



**POSTAL REGULATORY COMMISSION**  
**JOB VACANCY NOTICE**  
**VACANCY NUMBER: PRC 05-21**  
**OPEN: JULY 13, 2021**  
**CLOSE: JULY 27, 2021**

**POSITION TITLE:** MANAGEMENT ASSISTANT (TERM)  
**GRADE:** PRC-1  
**SALARY RANGE:** PRC 1 \$49,157–\$78,167  
**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 THE PUBLIC  
**APPLICATION PERIOD:** TWO WEEKS OR UNTIL 150 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

#### **SUMMARY**

The Postal Regulatory Commission, Office of Secretary and Administration (OSA), currently has an exciting three year term employment opportunity for a motivated, organized, and detail-oriented management assistant. OSA provides management and staff support to the Commission's operational offices and is responsible for the Commission's administrative services and operations. OSA staffs a small and highly-skilled administrative team that ensures that the Commission has the physical, financial, technology and human capital infrastructure needed to accomplish its mission. The Commission's administrative staff identifies and proposes process improvements, implements strategic plans, and provides support to ensure the success of the Commission's mission among the operational offices.

#### **LEARN MORE ABOUT THIS AGENCY**

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the United States Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the public.

#### **WORK ENVIRONMENT**

The Commission annually ranks as one of the best places to work in the federal government, scoring high in employee engagement and environment. This position has an in-office requirement and is not telework eligible. This position is hired under a three-year term and is eligible for career conversion depending on funding availability.



## MAJOR DUTIES AND RESPONSIBILITIES

As a Management Assistant, you will perform a diverse array of administrative tasks in support of the Office of Secretary and Administration (OSA). This position will assist in the day-to-day operations of the Commission; combining a host of routine clerical and administrative tasks with the opportunity to be involved in special projects that enhance the work of the Commission. The ideal candidate for this position is organized, independent, and someone who excels at bringing pieces of a puzzle together to create the big picture. This position is part of a small team that handles all Commission operations and requires a host of versatile skills that allow the candidate to perform different types of work.

Working under the direction of the Secretary, this position will perform duties as assigned with the opportunity to provide innovative recommendations to help improve Commission initiatives.

Specifically the Management Assistant will:

- Serve as assistant to the Secretary and Chief Administrative Officer in providing and executing a range of executive administrative tasks, functions, and actions on various aspects of OSA responsibilities to include coordination, synchronization, and integration of information across OSA's organizational components.
- Provide administrative and clerical support at the Commission's office that includes disseminating office mail, coordinated ordering of supplies, answers telephone calls and greeting visitors.
- Handle administrative facilities issues and maintain knowledge of the functioning and operation of the facility; oversees the issuance of keys, parking passes, identification badges, proximity cards, and other access credentials for Commission employees, contract employees and visitors.
- Maintain an up-to-date database inventory of furniture, equipment, and supplies that are ordered and delivered to employees; initiates and coordinates procurement requests. Use a variety of office software in support of OSA.
- Specific administrative support areas include telework, travel, time and attendance, leave, supply procurement and inventory, and work plans. Uses technology-based tools (spreadsheet software, etc.) to facilitate and manage the Commission's telework schedules and office space needs.
- Prepares written correspondence on a variety of administrative issues and/or checks and proofreads correspondence for accuracy in grammar, style, and format.

The Commission, specifically OSA, will rely heavily upon this position for accuracy and timeliness in the completion of assigned tasks. Work activities typically support multiple projects/programs and contribute to the objectives of one or more organizational units within OSA.

## QUALIFICATIONS AND EVALUATION

To be eligible for consideration, your application materials must demonstrate that you possess at least one year of **specialized experience** that has equipped you with the ability, skill, and knowledge to successfully perform the duties of this position described above. 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.

You will be evaluated based on your cover letter and resume. The best-qualified applicants will be referred to the Secretary for further consideration and possible interview.



**SPECIALIZED EXPERIENCE** includes, but is not limited to, experience in the following:

- Planning, managing, and executing the office's daily administrative functions and work flow.
- Performing administrative support functions (travel, schedules, calendars, meetings, office events, communication with other offices).
- Managing a workload comprised of diverse tasks, varying processes, and compound deadlines in the areas of administrative support, personnel matters, travel administration, telework, facilities coordination.
- Organizing, tracking, and analyzing information from several sources for a wide variety of programs.
- Skill in using various office automation systems computer software programs including Microsoft Word, Excel, Sharepoint, Powerpoint and other programs as needed to prepare documentations.
- Drafting, reviewing, and editing correspondence with knowledge of grammar, spelling, punctuation, and proofreading
- Skill in interpersonal communication, ability to work collaboratively with others to achieve group goals and objects, foster teamwork and enhance team effectiveness.

## **EDUCATION**

Education is not qualifying for the PRC-1 level.

## **BENEFITS**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.

For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.

You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2021>

If you are a current Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

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 may participate in the **Flexible Spending Account (FSA)** program 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.



## CONDITIONS OF EMPLOYMENT

- This position is not telework-eligible.
- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- You will be required to participate in direct deposit.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- You must successfully pass a background investigation.
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- The Postal Regulatory Commission uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.

## 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 3001 and supplemental standards of ethical conduct [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.

## REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office via email at [HR@prc.gov](mailto:HR@prc.gov) or 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.

## VETERAN INFORMATION

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an Application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedshireVets](#).

## 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, on 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 online application is submitted you will receive a confirmation notification by email. After we receive application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

### **ADDITIONAL INFORMATION**

**Receiving Service Credit or Earning Annual (Vacation) Leave:** Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

### **HOW TO APPLY**

**You must apply through the online application system at [www.USAJOBS.gov](http://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:**

1. Cover Letter (no more than two pages)
2. Resume must contain the following information:
  - a. name
  - b. address
  - c. contact information
  - d. *If you are claiming veteran preference, you must indicate the type of veterans preference you are claiming on your resume*
  - e. detailed work experience related to this position as described in the major duties including:
    - i. dates of employment
    - ii. title
    - iii. grade (for Federal employment)



f. education

3. Current and former Federal employees must submit a copy of your last or most recent SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy. (The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive])

- a. Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.

4. Five point veterans must submit a DD214 (member 4 copy)

***Failure to provide this documentation will result in your application not receiving 5-point preference.***

5. Ten point veterans ***must*** submit the following:

- a. A copy of your DD214
  - b. Application for 10-point Veteran's preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)
  - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
  - d. If you're currently serving on Active Duty: submit a letter from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

***Failure to provide this documentation will result in your application not receiving 10-point preference.***

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>

**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)  
[http://www.prc.gov/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

**Application packages will NOT be accepted via email, mail or fax. All applications must be received by 11:59 pm on July 27, 2021.**

This vacancy announcement will be open from July 13, 2021 to July 27, 2021 or until 150 applications have been received, whichever occurs first. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

#### **For More Information**

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