



U.S. POSTAL REGULATORY COMMISSION JOB VACANCY NOTICE

VACANCY NUMBER: PRC 04-19
OPEN: JANUARY 8, 2009
CLOSE: JANUARY 26, 2009

POSITION TITLE: OFFICE PRODUCTION ASSISTANT
GRADE: PRC-1
SALARY RANGE: \$39,147 - \$62,634
LOCATION: POSTAL REGULATORY COMMISSION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

The U.S. Postal Regulatory Commission has an exciting employment opportunity for a highly motivated person with document production experience.

OVERVIEW

The U.S. Postal Regulatory Commission is an independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the Commission's mission.

The Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), has given the Commission a new mission to ensure transparency and accountability of the United States Postal Service to foster a viable and efficient postal system. This Office is responsible for establishing and maintaining a modern system to regulate rates, by ensuring Postal Service compliance, by making recommendations based on the analysis of financial reports from the Postal Service, and by preparing annual and periodic reports to Congress. The Office of Accountability and Compliance serves the Commission and Commissioners, the Postal Service, mailers, the U.S. Department of State, and the American Public.

DUTIES

You will support the Office of Accountability and Compliance by providing administrative management support to the organization operations in documents and reports preparations, as well as routine clerical and administrative functions such as drafting correspondence, scheduling appointments, record/files maintenance, travel arrangements, procurement of supplies and equipment, and/or other related administrative activities. As an Office Production Assistant, you will:

- Assist in the preparation of technical reports and related materials. Assembles draft and final documents from hardcopy and electronic materials provided by staff. Documents include Commission reports, orders, information requests, Power Point briefings, and papers for publications. Documents include text, tables, and figures imported from such sources as Word documents and Excel worksheets.

- Enter data in spreadsheets and conducts simple manipulation of data under direction of staff.
- Perform work involving the collection, compilation, and/or tracking of data and statistical information in support of the Office of Accountability and Compliance's program operation.
- Proof read and edit documents for typos, grammar, spelling, and clarity.
- Cite check documents to include verifying data.
- Provide additional administrative support to the Director and Office staff as needed, such as basic project management for the receipt of Postal Service reports, proposals and notices, as well as for the development of Commission reports.
- Obtain and assemble information needed by the Director and Office staff to prepare memoranda, correspondence, and other work products; conducting research to inform work products as needed.

If selected for this position, you will provide administrative support to facilitate the work of others within the Office.

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the Office Director for selection.

To be eligible for consideration, you must have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position. You must meet the technical qualifications described below. Please describe your experience relative to the technical qualifications. We recommend you address each one individually, specifically and completely. Your application must not exceed 8 typewritten pages and should focus on accomplishments which demonstrate possession of each qualification.

Mandatory Technical Qualifications

The following questions are intended to solicit specific information relevant to your rating.

- 1) Describe your experience carrying out editorial functions to prepare manuscripts.
- 2) Describe your experience in producing a final report for publication.
- 3) Describe your knowledge and skill in using computer systems and databases, including WORD, Excel spreadsheets, and Power Point software
- 4) Describe your experience performing administrative support functions (e.g. human resources, travel, files management, and supplies).
- 5) Describe your experience communicating orally with individuals of diverse backgrounds and management levels.

BENEFITS AND OTHER INFO

Benefits

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the **Federal Employees Retirement System** (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use **Health Care Flexible Spending Accounts** for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information

Relocation expenses are not authorized.

You must be a U.S. citizen or national to be eligible for this position.

If you are a male born after December 31, 1959, must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

Where can I get additional information?

You can get forms and additional information from the Commission's human resources office at 202-789-6840

Whom do I contact if I need a reasonable accommodation?

If you need reasonable accommodation for a disability, please contact 202-789-6840. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

HOW TO APPLY

You may use any written format you choose to apply. Be sure your application or resume includes all of the items listed in Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). If your application/resume does not include the required information, you may lose consideration for the job.

We will use your application/resume and mandatory technical qualifications to determine if you meet the minimum qualifications for the job for which you qualify. Please indicate the lowest salary you are willing to accept. Also, submit:

- Your supplemental narrative statement that provides a description and examples of your accomplishments separately addressing each of the Technical Qualifications. Do not exceed two pages per qualification.
- A copy of your most recent performance rating of record.
- A list of training completed in the last five years and dates completed.
- A list of awards received in the last 3 years and dates received.

We will use your responses to the mandatory technical qualifications, your performance appraisal, and your history of training and awards to further evaluate your application.

Submit application or resume to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number PRC: 04-19
901 New York Avenue, NW – Suite 200
Washington DC 20628-0001

Faxed applications will be accepted. Fax to 202-789-6886. Applications will also be accepted by email at personnel@prc.gov.

All applications must be received no later than January 26, 2009.