MEDICAL ASSESSMENT: A medical assessment is conducted to provide information about an applicant's ability to physically or mentally perform in a specific position.

SAFE DRIVING RECORD: A safe driving record is required for employees who drive at work (i.e. city carrier, motor vehicle operator, etc.).

*Interested applicants should start to gather the documentation for these requirements in advance, so that they will be available when needed. These include, notice of registration with Selective Service, appropriate military discharge records, employment eligibility documents, and any other records that are appropriate.

THE APPLICATION PROCESS

EXAM ANNOUNCEMENT — WHERE TO LOOK

- On public bulletin boards in post offices and in local, federal, and state municipal buildings.
- State employment offices.
- Local TV, newspaper, and radio advertisements.
- Community organizations, including minority, women, and veterans' organizations.

Note: Individuals with 10 point veterans' preference and veterans who apply within 120 days of discharge are eligible to reopen certain examinations.

EXAMINATIONS — WHAT IS REQUIRED

- Applicants are required to bring admission notice, picture ID, and two No. 2 pencils.
- Applicants are required to report for the exam on time. Latecomers will not be admitted.
- Applicants must receive a passing score of 70 on the written examination.
- Passing ratings only guarantee further employment consideration to applicants whose ratings are reached competitively.
- Applicants with passing ratings are required to complete within a specific time frame a supplemental application describing their knowledge, skills, and abilities.
- Applicants determined qualified will continue the process for employment consideration.

REASONABLE ACCOMMODATION — HOW TO REQUEST

The Postal Service makes reasonable accommodation for the known disabilities of qualified job applicants when such assistance is requested. Such accommodations are typically provided on a case-by-case basis. We provide contact information in exam scheduling material of where to request an accommodation.

ENTRANCE REGISTERS — HOW THEY WORK

Entrance registers list applicants for external hiring consideration. They provide a framework of scores from 70 to 100, adding additional points to passing scores for veterans' preference. Names are arranged in descending score order and the final score consists of the basic examination rating plus any claimed veterans' preference points. By law, eligible disabled veterans are listed at the top of the register before other applicants. These individuals will be required to submit proof of disability.

AN EQUAL EMPLOYMENT EMPLOYER

Equal Employment Opportunity (EEO) is embodied in our nation's laws. It is illegal to discriminate on the basis of race, religion, color, sex, national origin, age (40 and above), physical or mental disabilities, or in reprisal for participating in protected EEO activity.

The Postal Service is unequivocal in its opposition to all forms of discrimination. We are committed to following EEO laws and their application to all employment matters including, but not limited to, recruitment, hiring, training, assignments, promotions, transfers, benefits, and discipline.

POSTAL SERVICE EMPLOYEES CAN EXPECT

- Drug Free Workplace
- Safe Working Environment
- Fairness in Personnel-Related Matters
- Training
- Advancement Opportunities
- Diverse Workforce
- Harassment-Free Workplace

This material is intended as a general reference to be used in conjunction with recruitment. It is not equivalent to an official handbook, manual, or policy statement and may contain representations that are subject to interpretation and potential changes in the laws.



A Professional Friendly Environment



COMPENSATION AND BENEFITS PROGRAMS

COMPENSATION: On top of highly competitive basic pay rates, most Postal Service employees also receive these benefits:

- **COST-OF-LIVING ADJUSTMENTS (COLA).** Help protect pay against inflation. COLA is applied semiannually to basic pay.
- **OVERTIME PAY.** Paid at 1¹/₂ times the applicable hourly rate for work in excess of 8 hours per day, or 40 hours within a workweek.
- **NIGHT SHIFT DIFFERENTIAL.** Paid at a specified dollar rate for all hours worked between 6 p.m. and 6 a.m.
- **SUNDAY PREMIUM PAY.** Paid at 25 percent for work scheduled on Sunday.

HEALTH INSURANCE: The Postal Service pays most costs of the Federal Employees Health Benefits (FEHB) Program providing excellent coverage and flexibility. Employee premium contributions are deducted on a pre-tax basis, making health insurance even more affordable.

RETIREMENT: Federal retirement program provides a defined benefit annuity at normal retirement age and disability coverage.

THRIFT SAVINGS PLAN (TSP): Career employees may immediately contribute to the TSP on a tax-deferred basis, similar to private sector 401(k) retirement savings plans. Employees may after a waiting period receive automatic and matching contributions (up to 5 percent of pay) from the Postal Service.

SOCIAL SECURITY AND MEDICARE: New postal employees get Social Security and Medicare coverage.

LIFE INSURANCE: The Postal Service fully pays Federal Employees' Group Life Insurance (FGLI) costs for basic coverage with an option to purchase additional coverage through payroll deduction.

FLEXIBLE SPENDING ACCOUNTS (FSA): Career employees may participate in the FSA program after one year of service. Tax-free FSA contributions can cover most out-of-pocket health care and dependent care (day care) expenses.

LEAVE: Full-time career employees earn **13 days** per year of generous sick leave to shield against income loss from illness or accident and **10 holidays** per year. Annual leave depends on length of service:

- First 3 years — **13 days** annual leave per year.
- After 3 years up to 15 years — **20 days** per year.
- After 15 years — **26 days** per year.