

The complete posting can also be found on
Lakeland's LiteBlue Web Page.

UNITED STATES POSTAL SERVICE NOTICE OF VACANCY IN ASSIGNMENTS

Post on the bulletin board in your station or unit for the full time of posting as shown on the notice. Please remove at the expiration of the time limit, and retain at your office for 30 days, then destroy.

CLERK & MAIL HANDLER

August 2024 POSTINGS

PHONE OR WEB BIDDING IS MANDATORY FOR ALL APWU & MHU CRAFT EMPLOYEES



Phone or Web Bidding must be used to bid on the assignments(s) described below. (EXCEPT for Best Qualified positions, which have separate instructions) Form 1717A will no longer be accepted for bids.

Any additional correspondence regarding bids, such as letters of applications for Best Qualified positions, must be faxed (414-270-2086), mailed, or brought to Processing Support (Room 2252), Main Post Office 2nd Floor, 345 W St. Paul Ave, Milwaukee WI 53201-5044, Attn: Bids and Postings.

Under no circumstances will applications be accepted after the date specified. Any employee desiring to cancel a bid for a posted vacancy must do so no later than the date of the closing of the posting as shown below.

ALL requests for new PIN numbers – follow the instructions on second page.

Allow sufficient time to get your new PIN number through the mail. Yellow (manual) bid cards will be accepted only if BOTH the web and phone bidding systems are not working properly on the LAST DAY of the posting.

CLERK POSTING NUMBER: #344830 MAIL HANDLER POSTING NUMBER: #344789

DATE AND TIME POSTED: August 4, 2024

DATE AND TIME TO BE WITHDRAWN: Midnight, August 13, 2024



JOB BIDDING INFORMATION



Automated bidding is available 24 hrs a day during a posting bidding period.

To bid online go to ➡ <http://liteblue.usps.gov>

Click on the eJob Bidding Quick Link found in 'Employee Apps' on the LiteBlue Homepage or click on 'Access eJob Bidding' on the right side of the LiteBlue 'MY HR' page.

Telephone Job Bidding Options

Job Bidding Phone Line 1-877-477-3273 opt 2

HRSSC Shared Service bidding: 1-877-477-3273 opt 2

PostaleASE 1-877-477-3273 opt 1

TDD/TTY Line: 1-800-265-7208 or 1-866-265-7505

In addition to the on-line and phone bidding options listed above, you may also visit the Web Bidding Computer Rooms at the MKE P&DC (Room 407 – West End of cafeteria) or the MKE Annex to enter bids directly onto the computer.

- Your EIN (found on your earning statement) and postal PIN number are needed to access any of the automated bidding applications.
- You may quickly reset your postal Pin number by going to <http://liteblue.usps.gov>. Click on the 'click here' or 'Forgot your PIN' links near the bottom of the page, and follow the prompts.
- You may also request a new Pin number through POSTALEASE on the USPS Blue Page at: <http://blue.usps.gov/corporate/empss/welcome.htm>
- If you can't get to a computer, call 877-477-3273 and press 1. When prompted, enter your Employee ID. When prompted for your USPS PIN, pause and then press 2. Your new PIN number will be mailed to your address of record the next business day. In most cases you will receive your Pin number in two business days.
- **BE CAREFUL!** After 3 unsuccessful pin entry attempts the system will lock you out for a 24 hour period. Do not attempt to try again before 24 hours has elapsed or the lock out will be reset to another 24 hours.
- **Difficulties using the system?** Communicate the following information to your Manager or District Local Services:



- **Your name and EIN, Bid Cluster, Craft, and posting number**
- **Which system?** (Phone, Kiosk, Bid Computer)
- **Note any "error" message and at what juncture the error is occurring such as:** Won't accept pin, Call disconnects, Doesn't display posting, etc.

How to use eBidding

Log in to LiteBlue with EIN and Password (created in SSP)

liteblue United States Postal Service
You deliver for the country, we deliver for you.

Welcome to LiteBlue

The next generation in employee communications

LiteBlue is here to help you to communicate faster and stay connected. It's packed with the information you want about career development, revenue and service performance, products, recognition — you name it. There's even a place where you can give us feedback. You also have secure access to PostalEASE through LiteBlue to check, and during open season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that serve you better. It's the postal way!

Reminder, as of April 28, 2014, use your SSP Password for Self Service Web applications; use your USPS Personal Identification Number (PIN) for Self Service IVRs (Interactive Voice Response Systems).

Here's how you log on:

You'll need your Employee ID and USPS Self Service Password to log on to LiteBlue.

- Your Employee ID is easy to find — just look at the top of your earnings statement. It's the 8-digit number printed just above the words "Employee ID."
- Your USPS Self Service Password is the new security standard as of April 28, 2014 that is used to access a variety of USPS self-service applications including LiteBlue. If you have not set up your password in the Self Service Profile (SSP) application or you have forgotten your Self Service Password [click here](#).

As of April 28, 2014 this application will require a new password instead of the 4-digit PIN.

