

QUALIFICATIONS

U.S.Postal Service

**MAINTENANCE SUPPORT CLERK (P7-07)
OCCUPATION CODE: 0303-02XX**

BARGAINING UNIT QUALIFICATION STANDARD0303b
(0303-02XX)

MAINTENANCE SUPPORT CLERK

DOCUMENT DATE: MARCH 16, 2019**FUNCTION:**

Performs a variety of data collection and processing tasks in support of scheduling, planning, controlling, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts, and tools; and analyzes maintenance operations and recommends and implements changes or improvements.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

Knowledge of computer systems refers to the terminology, usage, and operating characteristics of computer terminals as data input and information monitoring devices used for obtaining reports or information.

Knowledge of word processing systems refers to the functions of the components in a word processing system (e.g., disc drive, keyboard, diskette) and an understanding of techniques and procedures used for input, revision, editing, formatting, and printing.

Ability to work and deal with people refers to working in cooperation and interacting positively with customers and coworkers, exercising courtesy, etiquette, and self-control.

Ability to communicate orally refers to expressing spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

Ability to follow oral instructions refers to comprehending and executing spoken directions, steps, or procedures used in performing office tasks and work assignments.

Ability to work without immediate supervision refers to the ability to perform the duties of the position (e.g., planning and executing work activities) safely and efficiently without direct supervision.

Ability to operate programmed or programmable keyboard devices refers to understanding and applying written instructions and using specific function keys to control the operation of equipment or systems such as word processing systems or data entry/computer terminals.

Ability to work while under pressure refers to performing the duties of the position safely and effectively under time constraints, stress, or in emergency situations.

Ability to read and understand graphs, charts, and/or tables refers to using and understanding information presented in graphs, tables, and diagrams (e.g., maintenance reports, handbooks, and catalogs).

Ability to compile and summarize information refers to understanding and evaluating oral or written information (e.g., operations data, computer outputs) and condensing it into tables, charts, or brief narratives.

Ability to review incoming materials refers to examining incoming shipments of supplies, parts, tools, and other items for variations in quantity, specifications, and conditions.

Ability to prepare maintenance work orders and schedules refers to determining work requirements and materials, establishing priorities, and planning assignments to match workload and available resources.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment MP (476).

Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service Test 718.

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.

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