

United States Postal Service

USPS Entry Level Positions

If you are looking for a job providing an essential service that will turn into a career with good benefits, retirement plan, and advancement opportunities then the U.S. Postal Service can deliver for you. USPS San Francisco District frequently hires the following positions throughout the year.



CITY CARRIER & CITY CARRIER ASSISTANT: The City Carrier is a career appointed position and the City Carrier Assistant is an entry level carrier position with limited benefits until conversion to the career position. Delivers mail in a city setting. This is a physical, fast paced, outdoor position that requires continual lifting and carrying packages. Applicants need to have a good driving record, an aptitude to operate handheld GPS/scanner, and the ability to work independently. Weekends required.



RURAL CARRIER ASSOCIATE (RCA): This is an entry level rural carrier position with limited benefits until conversion to the career position. Delivers mail in a rural setting. Driving and heavy lifting required. Applicants need to have a good driving record, an aptitude to operate handheld GPS/scanner, and the ability to work independently. Weekends required. RCAs work in Half Moon Bay, Moss Beach, North Bay and Northern California post offices.



ASSISTANT RURAL CARRIER (ARC): This is a part-time job delivering packages on Sunday and holidays. May also deliver mail on Saturdays. Driving and heavy lifting required. No benefits provided for this position. ARCs work in Half Moon Bay, Moss Beach, North Bay and Northern California post offices.



PSE SALES & SVCS / DISTRIBUTION ASSOCIATE: Performs a variety of activities including package/parcel distribution, scanning, receive and process incoming mail, load/unload trucks, prepare outgoing mail for transport, and may provide customer service at the retail counter. Work is indoors in a local post office or station. Most shifts are early morning. Weekends required.



PSE MAIL PROCESSING CLERK: Processes mail using mail processing automation equipment. The PSE MPC may scan packages to capture delivery information, load mail on to automation equipment, run automation equipment, and then prepare the mail for transport to its next destination. Work is in a large plant or processing center. Weekends required. May be assigned to evening or graveyard shift.



MAIL HANDLER ASSISTANT: Loads and unloads mail transport equipment on and off tractor trailers, transports mail between processing distribution area and truck docks, loads packages onto conveyer belts, may also operate heavy equipment such as an electric forklift or jitney. Work is in a large plant or processing center. Weekends required. May be assigned to evening or graveyard shift.



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.