Employee ID:

USPS Password:

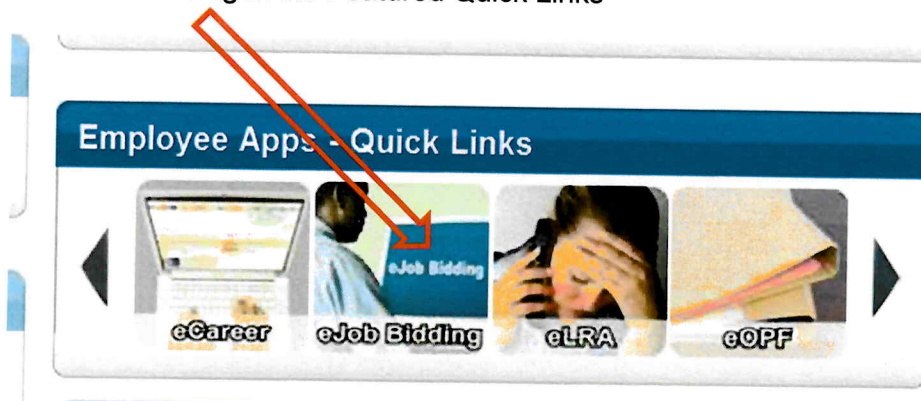
[Log On](#)

[Forget Your Password?](#)
[Frequently asked questions](#)



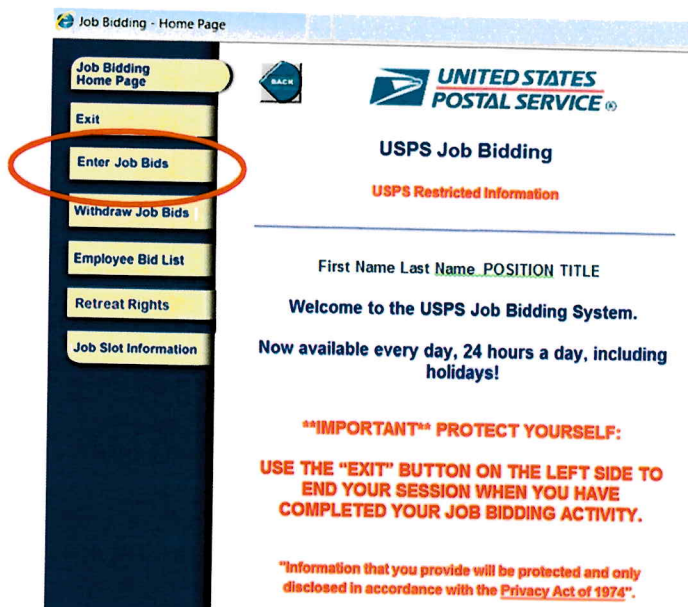
Is this Site Secure?

Click on eBidding in the Featured Quick Links



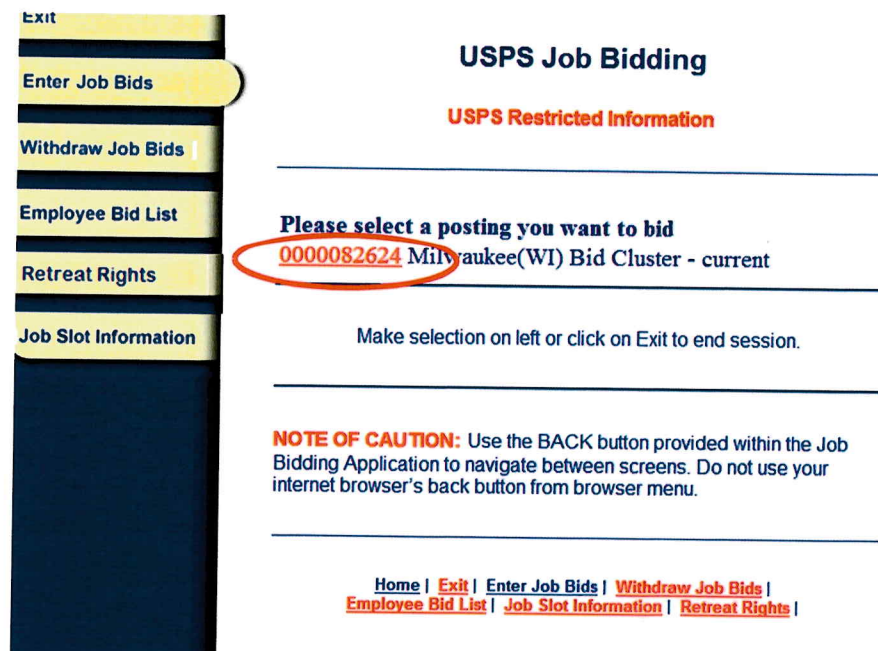
How to use eBidding

Click on Enter Job Bids



Current Open Postings will be shown

Click on the Link (red font Posting number)



How to use eBidding

The next screen shows the list of positions for this posting.

USPS Job Bidding

USPS Restricted Information

First Name Last Name POSITION TITLE

Posting 0000082624, Milwaukee(WI) Bid Cluster POST OFFICE

Open:05/05/2014, Close:05/14/2014

Check on the box to select each Job Slot you want to bid

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

[Submit Job Bids](#) [Cancel](#)

Position Information							
	Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status Reason
<input type="checkbox"/>	70501907		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	
<input type="checkbox"/>	70508932		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Cluster / Craft / Section
<input type="checkbox"/>	70702722		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07	
<input type="checkbox"/>	70767268		<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06	
<input type="checkbox"/>	71068464		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06	
<input type="checkbox"/>	71097841		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	

USPS Job Bidding

USPS Restricted Information

First Name Last Name POSITION TITLE

Posting 0000082624, Milwaukee(WI) Bid Cluster POST OFFICE

Open:05/05/2014, Close:05/14/2014

Check on the box to select each Job Slot you want to bid

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

[Submit Job Bids](#) [Cancel](#)

Indicate choice here

Checkmark positions you want to bid on

Position Information							
	Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status
<input type="checkbox"/>	70501907		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	
<input type="checkbox"/>	70508932		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid
<input type="checkbox"/>	70702722		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07	
<input type="checkbox"/>	70767268		<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06	
<input type="checkbox"/>	71068464		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06	
<input type="checkbox"/>	71097841		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	

