

## Career Pathways Guide

Create a word document that follows the guide below or submit your own document. Attached is an example for reference. For assistance **contact:** [Kylie.A.Teeple@USPS.gov](mailto:Kylie.A.Teeple@USPS.gov)

### Company Address and Phone Number

**United States Postal Service**

**1001 California Avenue**

**Pittsburgh, PA 15290**

**412-359-7582**

### Business Description:

The Postal Service is the second largest employer in the United States. We offer our team variety, training, and ways to move up. We have specific programs for recent grads and skills matching for applicants with military experience.

From mail carriers to corporate management, we all work together to provide efficient, affordable service to the American public. USPS is an excellent workplace for self-motivated individuals who enjoy independence and measurable goals with the added satisfaction of serving our communities.

**Knowledge, Skills and Abilities Needed.** We're looking for employees who have or are:

Highly motivated
At least 18 years old
Have a High School Diploma or GED
Have a valid driver's license for at least 2 years with a clean record

**City Carrier Assistant**

**Rural Carrier Associate**

**PSE Clerk**

**Mail Handler Assistant**

**PSE Processing Clerk**





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Our career development and training initiatives prepare our employees to achieve their goals and turn their career dreams into reality. Our people are our greatest assets, and our success depends on investing in their future.

Career development is not a one-time event; we offer development and training at every stage of the employee lifecycle. Programs offered include functional job-related training, technical hands-on learning, new supervisor training and management to executive development.



## Career Pathway

### ALL ACROSS THE UNITED STATES

Find openings at: [WWW.USPS.COM/CAREERS](http://WWW.USPS.COM/CAREERS)

#### Our history

The United States Postal Service has a storied history as the institution of our Government guaranteeing safe and secure communication among and between the Government and the American people.

Many are familiar with our history, which began with the Second Continental Congress and Benjamin Franklin in 1775 and continued in 1787 when the Postal Clause of the U.S. Constitution empowered Congress to establish post offices and post roads. Congress exercised those powers with the passage of The Post Office Act of 1792, which made the Postal Service a permanent fixture of the Federal Government. The Act included provisions to facilitate freedom of the press, the privacy of personal correspondence, and expand the nation's physical infrastructure, all vital to our nation's growth and prosperity.

These principles and objectives endure. While radio, television and the Internet have irrevocably altered our information-gathering habits, postal correspondence remains the most secure and resilient form of communication, providing the American People with a delivery infrastructure vital to our National Security.

USPS retains the largest physical and logistical infrastructure of any non-military government institution, providing an indispensable foundation supporting an ever changing and evolving nationwide communication network. Capitalizing on its expertise in scheduling and high-volume sorting, USPS also serves a vital role enabling digital commerce.

#### Our mission

- To serve the American people and, through the universal service obligation, bind our nation together by maintaining and operating our unique, vital and resilient infrastructure.
- To provide trusted, safe and secure communications and services between our Government and the American people, businesses and their customers, and the American people with each other.
- To serve all areas of our nation, making full use of evolving technologies.



## Career Pathway

**Supporting Fields** Headquarter or District Staff that helps with all aspects of the USPS including hiring, | training, payroll, etc. Pay range varies by level.



**Postmaster/Manager** Runs an office ranging from 2-100 employees, overseeing that all mail gets delivered and maintaining customer service. Pay range varies by level.



**Supervisor** Oversees a range of employees to ensure that the mail gets delivered and all reports are handled daily. Pay range varies by level.



**Craft Employee** Processes the mail for delivery either in a plant setting or out to customers. This includes carriers, clerk, and mail handlers. All jobs are entry level and range from \$18.22/hr. to \$22.18/hr. with a varying schedule.



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