



Notice of Vacancy in Assignment(s)

Post this notice on the bulletin board in your station or unit for the full time of posting as shown below. Remove on the date and at the time shown below, retain in your office for as necessary.

Note to Employee: Use Form 1717, *Bid for Preferred Assignment*, to bid for the assignment(s) described below. Your bid(s) must have been received in the Personnel Office no later than the date and time shown below. Under no circumstances will your bid(s) be accepted after the date and time specified. Complete a separate Form 1717 for each position desired and number them in order of preference.

To: ALL CAREER CLERKS

The following position is available for bid DATA COLLECTION TECHNICIAN

DAYS OFF HOURS OF DUTY
TUE/WED 0100-0930-30L

Comments: 582 Operations Quality Improvement, Stat Drivers License required.

Applicant chosen will be on a best qualified basis

Bid Cards (PS FORM 1717-A) must be received in the green bid box outside the MDO's office by closing date shown below.

Date and Time Posted

Date and Time Withdrawn

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX

FUNCTIONAL PURPOSE:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities.

DUTIES AND RESPONSIBILITIES:

1. Collects, records, and analyzes statistical data under any number of national data collection systems.
2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
4. Updates national data bases; maintains and updates records and files.
5. Participates in data collection activities in support of special studies or national programs.
6. Reads and interprets reference manuals and other written materials.
7. May drive a vehicle to other facilities when work assignments require.
8. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0015

DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX

BARGAINING UNIT QUALIFICATION STANDARD

Q0301t

(0301-69XX)

DATA COLLECTION TECHNICIAN

DOCUMENT DATE: September 8, 2009

FUNCTION:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

KNOWLEDGE, SKILLS, & ABILITIES 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 postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.
4. Ability to communicate both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and give directions.
5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
7. Ability to detect patterns to determine how a set of numbers of data are related to each other.
8. Ability to prepare forms, records, tables, and reports.
9. Ability to positively and effectively work and deal with others.
10. Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.

PHYSICAL REQUIREMENTS:

1. Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous exertion involving the following: bending or lifting for prolonged periods of time; and intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.

2. 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.

3. Applicants are required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment in operation or unusual sounds. Hearing aids are permitted.

ADDITIONAL PROVISIONS:

Before being appointed and permitted to drive a government-owned vehicle as an employee, 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.

Doc Date: 09/08/2009

Occ Code: 0301-69XX