How to use eBidding

To see more information about a position, click on the Position Number. (Scroll down to see details)

Job Slot Detail: 70767268 Click to Open or Close ⇒

Job Slot: 70767268

Job Title:
SALES,SVCS/DISTRIBUTION
ASSOC

Level: 06

Position Type: Full Time

Location:

Tour: TOUR II

Status: Bidding

Qualifications

Examinations 421 SALES AND SERVICES (V3.9)

Milwaukee WI Bid Cluster Z-09

Comments:

Job Schedules

Work Schedule	Week Number	Day of Week	Start Time	End Time
06006024	001	1	06:00	15:00
06006024	001	2	00:00	00:00
06006024	001	3	06:00	15:00
06006024	001	4	00:00	00:00
06006024	001	5	06:00	15:00
06006024	001	6	06:00	15:00

Position Information							
	Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status Reasc
<input type="checkbox"/>	70501907		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	
<input type="checkbox"/>	70508932		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Clus
<input type="checkbox"/>	70702722		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07	
<input type="checkbox"/>	70767268		<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06	
<input type="checkbox"/>	71068464		<input type="checkbox"/>	MAIL PROCESSING CLERK			
<input type="checkbox"/>	71097841		<input type="checkbox"/>	LEAD SALES & SERVICES AS			

Checkmark here when the position is closer to home than your current position

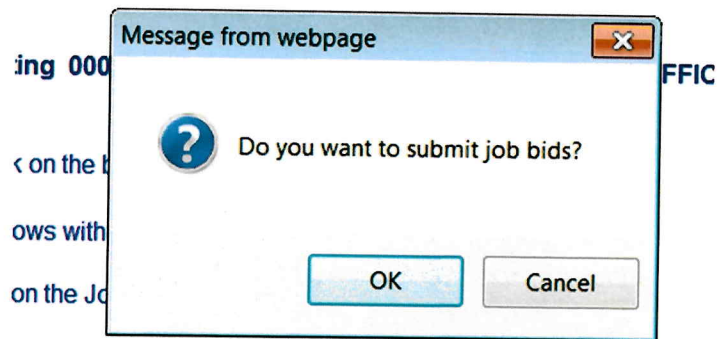
How to use eBidding

When you have finished bidding, click the Submit Job Bids

Submit Job Bids **Cancel**

Position Information				
	Job Slot	Choice	Closer to home	Title
<input type="checkbox"/>	70501907		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input type="checkbox"/>	70508932		<input type="checkbox"/>	MAIL PROCESSING CLERK
<input type="checkbox"/>	70702722		<input type="checkbox"/>	LEAD MAIL PROCESSING CL
<input checked="" type="checkbox"/>	70767268	1	<input type="checkbox"/>	SALES SVCS/DISTRIBUTION
<input type="checkbox"/>	71068464		<input type="checkbox"/>	MAIL PROCESSING CLERK
<input type="checkbox"/>	71097841		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input type="checkbox"/>	71114891		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input checked="" type="checkbox"/>	71114892	2	<input type="checkbox"/>	LEAD SALES & SERVICES A
<input type="checkbox"/>	71114893		<input type="checkbox"/>	LEAD SALES & SERVICES AS

A window pops up



How to use eBidding

Then your confirmation appears:

You successfully submitted the job bid 70767268!

You successfully submitted the job bid 71114892!

Please check following table for just updated bid statuses

Position Information				
Job Slot	Choice	Closer to home	Bid Status	Bid Status Reason
70767268001		<input type="checkbox"/>	ELG	Eligible
71114892002		<input type="checkbox"/>	ELG	Eligible

Print the page, if desired.

How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

Have the letter available that was sent (around the middle of April) to your residence.

➔ This letter has instructions and a Temporary Password in the upper right corner.

You will be able to set up your new password on the Self-Service Profile (SSP) Application from **any personal or USPS computer.**

1. Access the SSP Application at www.ssp.usps.gov or via links provided on Blue and LiteBlue.

Reminder, as of April 28, 2014, use your SSP Password for Self Service Web applications; use your USPS Personal Identification Number (PIN) for Self Service IVRs (Interactive Voice Response Systems).

Here's how you log on:

You'll need your Employee ID and USPS Self Service Password to log on to LiteBlue.

- Your Employee ID is easy to find — just look at the top of your earnings statement. It's the 8-digit number printed just above the words "Employee ID."
- Your USPS Self Service Password is the new security standard as of April 28, 2014 that is used to access a variety of USPS self-service applications including LiteBlue. If you have not set up your password in the Self Service Profile (SSP) application or you have forgotten your Self Service Password [click here](#).

As of April 28, 2014 this application will require a new password instead of the 4-digit PIN.

? Employee ID:

? USPS Password:

Log On

[Forget Your Password?](#)
[Frequently asked questions](#)



Is this Site Secure?

2. Click on the Enter SSP button.

Welcome to Self-Service Profile(SSP)

The portal to the tools for the management of your Self-Service Profile.

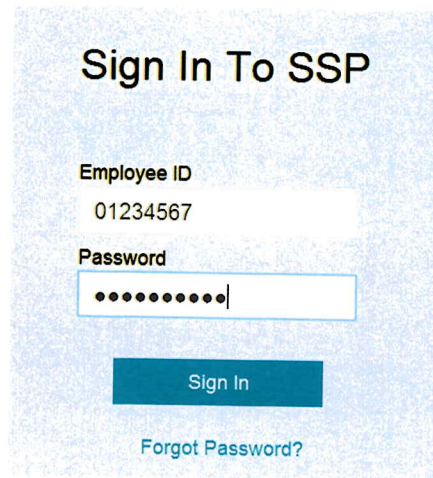
Important Information

Self-Service Profile is available to all USPS Employees. Use your employee id and password to access all Self-Service web applications. This is the place to manage your self-service password, PIN, and more.

