



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 02-12  
OPEN: FEBRUARY 7, 2012  
CLOSE: FEBRUARY 17, 2012**

**POSITION TITLE:** CONSUMER AFFAIRS/DOCKETS ASSISTANT  
**GRADE:** PRC-2  
**SALARY RANGE:** \$46,504 - \$74,405  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF SECRETARY AND ADMINISTRATION  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001  
**WHO MAY BE:** OPEN TO ALL US CITIZENS  
**CONSIDERED**

The Postal Regulatory Commission has an exciting opportunity for a highly motivated and skilled person with experience in administrative/clerical support. This position will be stationed in the Commission's reception area. The hours for this position are from 8:00 am until 5:00 pm.

**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 directly contribute to the Commission's mission.

**MAJOR DUTIES AND RESPONSIBILITIES**

Serves as back-up to the Dockets Systems Coordinator:

- Files and maintains filing system for all documents in a docketed and/or undocketed proceeding, including transcripts and library references.
- Receives and examines documents to ensure that they are in compliance with the Commission's Rules of Practice and Procedures for distribution to the internal staff and recording.
- 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.
- Completes other assignments as requested by the Dockets System Coordinator, the Secretary & Director or Assistant Director for the Office of the Secretary and Administration.
- Assists the Customer Relations Specialist with the following:
  - 1) Maintaining log "Requests for post office status" sent to USPS to aid in determining "ripeness" of appeals on a daily basis.
  - 2) Maintaining log of all accepted appeals on a daily basis to avoid duplication.
  - 3) Setting up merge letters for handling correspondence for various Dockets and processes on a daily basis.
  - 4) Setting up Excel spreadsheet for USPS Consumer and Industry Contact log and updates as needed for use in preparing mail merge for outgoing letters.
  - 5) Expediting processing of appeals by working with the Office of General Counsel to photocopy appeal letters to send out participant statements to appellants in timely manner.
  - 6) Assisting with review of correspondence prior to filing in public comment file for nature of service cases to ensure accuracy of responses.

## **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.

### **Mandatory Qualifications**

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Specific Critical Competencies include:

1. Ability to effectively communicate complex concepts both orally and in writing
2. Ability to organize time and tasks to successfully complete activities
3. Ability to collaborate with others in a team
4. Knowledge management skills

5. Problem solving, critical thinking/analytical, and investigative/research skills
6. Records management skills
7. Knowledge of the Docket Organization System

#### **Education and Experience:**

- A. Successful completion of a full 4-year course of study in an accredited college or university leading to a Bachelor's degree.

OR

- B. Equivalent combinations of successfully completed education and experience may be used to meet the total experience requirements.

#### **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.

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.

### **Reasonable accommodation**

If you need reasonable accommodation for a disability, please contact 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 United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

### **Veterans Information**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

### **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 on your application materials, 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, 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****Applicants are required to submit the following:**

1. Resume showing relevant experience; (cover letter optional)
2. Veteran's Preference documentation: DD214, VA letter, SF-15 (if claiming 10 pt. preference)

**Applicants are strongly encouraged to submit:**

1. Cover letter, one page maximum
2. Five-year salary history
3. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)

**Submit application materials to:**

1. Email: [prc0212@prc.gov](mailto:prc0212@prc.gov)
2. Postal Regulatory Commission  
Attn: Personnel Officer  
Vacancy Number: PRC 02-12  
901 New York Avenue, NW, Suite 200  
Washington, DC 20268-0001
3. Faxed applications will be accepted, fax to 202-552-0862.

All applications must be received by 5 pm on February 17, 2012.

**For more information:**

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