



# Asian American Heritage Committee

May 20, 2004

[www.pittsburgh.feb.gov](http://www.pittsburgh.feb.gov)

Well another successful year has come to an end and I would like to thank everyone for their help and support.

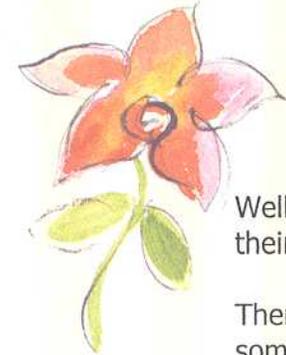
There will be a need to discuss a few things at our first meeting of the new year, sometime in August/September. Just to give you something to do over the summer, think about the following:

- The student application package
- Heinz History Center
- Committee attendance
- Any other significant items

Donna would like to have a listing from each of the groups of all participants at the Heinz History Center on Saturday, May 8. Even though she has the sign in sheets from the History Center, some names may have been left off and she would like to get certificates out to everyone. Either mail or e-mail them to her.

Now, a word or two from LISA:

I realize that I was a bit remiss at the luncheon but you must understand my total surprise. First of all I didn't know of the award or about any of the scheming that took place to get me to attend the luncheon. Then to find out that the Committee was giving me an appreciation award! Well, I was just overwhelmed by emotion and totally forgot to thank everyone. So I would like to take this opportunity to thank each of the Committee members for thinking about me and giving me such a beautiful gift. I'll try again this year to help the Committee by selling the Entertainment Books but we also need to make it a Committee effort to sell as many as we can. Again, thank you to the Committee – it was a moment I'll never forget!



# PLEASE POST



UNITED STATES  
POSTAL SERVICE

## JOB OPPORTUNITIES

### DATA CONVERSION OPERATOR POSITIONS AT THE REMOTE ENCODING CENTER EAST PITTSBURGH, PA 15112



Announcement Number **94530** is open between May 2, 2004, 12:01 a.m. EST and August 31, 2004, 11:59 p.m. EST.

Apply on the Internet at [www.usps.com/employment](http://www.usps.com/employment) or on a touch-tone phone by calling 1-866-999-8777 (TTY 1-800-800-8776) and following the instructions. You will need the announcement number identified above. Applicants can apply only once per Announcement Number. Duplicate applications will not be accepted.

#### The Position

Data Conversion Operators use a computer terminal to prepare mail for automated sorting equipment. They read typed or handwritten addresses from a letter image on the terminal screen, then select and type essential information, so that an address bar code can be applied to the letter. Typing or data entry experience is required.

#### Salary

Beginning at \$12.27 per hour. Additional \$1.02 per hour after 6:00 p.m.

#### Examinations

All applicants are required to take a multiple choice written examination and keyboard qualification exam. Applicants will be sent a scheduling package that includes the exam date, time, location and materials to prepare for the examination.

#### Selection Process

A minimum score of 70 on the written examination places applicants' names on a register of eligible applicants, in score order, for a period of two years. Applicants must also successfully complete a typing performance exam.

#### Drug-Free Requirement

To qualify for postal employment, an applicant must be drug-free. This is determined through the use of a urinalysis drug screen. Applicants who qualify on the exam, and are in the range of consideration for employment, will be scheduled for the drug test.

### Veterans' Preference

Veterans' Preference is granted for employment in the Postal Service. Those with a 10-percent or greater compensable service-connected disability are placed on the top of the hiring register, in the order of their scores. Other eligible applicants are listed below this group in rank order. Applicants entitled to Veterans' Preference will be considered for both temporary and career positions provided they qualify on both the written and typing exams and score high enough on the written exam to receive consideration.

### Age Requirement

The general minimum age requirement for employment with the Postal Service is 18 years at the time of appointment, or 16 years with a high school diploma.

### Citizenship

All applicants must be citizens of, or owe allegiance to the United States of America, or have been granted permanent resident alien status in the United States. Verification is required at the time of hiring consideration.

### Selective Service Registration Requirement

To be eligible for appointment to a position in the Postal Service, males born after December 31, 1959 must (subject to certain exceptions) be registered with the Selective Service System in accordance with Section 3 of the Military Selective Service Act. Males between 18 and 26 years of age (who have not reached their 26<sup>th</sup> birthday) can register with the Selective Service System at any U.S. Post Office, or consular officer if outside the United States. Your registration status can be verified with the Selective Service System by calling (847) 688-6888.

### Political Recommendations Prohibited

The law (39 U.S. Code 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

### Reasonable Accommodation

The Postal Service provides reasonable accommodation to qualified individuals with disabilities. Instructions for requesting reasonable accommodation are provided in the scheduling package sent to each applicant who applies to take the examination. The decision on granting reasonable accommodation will be on a case-by-case basis.

**An Equal Opportunity Employer**