Enter SSP

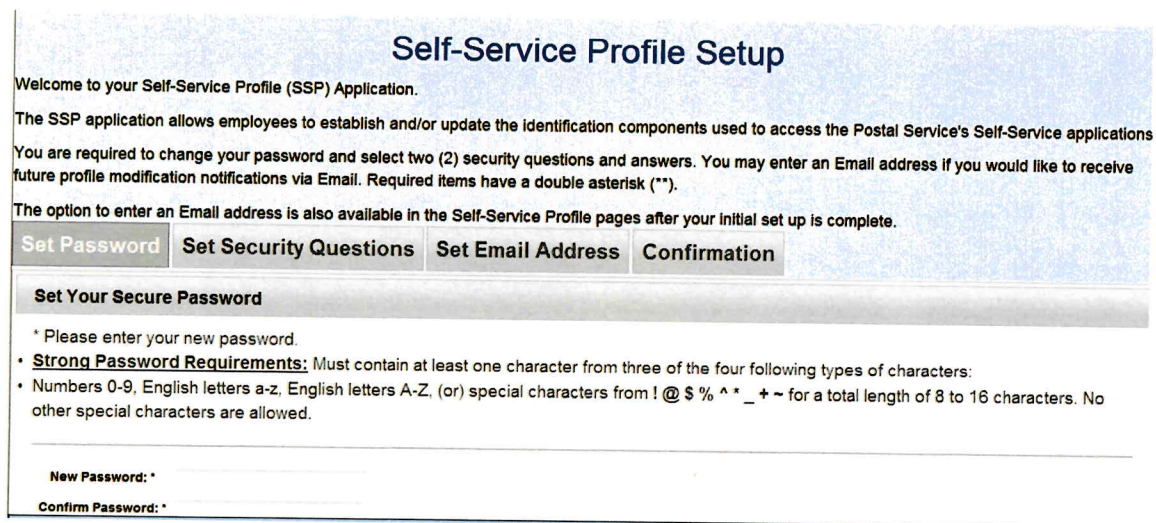
How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

3. Enter your 8-digit Employee Identification Number (EIN)
Enter your Temporary Password.



The image shows a 'Sign In To SSP' screen. It has a title 'Sign In To SSP' at the top. Below the title, there are two input fields: 'Employee ID' with the value '01234567' and 'Password' with a masked password '●●●●●●●●'. Below these fields is a blue 'Sign In' button and a link 'Forgot Password?'.

Click Sign In. The Self-Service Profile – Initial Setup screen will display.



The image shows the 'Self-Service Profile Setup' screen. It has a title 'Self-Service Profile Setup' at the top. Below the title, there is a welcome message: 'Welcome to your Self-Service Profile (SSP) Application. The SSP application allows employees to establish and/or update the identification components used to access the Postal Service's Self-Service applications. You are required to change your password and select two (2) security questions and answers. You may enter an Email address if you would like to receive future profile modification notifications via Email. Required items have a double asterisk (**). The option to enter an Email address is also available in the Self-Service Profile pages after your initial set up is complete.' Below the welcome message, there are four tabs: 'Set Password', 'Set Security Questions', 'Set Email Address', and 'Confirmation'. The 'Set Password' tab is selected. Below the tabs, there is a section titled 'Set Your Secure Password'. It contains the following text: '* Please enter your new password.' and '* **Strong Password Requirements:** Must contain at least one character from three of the four following types of characters: Numbers 0-9, English letters a-z, English letters A-Z, (or) special characters from ! @ \$ % ^ * _ + ~ for a total length of 8 to 16 characters. No other special characters are allowed.' Below this text, there are two input fields: 'New Password: *' and 'Confirm Password: *'.

4. Create and confirm your self-service password.
Your self-service password (8 to 16 characters) must contain at least one character from three of the following four types: Numbers 0-9, lowercase English letters a-z, uppercase English letters A-Z, or special characters !@#\$%^*_~".

Click the Next button.



The image shows a password confirmation screen. It has two input fields: 'New Password: *' and 'Confirm Password: *'. Both fields have masked passwords '●●●●●●●●'. Below the input fields, there is a blue 'Next' button.

How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

5. Select two Security Questions and enter your answer to each question.

Click the Next button.

6. Enter and confirm your email address. (Optional)

Click the Next button.

7. The Confirmation Tab will display.

8. The Initial Profile Setup pop-up window will display.

Click OK and the application SSP Profile page will display.

Profile Summary	Manage Password	Manage Email	Manage PIN	Manage Security C
Function	Set		Last Update	
ANSWER # 1	Yes		(
ANSWER # 2	Yes		(
PASSWORD	Yes		(
SECURITY QUESTION # 1	Yes		(
SECURITY QUESTION # 2	Yes		(
PIN	Yes			

NOTE: Use the Self-Service Profile Application (SSP) to change or reset your USPS PIN.

The 4-digit PIN will still be used to access self-service applications (Job Bidding, Employee Self-Services, leave requests) **using the telephone** via the Interactive Voice Response (IVR) system.

U S POSTAL SERVICE

NOTICE OF VACANCY IN ASSIGNMENTS

Post on the bulletin board in your station or unit for the full time of posting as shown on the notice. Please remove at the expiration of the time limit, and retain at your office for 30 days, then destroy.

