



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 12-16
OPEN: APRIL 15, 2016
CLOSE: MAY 6, 2016**

POSITION TITLE: DATA ANALYSIS INTERN
GRADE: PRC-1
SALARY RANGE: \$18 PER HOUR
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF ACCOUNTABILITY AND COMPLIANCE
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

Incumbent will perform duties in the following:

- *Data Entry and Analysis* - performing excel spreadsheet work for various cases including entering data and analyzing trends.
- *Research Assistant* - research previous Commission work, industry trends, and other postal operators, in preparation for a report on how well current rules and regulations are working.
- Other general office administrative duties as assigned.

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:

- Demonstrated ability to perform analysis using Microsoft Excel
- 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

EDUCATION:

To qualify for this position, applicants must have completed 2 full academic years of collegiate study. Transcript must show completion of at least **60 credit hours** and/or junior 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.

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

You must apply through the online application system at www.USAJOBS.gov. Follow the prompts to register, answer a few questions and submit all required documents.

If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.

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

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

Additionally, applicants are strongly encouraged to submit:

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary) http://www.prc.gov/prc-pages/about/hr/OMB_FORM_3046-0046.pdf

All applications must be received by 11:59 pm on May 6, 2016.

If you plan to submit the application by mail, please send your application at least two weeks before the deadline as mail to federal government agencies in Washington, DC may be delayed by security screening procedures.



Mailed applications will be accepted at the following address:

Postal Regulatory Commission
901 New York Ave., NW Suite 200
Washington, DC 20268-0001
ATTN: Vacancy # PRC12-16

Applications will not be accepted by fax.

For More Information

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