

BARGAINING UNIT QUALIFICATION STANDARD  
2325  
(2325-01XX) RURAL CARRIER

DOCUMENT DATE: November 30, 1987

DESCRIPTION OF WORK:

1. Carriers are required to sort mail into delivery sequence, load mail into their vehicles, including parcels weighing up to 70 pounds, and deliver all mail and parcels to the designated addresses. They must maintain required information and record changes of address, maintain other reports as required, and forward mail where required. They are expected to accept, collect, and deliver all classes of mail on their routes as well as sell stamp supplies and money orders.
2. The duties of this position are arduous and require that the incumbent be in good physical condition. Placing letters and parcels in mail boxes requires careful handling of the vehicle, and frequent shifting from one side of the vehicle to the other.
3. Incumbents of these positions are representatives of the Postal Service and the federal government to the public. It is essential, therefore, that they maintain pleasant and effective working relations with their customers and present an acceptable appearance.

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.

1. Ability to read, understand, and apply written instructions.
2. Ability to perform basic arithmetic computations.
3. Ability to prepare reports and maintain records.
4. Ability to communicate effectively with customers.
5. Ability to work effectively without close supervision.
6. Ability and desire to serve the public effectively as a representative of the federal government.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service Test 460 .

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the arduous duties of this position. A physical examination will be required before appointment. Applicants must have vision of 20/40 (Snellen) in one eye, corrective lenses permitted, and be able to read without strain printed material the size of typewritten characters. The ability to hear is not a requirement for this position.

ADDITIONAL PROVISIONS:

Applicants must have a valid state driver's license and a safe driving record, and must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

Rural carriers shall furnish all necessary vehicle equipment for prompt handling of the mail unless the vehicle is furnished by the Employer. For each day on which a carrier or replacement who is required to provide a vehicle receives pay in an active duty status as a rural carrier, such employee shall be paid for equipment maintenance allowance for the day determined from the applicable schedule.