MANUAL BEST QUALIFIED POSTING

COMPLAINTS AND INQUIRY CLERK, PS-7, 2345-23XX

CLERK CRAFT

AUGUST 2024 POSTING

<u>JOB ID. NO.</u>	<u>ASSIGNMENT</u>	<u>SKILL</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VICE</u>
95855071	2 nd floor P&DC Consumer Affairs	718 720	0800-1630 (T2)- 30L	SAT/SUN	656	Poulter, Beth

Test Requirements:

Test 718 – Basic Computer Skills

Test 720 – Verbal Ability Skills

FOLLOW THE INSTRUCTIONS BELOW TO APPLY FOR THIS POSITION:

To be eligible for the position described above you MUST SUBMIT a separate letter or a PS Form 991 application or a copy of an eCareer Profile for each Best Qualified position stating in detail how you meet the proficiency requirements of the position per the attached Job Description and Qualification Standards.

Your letter or PS Form 991 application or eCareer Profile for this Best Qualified position must be received at Local Services Office located **no later than midnight of the closing date** shown below. Letters/applications may be brought, faxed (414-287-2518) or mailed (Consumer Affairs, PO Box 5011, Milwaukee WI 53201-5011 Attn: Tracey Merrill). Applications may also be scanned via email to TRACEY.L.MERRILL@USPS.GOV prior to the closing date.

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of the closing of the posting as shown below.

Bidders in the same *Occupational Code* are only required to submit a letter of interest and do not need to address the requirements of the position.

ADDITIONAL SELECTION CRITERIA

SELECTION: The above position will be filled on the basis of craft seniority to full-time employees encumbered in duty assignments in the same salary level and same best qualified position, then on the basis of "BEST QUALIFIED", selected in the following order: 1. Clerk Craft, 2. Office-Wide, regardless of craft.

EXAMINATION REQUIREMENTS: **Test 720 Verbal Abilities & Test 718 Computer Skills.** Applicants must demonstrate verbal ability. This must be demonstrated by successful completion of Postal Service **Test 720**. Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of the Postal Service **Test 718**. Those applicants who are not currently qualified will be notified at a future date of the time and location of the examinations.

Date Posted: August 4, 2024

Date to be Withdrawn: August 13, 2024

COMPLAINTS & INQUIRY CLK (P7-07)
OCCUPATION CODE: 2345-23XX

FUNCTIONAL PURPOSE:

Receives, classifies, and processes customer complaints and inquiries relative to mail service. Applies a broad knowledge of postal regulations and local policy to effect resolutions.

DUTIES AND RESPONSIBILITIES:

1. Accepts and reviews telephone, written, or in-person customer complaints regarding alleged service irregularities or employee conduct. Assembles all pertinent existing data and determines type of inquiry required.
2. Institutes necessary action to develop case analysis or investigation. Visits areas and confers with individuals involved, gathering and developing additional information pertaining to investigation.
3. Develops all pertinent facts for analysis as to what corrective action is to be taken. Presents analysis and recommendations to supervisor and employees involved in order to preclude a recurrence of a complaint.
4. Prepares correspondence to complaints and inquiries after investigation and complete information has been obtained.
5. Contacts customers in order to resolve complaints.
6. Reports unusual or repetitive complaints which indicate development of a trend; prepares and submits weekly and quarterly complaint summations and analysis of the data along with recommendations for improvement in service.
7. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0017

COMPLAINTS & INQUIRY CLK (P7-07)
OCCUPATION CODE: 2345-23XX

BARGAINING UNIT QUALIFICATION STANDARD2345j
(2345-23XX)**COMPLAINTS AND INQUIRY CLERK****DOCUMENT DATE:** June 14, 2013**FUNCTION:**

Receives, classifies, and processes customer complaints and inquiries relative to mail service. Applies a broad knowledge of postal regulations and local policy to effect resolutions.

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 mailing requirements and service standards.

Ability to maintain records and prepare reports and correspondence.

Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.

Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate verbal ability. This must be demonstrated by successful completion of Postal Service Test 720.

Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service Test 718.

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.

US POSTAL SERVICE
NOTICE OF VACANCY IN ASSIGNMENTS
Milwaukee, WI Bid Cluster

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MANUAL BEST QUALIFIED POSTING

August 2024 POSTING

ASSIGNMENT CLERK PS-07, 0212-05XX

CLERK CRAFT

<u>JOB ID. NO.</u>	<u>ASSIGNMENT</u>	<u>SKILL</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VICE</u>
74112871	Processing Support Oak Creek PDC	Test 714 low	0730-1600 (T2) -30L	SAT/SUN	702	NEW POSITION

FOLLOW THE INSTRUCTIONS BELOW TO APPLY FOR THIS POSITION:

To be eligible for the position described above you **MUST SUBMIT a letter (or) a PS Form 991 application (or) eCareer Profile** stating in detail how you meet **EACH** of the proficiency requirements of the position per the attached Job Description and Qualification Standards.

Your letter or PS Form 991 application or eCareer Profile for this Best Qualified position **must be faxed, emailed, mailed or brought to Processing Support at Oak Creek P&DC** located at 2201 E College Ave, Oak Creek, WI 53154, Attn: Mary Ombeva-Mutiva (MARY.K.OMBEVA-MUTIVA@USPS.GOV, FAX 414-270-2086) no **later than midnight of the closing date** shown below.

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of the closing of the posting as shown below.

Bidders in the same Occupational Code are only required to submit a letter of interest and do not need to address the requirements of the position.

ADDITIONAL SELECTION CRITERIA

EXPERIENCE REQUIREMENTS: Applicants must have two years of experience in general office type procedures which may include having the knowledge of files and reports, correspondence and records control plus one year of specialized experience as noted in Special Proficiency Requirements.

