A GREAT PLACE
to work

CITY Carriers

Fresh air
Exercise
People
EVERYONE
Taking care of business is serving everyone the way they want to be served. Our work force of over 765,000 career employees is focused on customer satisfaction. We have daily mail delivery and pick-up for over 130 million households and businesses.

EVERYWHERE
We are a service provider for the worldwide movement of messages, merchandise, and money. With nearly 300,000 delivery employees and 38,000 facilities nationwide, we are located where our customers live or have their businesses.

EVERYDAY
We deliver 41 percent of the world’s mail, 630 million pieces, everyday. Automation of 5 billion hand-addressed letters saves millions of hours of manual effort. We deliver 41 percent of the world’s mail, 630 million pieces, every day. Automation of 5 billion hand-addressed letters saves millions of hours of manual effort. We deliver 41 percent of the world’s mail, 630 million pieces, everyday. Automation of 5 billion hand-addressed letters saves millions of hours of manual effort.

THE APPLICATION PROCESS
Enter your metropolitan area. The Postal Service participates in the Federal Employees’ Disability Benefit Program (FEDBP), which is similar to FEGLI. Career postal employees may participate in the Federal Employees’ Group Life Insurance (FEGLI) Program. The cost of coverage is fully paid by the Postal Service, with the option to contribute to TSP on a tax-deferred basis, and may receive automatic and matching contributions (up to 5 percent of pay) from the Postal Service.

COMPENSATION/BENEFITS PROGRAMS
The Postal Service offers numerous benefits to its career employees, including competitive pay rates, career development opportunities, flexible work arrangements, and comprehensive health care benefits. The Postal Service participates in the Federal Employees’ Disability Benefit Program (FEDBP), which is similar to FEGLI. Career postal employees may participate in the Federal Employees’ Group Life Insurance (FEGLI) Program. The cost of coverage is fully paid by the Postal Service, with the option to contribute to TSP on a tax-deferred basis, and may receive automatic and matching contributions (up to 5 percent of pay) from the Postal Service.

RETURN TO WORK
The Postal Service offers a generous leave program to career employees, including annual leave, sick leave, and leave for personal business. Career employees are eligible for retirement savings plans offered by private sector employers. Employees who apply within 120 days of discharge are eligible for reemployment after a reasonable period of reemployment.

RETIREMENT PLAN
The Postal Service offers employee retirement plans, including the Thrift Savings Plan (TSP) and the Federal Employees’ Retirement System (FEPS). Employees who apply within 120 days of discharge are eligible for reemployment after a reasonable period of reemployment.

REASONABLE ACCOMMODATION REQUESTS
The Postal Service makes reasonable accommodation for the known disabilities of qualified job applicants when such assistance is requested. Such accommodations are typically provided on a case-by-case basis. We encourage you to contact us if you require an accommodation.

EXAM ANNOUNCEMENTS - WHERE DO I LOOK?
We publish examination notices in a variety of sources to inform potential applicants of available positions. These notices may be found in the local newspapers, on the Postal Service’s website, and in other public places, such as post offices, libraries, and community centers.

THE PACKAGING/REINFORCEMENT GUIDE
The Postal Service offers a variety of packaging and reinforcement options to ensure that your items are delivered safely and securely. We encourage you to use high-quality packaging materials and reinforce your packages to prevent damage or loss during transit.

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FLEXIBLE SPENDING ACCOUNTS
The Postal Service offers a flexible spending account (FSA) program to help employees save money on eligible expenses. Employees who apply within 120 days of discharge are eligible for reemployment after a reasonable period of reemployment.

BENEFITS OF THE POSTAL SERVICE
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COMPENSATION/BENEFITS PROGRAMS
COMPENSATION: In addition to highly competitive base pay rates, most Postal Service employees also receive cost-of-living adjustment (COLA), overtime pay, night shift differential, and Sunday premium pay. COLAs help protect pay against inflation and are applied semi-annually to basic pay. Overtime is paid at one and one-half times the applicable hourly rate for work in excess of 8 hours per day, or 40 hours within a workweek. Night shift differential is paid at a specified dollar rate for all hours worked between 6pm and 6am. Sunday premium is paid at 25 percent for work scheduled on Sunday.

HEALTH INSURANCE: The Postal Service participates in the Federal Employees Health Benefits (FEHB) Program, which provides excellent coverage and flexibility with most of the cost paid by the Postal Service. There are many plans available, including both traditional insurance coverage and Health Maintenance Organizations (HMOs). Employee premium contributions are not subject to most taxes, making health insurance even more affordable.

RETIREMENT: The Postal Service participates in the federal retirement program, which provides a defined benefit annually at normal retirement age as well as disability coverage.

THRIFT SAVINGS PLAN: After a waiting period, career postal employees may contribute to the Thrift Savings Plan (TSP), which is similar to 401(k) retirement savings plans offered by private sector employers. Employees contribute to TSP on a tax-deferred basis, and may receive automatic and matching contributions (up to 5 percent of pay) from the Postal Service.

SOCIAL SECURITY AND MEDICARE: Newly hired postal employees are covered under Social Security and Medicare.

LIFE INSURANCE: The Postal Service offers coverage through the Federal Employees’ Group Life Insurance (FEGLI) Program. The cost of basic coverage is fully paid by the Postal Service, with the option to purchase additional coverage through payroll deduction.

