



June 30, 2008

POSTMASTERS
PLANT MANAGERS

SUBJECT: MAINTENANCE INSERVICE ANNOUNCEMENT
Building Equipment Mechanic, Level 9
Electronic Technician, Level 10
Maintenance Mechanic, Mail Processing Equipment, Level 9

OPEN: JULY 1, 2008

CLOSE: JULY 31, 2008

Please post this notice for the attention of all your career employees. Employee Maintenance Position Selection Form **MUST** be received by close of business July 31, 2008.

A handwritten signature in black ink, appearing to read "Joanne Zaffarese", with a long horizontal flourish extending to the right.

Joanne Zaffarese
cc: Executive Staff

Attachment

PLEASE POST – OPEN TO ALL EMPLOYEES

INSERVICE ANNOUNCEMENT

TO: ALL INSERVICE EMPLOYEES

CENTRAL NEW JERSEY PERFORMANCE CLUSTER

MAINTENANCE SELECTION SYSTEM (MSS)

Authorization has been given to establish an Inservice register for the following positions:

Building Equipment Mechanic, Level 9
Electronic Technician, ET 10
Maintenance Mechanic, Mail Processing Equipment, Level 9

This Inservice Register will be used to fill any vacancies not filled by In-craft procedures.

The register established by this posting will be used to fill vacancies in the Central NJ District. All interested career employees in Central New Jersey are invited to apply for these positions.

Opening Date: July 1, 2008

Closing Date: July 31, 2008

Complete the attached Employee Maintenance Position Selection Form and return by COB July 31, 2008:

Examinations
Attn: MSS
U S Postal Service
21 Kilmer Rd
Edison NJ 08899-9422

Candidate Supplemental Application (CSA) booklets will be mailed to all eligible employees who submit the Employee Maintenance Position Selection Form by close of business, July 31, 2008.

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PROCESS FOR CONSIDERATION AS AN APPLICANT:

1. Complete the Employee Maintenance Position Selection Form by closing date on this form.
2. Complete and return the CSA book that will be mailed to you.
3. Complete and return PS Form 8085 that will be mailed to you.
4. Satisfactorily complete an interview which will be given to you by a three-member panel.
5. Successfully complete the examination that is based on your KSA's, which will be scheduled after you have finished steps 1, 2, and 3 above.

EMPLOYEE MAINTENANCE POSITION

SELECTION FORM

Employee Name: _____

Employment Office: _____

Mailing Address: _____

Social Security Number (SS#): _____

RETURN THIS FORM BY:

JULY 31, 2008

You must return this form with a check mark beside the position(s) you are interested in, *by the deadline listed above*, in order for you to receive a Candidate Supplemental Application Booklet.

Mail completed form to: Examinations
Attn: MSS
21 Kilmer Road
Edison NJ 08899-9422

POSITION TITLE/LEVEL

Check box

Group A (Exam 931)

Building Equipment Mechanic, Level 9

Group B (Exam 932)

Electronic Technician, Level 10

Group C (Exam 933)

Maintenance Mechanic,
Mail Processing Equipment, Level 9

Employee Signature Required

Date Signed