EXAMINATION REQUIREMENTS: Test 714 low Data Entry Test. Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service test 714 at the low standard. Certificates of proficiency are not acceptable. Those applicants who are not currently qualified will be notified at a future date of the time and location of the examinations.

SELECTION: The above position will be filled on the basis of craft seniority to full-time employees encumbered in duty assignments in the same salary level and same best qualified position, then on the basis of "BEST QUALIFIED", selected in the following order: 1. Clerk Craft 2. Office-Wide, regardless of craft.

Date Posted: August 4, 2024

Date to be Withdrawn: August 13, 2024

**ASSIGNMENT CLK (P7-07)
OCCUPATION CODE: 0212-05XX**

FUNCTIONAL PURPOSE:

Schedules employees in relation to their work assignments, tours, basic workweek, and vacation schedules to ensure an effective working schedule between management and employees.

DUTIES AND RESPONSIBILITIES:

1. Makes daily assignments of substitutes to replace scheduled and unscheduled absences.
2. Reviews employee requests for changes in schedules or assignments and makes recommendations as appropriate, consistent with regulations and procedures.
3. Assists in assigning vacation schedules, tours, and basic workweek with specific quotas, in accordance with instructions.
4. Maintains records, rosters, and charts, including but not limited to tour schedule charts, seniority standings, employee complements, basic workweeks, and vacation schedules.
5. Prepares postings of routes or job vacancies and processes the bids and/or applications according to established procedures.
6. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0017

ASSIGNMENT CLK (P7-07)
OCCUPATION CODE: 0212-05XX

EXAMINATION REQUIREMENTS:

Applicant must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.

BARGAINING UNIT QUALIFICATION STANDARD

0212a

(0212-05XX)

ASSIGNMENT CLERK

DOCUMENT DATE: March 16, 2019**FUNCTION:**

Schedules employees in relation to their work assignments, tours, basic work week, and vacation schedules to ensure an effective working schedule between management and employees.

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.

General B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals relevant to the position.

B-10. Ability to maintain records and prepare reports.

B-13. Ability to plan, lay out, and set up work independently.

B-14. Ability to interpret instructions, specifications, etc.

B-22. Ability to perform basic arithmetic computations.

B-34. Ability to assign work, establish work schedules and utilize personnel efficiently.

B-39. Ability to operate office machines such as adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-44. Ability to personally resolve problems of a routine nature.

B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be

performed.

B-53. Ability to work with others.

Special Applicants must have knowledge of postal operations, personnel rules and regulations, personnel manual and the National Agreement insofar as such matters relate to the work to be performed.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

EXPERIENCE REQUIREMENTS:

Applicants must have two years of experience in general office type procedures which may include having the knowledge of files and reports, correspondence and records control plus one year of specialized experience as noted in Special Proficiency Requirements.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

Doc Date: 03/16/2019

Occ Code: 0212-05XX

R0206
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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

For retirement purposes, NTFT assignments of less than 40 hours a week are considered part-time work

Posting No: 344830 Clerk Opening Date : 08/04/2024 Closing Date : 08/13/2024
JOB ID: 70761881 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 21097727 SEQUOIA FIN STA SEQUOIA Clerks -
NonHQ

JOB SLOT COMMENTS: MUST HAVE ONE YEAR OF WINDOW EXPERIENCE TO BE ELIGIBLE.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: BRADLEY

WORK SCHEDULE: 0600-1500-60L-Su-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
06:00	15:00	060	OFF	OFF	OFF	06:00	15:00	060	06:00	15:00	060	OFF	OFF	OFF	06:00	15:00	060	06:00	15:00	060

POSTING COMMENTS :

VACATED BY : Michael Avery EMP ID: 4756 ON DATE: 07/26/2024

JOB ID: 70767003 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 01016066 FRED JOHN STA OPRNS UNIT FRED JOHN Clerks -
NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: FRED JOHN

WORK SCHEDULE: 0400-1300-60L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060	04:00	13:00	060	04:00	13:00	060	04:00	13:00	060

POSTING COMMENTS :

VACATED BY : DESTINY ASHFORD EMP ID: 9118 ON DATE: 04/05/2024

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JOB ID: 70241591 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01016427 JUNEAU STATION OPRNS UNIT JUNEAU Clerks -
NonHQ

JOB SLOT COMMENTS: CREATED PER GRIEVANCE SETTLEMENT.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: JUNEAU

WORK SCHEDULE: 0500-1400-60L-Su-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060	05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060	05:00	14:00	060

POSTING COMMENTS :

VACATED BY : KEANNA DOTSON EMP ID: 8221 ON DATE: 05/31/2024

JOB ID: 70288565 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01019919 A FSM T I MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM-T1-WU 190

QUALIFICATIONS :

SECTION: FSM NON-SCHEME T1

WORK SCHEDULE: 2100-0530-30L-Sa-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : DOMINIQUE MCKEE EMP ID: 6215 ON DATE: 06/28/2024

JOB ID: 73206275 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01019919 A FSM T I MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM-T1-WU 190. (Additional F1 Staffing MOU dated July 27, 2022)

QUALIFICATIONS :

SECTION: FSM NON-SCHEME T1

WORK SCHEDULE: 2200-0630-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : LAZIALLE OUSLEY EMP ID: 2839 ON DATE: 06/28/2024

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: ~~95849532~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01016476 A FSM 100 TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM-T3-WU 386

QUALIFICATIONS :

SECTION: FSM NON-SCHEME T3

WORK SCHEDULE: 1400-2230-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : Debbie Verser EMP ID: 1625 ON DATE: 06/28/2024

JOB ID: ~~70284794~~ 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time
Bidding Vacant 01019909 BOX PRIM NIXIE GENCK EXP T II MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: GEN-CLK-T2-WU 265. SUCCESSFUL APPLICANTS WILL BE TRAINED ON TEST 718.