FLEXIBLE SPENDING ACCOUNTS: Career employees may participate in the Flexible Spending Accounts (FSA) Program after one year of service. Tax-free FSA contributions can be used to cover most out-of-pocket health care and dependent care (day care) expenses.

LEAVE: The Postal Service offers a generous leave program to career employees that includes annual (vacation) leave and sick leave. For the first 3 years of service, full-time employees earn 13 days of annual leave per year, increasing to 20 days per year after 3 years of service, and to 26 days per year after 15 years of service. In addition, full-time employees earn 13 days of sick leave per year as insurance against loss of income due to illness or accident.

HOLIDAYS: The Postal Service observes 10 holidays each year.
THE EMPLOYMENT PROCESS
We are a large labor intensive organization that recognizes our employees as one of our most important assets. Our successes and failures are largely determined by the caliber and efforts of our employees. In addition to our entrance examinations, the following eligibility requirements are used to determine employment.

AGE REQUIREMENT: 18 years at the time of appointment or 16 years with a high school diploma.*

CITIZENSHIP: Employees must be a U.S. citizen or permanent resident alien.*

BASIC COMPETENCY IN ENGLISH

SELECTIVE SERVICE: Males born after 12/31/59 must be registered with the Selective Service System.*

EMPLOYMENT HISTORY: Applicants must provide the names of their current employer and all previous employers for the 10-year period immediately preceding the date of application or to their 16th birthday, whichever is most recent.

MILITARY SERVICE: Military service is treated as prior employment. Veterans must indicate service and submit Copy 4 of the DD Form 214, Certificate of Release or Discharge from Active Duty.*

CRIMINAL CONVICTION HISTORY: A local criminal check is required prior to employment. A more extensive criminal history check is completed at employment.*

DRUG SCREEN: A qualification for postal employment is to be drug free, and is determined through a urinalysis drug screen.

MEDICAL ASSESSMENT: A medical assessment is conducted to provide information about an applicant’s ability to physically or mentally perform in a specific position.

SAFE DRIVING RECORD: A safe driving record is required for employees who drive at work (i.e., city carrier, motor vehicle operator, etc.).

* Interested applicants should start to gather the documentation for these requirements in advance so that they will be available when needed. For example, notice of registration with Selective Service, appropriate military discharge records, employment eligibility documents, and any other records that are appropriate.

Equal Employment Opportunity (EEO) is embodied in our nation’s laws. It is illegal to discriminate on the basis of race, religion, color, sex, national origin, age (40 and above), physical or mental disabilities, or in reprisal for participating in protected EEO activity.

The Postal Service is unequivocal in its opposition to all forms of discrimination. We are committed to following EEO laws and their application to all employment matters including, but not limited to, recruitment, hiring, training, assignments, promotions, transfers, benefits, and discipline.

POSTAL SERVICE EMPLOYEES CAN EXPECT

- Drug Free Workplace
- Safe Working Environment
- Fairness In Personnel Related Matters
- Training
- Advancement Opportunities
- Diverse Workforce
- Harassment Free Workplace

This material is intended as a general reference to be used in conjunction with recruitment. It is not equivalent to an official handbook, manual, or policy statement and may contain representations that are subject to reinterpretation and potential change by the law.

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THE CITY CARRIER JOB
The Postal Service recruits, tests, screens, selects, and hires qualified applicants for a number of major entry-level jobs, including city carrier. Most new employees are designated as “part-time flexible” (PTF). They are paid at an hourly rate and work a flexible schedule as required by the workflow.

City Carriers are responsible for the prompt and efficient delivery and collection of mail. They travel planned routes to deliver and collect mail and typically cover their routes on foot or by vehicle. They must work outdoors in all kinds of weather, have a current valid state driver’s license and a safe driving record.

Applicants must be physically prepared to do a job that requires standing, walking, reaching, and sometimes handling heavy sacks of mail. They must have good vision (corrective lenses permitted). especially, if their job requires driving.

City Carriers act as representatives of the Postal Service. They must maintain pleasant and effective public relations with customers and others. Since their appearance influences the general public’s confidence in and attitude toward the Postal Service, they are expected to maintain neat and proper personal attire and grooming appropriate to conducting public business, including the wearing of a uniform.
THE EMPLOYMENT PROCESS

We are a large labor intensive organization that recognizes our employees as one of our most important assets. Our successes and failures are largely determined by the caliber and efforts of our employees. In addition to our entrance examinations, the following eligibility requirements are used to determine employment.

AGE REQUIREMENT: 16 years at the time of appointment or 16 years with a high school diploma.*

CITIZENSHIP: Employees must be a U.S. citizen or permanent resident alien.*

BASIC COMPETENCY IN ENGLISH

SELECTIVE SERVICE: Males born after 12/31/59 must be registered with the Selective Service System.*

EMPLOYMENT HISTORY: Applicants must provide the names of their current employer and all previous employers for the 10-year period immediately preceding the date of application or to their 16th birthday, whichever is most recent.

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AN EQUAL EMPLOYMENT EMPLOYER

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Safe Working Environment
Fairness In Personnel Related Matters
Training
Advancement Opportunities
Diverse Workforce
Harassment Free Workplace