



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 01-21  
OPEN: April 7, 2009  
CLOSE: May 5, 2009**

**POSITION TITLE: DOCKETS CLERK  
GRADE: PRC- 1  
SALARY RANGE: \$24,466 - \$39,134  
LOCATION: POSTAL REGULATORY COMMISSION  
OFFICE OF SECRETARY AND ADMINISTRATION  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001**

The Postal Regulatory Commission has an exciting opportunity for a highly motivated person with excellent attention to detail and experience working with databases.

**This is a permanent position with a part-time work schedule. The duty hours for this position will be Monday through Friday, 12 p.m. to 5 p.m. for a total of 25 hours per week. However, the person selected should be flexible as there will be occasions when it may be necessary to work beyond 5 p.m.**

**AGENCY OVERVIEW**

The 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.

On December 20, 2006, President George W. Bush signed into law the Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), thereby transforming the Postal Rate Commission into the Postal Regulatory Commission. The 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.

**DUTIES**

- Files and maintains filing system for all documents in a docketed and/or undocketed proceeding, including transcripts, confidential material and library references.
- Receives and examines documents to ensure that they are in compliance with the Commission's Rules of Practice and Procedures.
- Records all documents (received and filed) on Formal and Informal Docket Registers and on Chronological Reference Logs, to assist the public, as well as the internal staff, in researching documents and preparing certificates of record in specific proceedings.

- Gathers information to answer inquiries concerning documents filed in a docketed and/or undocketed proceeding; verifies dates of filings, deadline dates for filing documents, and hearing dates; receives and fills requests for copies of documents.
- Maintains logs used to record citations of all Commission-issued documents that have been published in the Federal Register.
- Prepares the record for rate, mail classification, complaint and appeals for Post Office closings proceedings, which consists of: analyzing and determining the documents to be included therein; examining transcripts of hearings to assure the accuracy of all page numbers and that all documents indexed at the hearing are included; making transcript corrections in the formal copy; examining direct testimony and exhibits received from the reporter to assure that the documents are included; and typing and proofing the listing of all documents to be included with the corresponding numbers.

## **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 Mandatory Technical Qualifications below. We recommend you address each one individually, specifically and completely. Your application should focus on accomplishments which demonstrate possession of each qualification.

### **Mandatory Technical Qualifications**

1. Extensive experience using database management systems and software
2. Ability to maintain accurate records and data files
3. Ability to work with large amounts of data in complex databases
4. Ability to complete tasks with accuracy and timeliness
5. Ability to solve problems through effective analyses and research
6. Ability to collaborate with others in a team
7. Ability to effectively communicate complex concepts both orally and in writing

## **BENEFITS AND OTHER INFO**

· The Federal Employees Health Benefits Program has many plans to choose from all at very reasonable rates, which can be paid from pre-tax income.

· The Federal Employees Retirement System is one of the premier retirement programs in the Nation. The program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security.

- Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents.
- The leave program offers exceptional time off benefits including annual leave, sick leave, family medical leave, and 10 paid holidays per year.
- You may be eligible for career development and enrichment training; family friendly policies, such as flexible work schedules; and Employee Assistance Programs.
- If you commute using public transportation, you may be eligible for a transit subsidy.
- Convenient location near the Metro Center, Gallery Place and Convention Center/Mt. Vernon Square Metro stations.
- Flexible Spending Accounts for out of pocket health care expenses and/or child care expenses.

### **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 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.

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

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 to determine if you meet the minimum qualifications for the position. 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 Mandatory 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.

**Submit application or resume to:**

Postal Regulatory Commission  
Attn: Personnel Officer  
Vacancy Number PRC: 01-21  
901 New York Avenue, NW – Suite 200  
Washington DC 20268-0001

Interested applicants are strongly encouraged to submit their applications electronically either by fax or email. Faxed applications should be sent to 202-789-6886. Email applications can be sent to [personnel@prc.gov](mailto:personnel@prc.gov).

All applications must be received no later than May 5, 2009.