QUALIFICATIONS :

SECTION: GEN CLK/OPRNS MP T2

WORK SCHEDULE: 0530-1400-30L-Sa-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	05:30	14:00	030	05:30	14:00	030	05:30	14:00	030	05:30	14:00	030	05:30	14:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Gregory Jones EMP ID: 4163 ON DATE: 06/28/2024

JOB ID: ~~70509041~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01016467 OCR/BCS OPRNS UNIT MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU-130

QUALIFICATIONS :

SECTION: LETTER AUTOMATION

WORK SCHEDULE: 2200-0630-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : PARIS MURRAY EMP ID: 5660 ON DATE: 06/28/2024

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 74007864 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR II LDC:11 EG:1=Full Time
CLERK

Bidding Vacant 01019539 OCR/BCS OPERN UNIT T II MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: NEWLY CREATED POSITION - SETTLEMENT 75904-22 AUTO-T2-WU 294 - 1 YEAR OF
MAIL PROCESSING EXPERIENCE REQUIRED -ASSIGNMENT AREA
AUTOMATION/TIMEKEEPING DUTIES IN TACS

QUALIFICATIONS :

SECTION: LETTER AUTOMATION

WORK SCHEDULE: 0405-1235-30L-Sa-FrS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To
OFF	OFF	OFF	04:05	12:35	030	04:05	12:35	030	04:05	12:35	030	OFF	OFF
OFF	OFF	OFF										OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 71235348 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 01019539 OCR/BCS OPERN UNIT T II MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T2-WU 294

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T2

WORK SCHEDULE: 0600-1430-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To
06:00	14:30	030	06:00	14:30	030	OFF	OFF	OFF	06:00	14:30	030	06:00	14:30
030						OFF	OFF	OFF				030	030

POSTING COMMENTS :

VACATED BY : Mee Young Oh EMP ID: 1739 ON DATE: 06/28/2024

JOB ID: 71236184 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 21080288 AUTO WEST END TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 391

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1400-2230-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To
OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30
030												030	030

POSTING COMMENTS :

VACATED BY : ERIN GARNER EMP ID: 1127 ON DATE: 06/29/2024

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71395467 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 21080289 AUTO AFCS TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 394; PRIMARY JOB ASSIGNMENT AFCS

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1800-0230-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	OFF	OFF	OFF	OFF	OFF	OFF	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : JON WILSON EMP ID: 5917 ON DATE: 06/28/2024

JOB ID: 71608787 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 21080288 AUTO WEST END TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 391

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1400-2230-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : JAMIECE MCNEIL- SMITH EMP ID: 9061 ON DATE: 07/12/2024

JOB ID: 71422860 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Vacant 01016979 OUTGOING CLERKS TOUR 1 MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: OUTG/POUCH&EXPT1FLAT-T1-WU-182

QUALIFICATIONS :

SECTION: OUTG/POUCH&EXPT1FLATS

WORK SCHEDULE: 2100-0530-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
21:00	05:30	030	OFF	OFF	OFF	OFF	OFF	OFF	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030

POSTING COMMENTS :

VACATED BY : CATHERENA JOHNSON EMP ID: 4952 ON DATE: 07/12/2024

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JOB ID: 95767112 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Vacant 01016979 OUTGOING CLERKS TOUR 1 MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: OUTG/POUCH&EXPT1FLAT-T1-WU-190

QUALIFICATIONS :

SECTION: OUTG/POUCH&EXPT1FLATS

WORK SCHEDULE: 2200-0630-30L-Sa-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : DEVIN RENT EMP ID: 153 ON DATE: 06/28/2024

JOB ID: 73205761 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Vacant 01016993 OUTG DOCK GEN/CLKS TOUR I OAK CREEK Clerks -
NonHQ

JOB SLOT COMMENTS: OC PDC-OUTG-T1-WU 058 (ADDITIONAL F1 STAFFING MOU DATED JULY 27, 2022)

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T1

WORK SCHEDULE: 2130-0600-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : KENDALE ALLEN EMP ID: 4146 ON DATE: 06/24/2024

JOB ID: 70703006 2315-7153 LEAD MAIL PROCESSING CLERK KP0013 P7 07 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01016990 OUTG CLERKS MH T III OAK CREEK Clerks -
NonHQ

JOB SLOT COMMENTS: OC PDC-OUTG-T3-WU 075, 1 YEAR OF MAIL PROCESSING EXPERIENCE REQUIRED:
PRINCIPAL ASSIGNMENT AREA MANUAL. SEE STD JOB DESCRIPTION FOR ALL DUTIES
AND RESPONSIBILITIES

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T3

WORK SCHEDULE: 1630-0100-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : VERONICA WARD EMP ID: 3283 ON DATE: 06/28/2024

R0206

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B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72952327 2315-0036 PARCEL POST DIST-MACHINE P7 07 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016471 SPBS TOUR III OAK CREEK Clerks -
NonHQ

JOB SLOT COMMENTS: MWA-APBS-T3-WU 076; ANNEX LOCATED AT 2201 E COLLEGE AVENUE, OAK CREEK.
(PER GRIEVANCE SETTLEMENT #75793-72) LEAD CLERK-1 YEAR OF MAIL
PROCESSING EXPERIENCE REQUIRED; PRINCIPAL ASSIGNMENT AREA APBS.

