**United States Postal Service**
*External Publication for Job Posting*

**Branch**
Gateway District

**Job Posting Period**

**Job Title**
RURAL CARR ASSOC/SRV REG RTE

**Facility Location**

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 email addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo account, or use a work or military email address!

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

**Position Information**
TITLE: RURAL CARR ASSOC/SRV REG RTE
GRADE: -
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 2325-07XX
NON-SCHEDULED DAYS: VARIABLE
HOURS: VARIABLE
DRIVING REQUIRED: YES
STARTING SALARY: $19.45 PER HOUR
NO BENEFITS FOR THIS POSITION-WORKS A LIMITED SCHEDULE, FILLS IN FOR THE CAREER RURAL CARRIER ON AN AS NEEDED BASIS. CANDIDATES WILL NEED TO BE PRESENT FOR SCREENING ACTIVITIES, INCLUDING AN INTERVIEW, IN THE FACILITY LOCATION OR VICINITY.

SERIOUS APPLICANTS ONLY NEED APPLY.

FOR ADDITIONAL INFORMATION CONTACT: GatewayEmploymentOpportunities@usps.gov
SALARY RANGE: $19.45 PER HOUR

FINANCE NUMBER:

**Functional Purpose**
Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.
RCA DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

SUPERVISION
Manager, Customer Services; Supervisor, Customer Services; or Postmaster

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
1. Written Exam
Rural Carrier Associates are non-career employees who serve on a rural route. They sort, deliver, and collect all classes of mail up to 70 pounds, along a rural route using a vehicle. Rural carrier associates provide customers on the route with a variety of services, including selling stamp supplies and money orders. They must generally provide and maintain their own vehicle, but are given an equipment maintenance allowance. 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.