



June 5, 2018

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail: 7013 1710 0001 0522 6763

Dear Brian:

The Postal Service proposes to revise the Qualification Standards for the Secretary Position (P7-07), Occupation Code: 0318-0004.

Under the proposed change, Exam 713 will replace the currently required Exam 712. This will result in a reduction of the typing requirement from 45 to 30 words per minute. This change will not impact incumbents in the subject position.

We have enclosed:

- A copy of the proposed final draft of the Qualification Standards, one with and one without changes.
- A copy of a narrative explanation of the purpose and impact of the changes.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004

BARGAINING UNIT QUALIFICATION STANDARD

0318
(0318-0004)

SECRETARY

DOCUMENT DATE: ~~December 16, 1999~~TBD

FUNCTION:

Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

Knowledge of requirements for formatting and preparing documents such as letters, reports, and presentation materials. Knowledge of English composition, grammar, punctuation, and spelling. Ability to operate computer systems or applications such as word processing, data entry, and graphics software. Ability to establish and maintain office and database filing systems and to accurately file and retrieve individual records. Ability to locate, read, and comprehend written reference materials such as handbooks, manuals, bulletins, and directives. Ability to review prepared materials for accuracy and completeness. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 45 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 712 713.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Applicants will be required to hear the conversational voice; hearing aids are permitted.

Doc Date: ~~06/29/2015~~TBD

Occ Code: 0318-0004

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OCCUPATION CODE: 0318-0004

BARGAINING UNIT QUALIFICATION STANDARD0318
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Doc Date: TBD**Occ Code:** 0318-0004

Narrative Statement:

The Postal Service proposes to revise the Qualification Standards for the Secretary (P7-07) Position. Due to changes in office automation technology and software commonly used, we have determined Exam 713 will be the new typing requirement for the Secretary (P7-07) Position and will replace the currently-required Exam 712. This change will result in a reduction of the typing requirement from 45 to 30 words per minute for the Secretary (P7-07) Position. Further, we believe this change will improve the relevance and efficiency of our selection process. This change will not affect current incumbents, but will affect future applicants for entry into the Secretary (P7-07) Position.