

United States Postal Service

SONOMA County Post Offices are Hiring

Work for an ESSENTIAL company and make a difference in your community.
SONOMA County Post Offices are hiring the following essential workers:

City Carrier Assistant

Do you like to work independently? Like to be outdoors? Want to get your daily exercise while being paid to work? The City Carrier Assistant position may be just the job you've been waiting for. The City Carrier Assistant position is a rewarding job providing an essential service to your community. This is an entry level position and your first step to a career position with full benefits.



USPS CAREER APPOINTED POSITION BENEFITS

- Steady Income with Regular Pay Raises
- Employment with an Essential Company
- Health, Dental, Vision Insurance Plans
- Life Insurance / Long Term Care Insurance
- Flexible Spending Account (medical & dependent care pre-tax)
- Retirement Plan and 401K with Employer Matching Funds
- 10 Paid Holidays / 2 to 5 Week Annual Leave / Sick Leave
- Overtime / Night Differential / Sunday Premium
- Career Development / Training / Advancement Opportunities (Mgrs / Postmaster / Marketing / Finance / Human Resources / IT positions)
- Employee Deals and Discounts: Phone Plans, Fitness Center, Computers, Pet Insurance, Identity Threat Plan, College Discounted Tuition and Scholarships, Entertainment, Hotel, Rental Cars, Movie Tickets Discounts
- Postal Credit Union

COVID-19 precautions and safety measures have been implemented and are strictly observed to protect all our employees.

Requirements: Citizenship or Permanent Resident Status 5yr U.S. residency / High School Graduate or Equivalent / must pass background investigation, drug screening, and job assessment / driving positions require valid California Driver License and 2 year driving history.

- HOW TO APPLY FOR U.S. POSTAL SERVICE JOBS -

New positions are posted online weekly. Please visit our website frequently to ensure that you do not miss this opportunity. Applicants must submit application on-line from a personal computer.

- go to: **USPS.COM/CAREERS**
- click on the **SEARCH JOBS** button
- enter the name of the city where you'd like to work in the Keywords box
- click the **START** button and follow the instructions to create your profile and submit your application

Search for Apply Online: **USPS.COM/CAREERS**



Thank you for considering USPS® as an Employer of Choice, we hope to hear from you soon!

STEP 1:
CREATE AN ACCOUNT

STEP 2:
SEARCH OPEN JOBS

STEP 3:
APPLY ONLINE

Applying for a Job at the U.S. Postal Service®

BEFORE YOU START

- ♦♦ Make sure you have time to complete the entire process; it may take up to ninety minutes.
- ♦♦ Use a supported browser. Supported browsers include; Internet Explorer IE 7-11, Mozilla Firefox, Chrome, and Safari.
- ♦♦ Ensure Adobe PDF Reader is installed and enabled in supported browsers.

NOTE: Our system is not compatible with mobile devices.

INSTRUCTIONS FOR APPLYING

1. Go to usps.com/careers
2. Under "USPS Account" select either **Create an account** or **Log in to your account** if you have registered or applied with USPS before. Sign in with your User Name and Password.
3. The system will walk you through your Profile Roadmap. Please enter/update your profile with the most recent information.
4. Apply for open positions by clicking on **Search Now**. You can search by keyword, location, and/or functional area.

HELPFUL APPLICATION TIPS

- ♦♦ Items marked with an asterisk (*) are mandatory and must be completed to move on to the next page.
- ♦♦ Review the requirements listed on the job posting. To ensure that your application is complete, address how your skill set, education and training matches each of the requirements.
- ♦♦ When completing the **Summary of Accomplishments** section, we suggest that you write about how your skill set, education and training matches the posting in a supplemental document and attach it to your application.
- ♦♦ We suggest that you upload a current resume, if you have one.

It is the policy of the United States Postal Service (USPS) to provide equal employment opportunities and prevent employment discrimination. The USPS seeks to attract and retain a diverse workforce in which employees respect and value each other's differences and work to promote collaboration, flexibility and fairness so that all employees are able to participate and contribute to their full potential.

The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process. If you desire an accommodation, please make your request to the examiner, selecting official, or local manager of Human Resources. Your request can also be made by someone on your behalf. Explain how the process presents difficulty and the accommodation you desire. Decisions to grant accommodations are made on a case-by-case basis.