



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 03-18
OPEN: APRIL 25, 2018
CLOSE: APRIL 30, 2018**

POSITION TITLE: SUMMER INTERN
GRADE: PRC-1
SALARY RANGE: \$18 PER HOUR
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

SECURITY

CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE CONSIDERED: OPEN TO ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission currently has an exciting employment opportunity for a motivated student.

OVERVIEW

The Postal Regulatory Commission is an independent establishment 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 agency's mission.

MAJOR DUTIES AND RESPONSIBILITIES

Interns will be involved in a variety of entry-level assignments designed to provide insight into the challenges and opportunities in the Federal Government. The Summer Intern program is designed to develop potential recruits for career employment, and provide training and work opportunities.

Interns will be responsible for carrying out administrative assignments in the Office of the Secretary and Administration.

Incumbent may perform the following duties:

- Provides general clerical and administrative support for an office within the Commission.
- Uses office automation equipment and a variety of software to produce various documents in draft or final form. Software may include Word, Excel or Powerpoint.
- Reviews and sorts incoming mail and distributes to the appropriate staff and/or office.
- Performs other clerical or administrative duties including photocopying.
- Assists staff members on projects.
- Provides receptionist support.



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 best qualified applicants will be referred to the hiring manager for further consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 40 days after the deadline for applications. You will be notified of the outcome.

To be eligible for consideration, candidates must have experience that has equipped them with the ability, skill and knowledge to successfully perform the duties of this position. Applicants must meet the mandatory qualifications described below.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

MANDATORY QUALIFICATIONS:

- Ability to effectively communicate complex concepts both orally and in writing
- Ability to work in a professional, courteous and polite manner to internal and external customers.
- Ability to organize time and tasks to successfully complete activities
- Ability to collaborate with others in a team
- Problem solving and critical thinking/analytical skills
- Must be able to lift 25lbs

EDUCATION:

To qualify for this position, applicants must be enrolled in an accredited educational institution pursuing a bachelor's degree and have no less than 1 full academic year of collegiate study. Transcript must show completion of at least **30 credit hours** and/or sophomore academic standing.

BENEFITS

If you use public transportation, your transportation costs may be subsidized.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Mrs. Sherri Proctor at 202-789-6869. 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.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.



ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. The Commission also has ethics rules (39 C.F.R. subpart A of part 3000,) and supplemental standards of ethical conduct (5 C.F.R. part 5601). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on an annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

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

WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

HOW TO APPLY

Applications are to be submitted via email to the following email address: employment@prc.gov

In order for your application to be considered complete, the following documents must be submitted:

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience;
3. A minimum of three references (at least one professional)
4. Transcript showing most recently completed coursework and grades

Additionally, applicants are strongly encouraged to submit:

1. Optional Form 3046-0466, Demographic Information of Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

Applications will not be accepted by mail or fax, and all applications must be received by 11:59 pm on April 30, 2018.

For More Information

You can obtain forms and additional information by contacting Mrs. Sherri Proctor at 202-789-6869.