



UNITED STATES
POSTAL SERVICE®



**JOIN
OUR
TEAM!**

Postmaster Relief/Leave Replacement

Would you like

challenging
and **rewarding**
work

with the

**United States
Postal Service?**

Are you looking for work that is both rewarding and challenging?

This office is accepting applications for the position of Postmaster Relief/Leave Replacement (PMR/LR). As a Postal Service™ PMR/LR, you will have a continuous, part-time job with a reliable employer.

A PMR/LR performs as a relief or leave replacement during the absence of a postmaster. Postmaster responsibilities include:

- Customer service and community relations.
- Distribution of mail and window service.
- Accountability for and sale of Postal Service retail products.

A PMR/LR assumes the major responsibilities of the postmaster's position during all hours the Post Office™ is open to the public. The number of workdays and hours may vary but usually



includes Saturdays. PMR/LRs must have an attitude of responsive service to customers, present a favorable image of the Postal Service to the community, and be able to interact with and relate well to others.

Salary

The PMR/LR's salary is based on the level and grade of the Postmaster. PMR/LRs on the rolls the last day of the Postal Service's fiscal year (September 30th) will receive an automatic pay increase equal to the percentage increase that corresponds to the National Performance Assessment (NPA) score. (NPA is a web-based system that collects performance-related metrics — such as retail revenue, on-time delivery of express mail, etc. — from source systems across the organization.) The increase is effective in January of the following year.

Development Opportunity

A PMR/LR may be selected for temporary, but continuous, service as an Officer in Charge at a higher rate of pay.

Dual Employment

A PMR/LR is eligible to provide service in other offices as a PMR/LR, temporary relief carrier, or casual employee.

Career Opportunity

When you complete 1 year of continuous employment as a PMR/LR, you may submit a request to your postmaster to take entrance examinations for any two registers used to fill career positions in your Postal Service performance cluster, even though the exams are not open to the public. Your name will be placed on the appropriate hiring register for each exam that you pass, and you may be considered for permanent Postal Service jobs in the location you chose when you took the test.

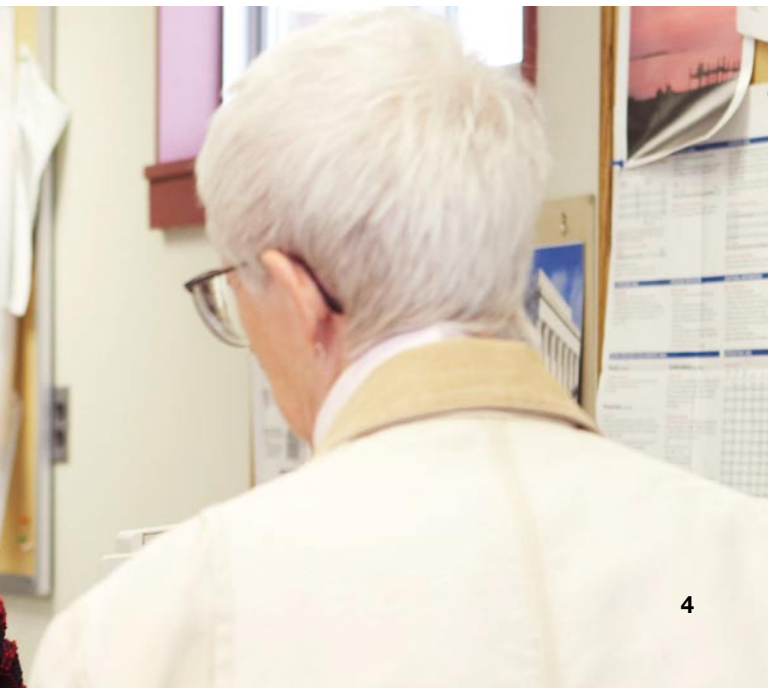
PMR/LRs who meet the 1-year requirement also can apply for some permanent postmaster jobs within commuting distance.



Employment Requirements

We are a large, labor-intensive organization that recognizes employees as our most important asset. Our employees largely determine our success. In addition to passing entrance examinations, applicants must meet the following eligibility requirements:*

- **Age at appointment:** 18 years of age or 16 years of age with a high school diploma.
- **Citizenship:** U.S. citizen or lawful permanent resident alien.
- **Language:** Basic competency in English.
- **Selective Service:** Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- **Military service:** Veterans must treat military service as prior employment and submit copy 4 of form DD 214, *Certificate of Release or Discharge from Active Duty*.



- **Drug screening:** Applicants must undergo a urinalysis drug screening to ensure that they are drug-free.
- **Employment history:** Applicants must provide the names of all employers (including current employers) for the 10-year period immediately preceding the date of application.
- **Criminal conviction history:** A criminal conviction record check is conducted on all applicants for Postal Service employment.

*Interested applicants should gather required documentation in advance. This may include notice of registration with Selective Service, military discharge records, and employment eligibility documents.

How to Apply

Contact your local postmaster or personnel office for an application.

Equal Employment Opportunity

Equal Employment Opportunity (EEO) is embodied in our nation's laws. It is the policy of the Postal Service not to discriminate in personnel decisions on the basis of (1) race, color, religion, sex, national origin, age, or disability, as provided by law, or (2) other nonmeritorious factors such as political affiliation, marital status, sexual orientation, or gender identity.

The Postal Service is firmly opposed to all forms of discrimination and harassment. We are committed to following EEO laws and their application to all employment matters including recruitment, hiring, training, assignments, promotions, transfers, benefits, and discipline.



A Professional, Friendly Environment

Postal Service employees can expect the following:

- A safe and secure working environment.
- Fairness in personnel-related matters.
- Training.
- Advancement opportunities.
- A diverse workforce.

This material is intended as a general reference for recruitment purposes. It is not equivalent to an official handbook, manual, or policy statement and may contain information subject to interpretation and changes in the laws.

The Postal Service is committed to building and maintaining a diverse and motivated workforce — a goal reinforced in the Postal Service's Transformation Plan.



Publication 183
May 2006

PSN 7610-08-000-3858