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T3

WORK SCHEDULE: 1730-0200-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	OFF	OFF	OFF	OFF	OFF	OFF	17:30	02:00	030

POSTING COMMENTS :

VACATED BY : MIGUEL QUILES MEDINA EMP ID: 5139 ON DATE: 11/17/2023

JOB ID: 72954701 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016471 SPBS TOUR III OAK CREEK Clerks -
NonHQ

JOB SLOT COMMENTS: OC PDC-SPSS-T3-WU 076;(ADDITIONAL F1 STAFFING JUNE 21, F1 MOU
COMPLIANCE).

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T3

WORK SCHEDULE: 1630-0100-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : JASMINE BELL EMP ID: 5783 ON DATE: 07/05/2024

JOB ID: 70767268 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC
Bidding Vacant 01016429 NORTH MILWAUKEE STATION NORTH MILWAUKEE Clerks -
OPRNS UNIT MILWAUKEE NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: NORTH MILW

WORK SCHEDULE: 0900-1800-60L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060

POSTING COMMENTS :

VACATED BY : KASHARI PIRTLE EMP ID: 8805 ON DATE: 03/08/2024

R0206

BC568846 Milwaukee(WI) Bid Clu
B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 08/02/2024 08:27:43
Page: 8 of 8JOB ID: 74099207 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:2=Non-Trad
ASSOC Full TimeBidding Vacant 01015565 ROOT RIVER BR OPRNS UNIT ROOT RIVER Clerks -
NonHQJOB SLOT COMMENTS: NTFT position created per grievance settlement 78506-24 dated 4-22-2024. This r
eplaces job ID 70611658

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0500-1100-00L-Su-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
05:00	11:00		OFF	OFF	OFF	05:00	11:00		05:00	11:00		05:00	11:00		OFF	OFF	OFF	05:00	11:00	

POSTING COMMENTS :

VACATED BY :

EMP ID:

ON DATE:

JOB ID: 72057768 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCBidding Vacant 01015568 TUCKAWAY STA OPRNS UNIT TUCKAWAY Clerks -
NonHQ

JOB SLOT COMMENTS: Position created per Step 2 grievance settlement #68970-18

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0500-1400-60L-Su-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060	05:00	14:00	060	05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060

POSTING COMMENTS :

VACATED BY : KEESHA DENNIS

EMP ID: 9200

ON DATE: 07/26/2024

JOB ID: 71731710 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCBidding Vacant 01015573 WEST MILWAUKEE BRANCH WEST MILWAUKEE Clerks -
OPRNS III NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0430-1330-60L-Su-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
04:30	13:30	060	OFF	OFF	OFF	04:30	13:30	060	04:30	13:30	060	OFF	OFF	OFF	04:30	13:30	060	04:30	13:30	060

POSTING COMMENTS :

VACATED BY : THERESA WITHINGTON

EMP ID: 1447

ON DATE: 05/31/2024

R0206
BC568846 Milwaukee(WI) Bid Clu
GNNRM0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

Posting No: 344789 Mail Handler Opening Date : 08/04/2024 Closing Date : 08/13/2024
JOB ID: 95860106 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:16 EG:1=Full Time
Bidding Vacant 01016691 AUTO MAIL HANDLERS TOUR I MILWAUKEE Mail Handlers-
NonHQ

JOB SLOT COMMENTS: AUTO-MECH-T1-WU 184

QUALIFICATIONS :

SECTION: AUTO/MECH T1

WORK SCHEDULE: 2130-0600-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : NICOLE CLEMENTI EMP ID: 2944 ON DATE: 06/28/2024

JOB ID: 95861913 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:16 EG:1=Full Time
Bidding Vacant 01016691 AUTO MAIL HANDLERS TOUR I MILWAUKEE Mail Handlers-
NonHQ

JOB SLOT COMMENTS: AUTO-MECH-T1-WU 184

QUALIFICATIONS :

SECTION: AUTO/MECH T1

WORK SCHEDULE: 2100-0530-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
21:00	05:30	030	OFF	OFF	OFF	OFF	OFF	OFF	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030

POSTING COMMENTS :

VACATED BY : Charmaine Anderson EMP ID: 5006 ON DATE: 04/05/2024

JOB ID: 73512404 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR II LDC:16 EG:1=Full Time
Bidding Vacant 01016468 MH OPERATIONS UNIT T II MILWAUKEE Mail Handlers-
NonHQ

JOB SLOT COMMENTS: AUTO/MECH-T2-WU 293 (PER CLASS ACTION, STEP ONE SETTLEMENT GRIEVANCE
#MHU23-007)

QUALIFICATIONS :

SECTION: AUTO/MECH T2

WORK SCHEDULE: 0500-1330-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	OFF	OFF	OFF	OFF	OFF	OFF	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : DEMOND HAWKINS EMP ID: 4842 ON DATE: 06/28/2024

R0206

BC568846 Milwaukee(WI) Bid Clu
GNNRMOHUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 08/02/2024 11:17:10
Page: 2 of 3JOB ID: 95849156 2315-01XX MAIL HANDLER
Bidding Vacant 01016793KP0008 M7 04 TOUR III LDC:16
AUTO MAIL HANDLERS TOUR III MILWAUKEEEG:1=Full Time
Mail Handlers-
NonHQ

JOB SLOT COMMENTS: AUTO/MECH-T3-WU 353

QUALIFICATIONS :

SECTION: AUTO/MECH T3

WORK SCHEDULE: 1300-2130-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
13:00	21:30	030	13:00	21:30	030	13:00	21:30	030	OFF	OFF	OFF	OFF	OFF	OFF	13:00	21:30	030	13:00	21:30	030

POSTING COMMENTS :

VACATED BY : CHARISMA WILSON

EMP ID: 5834

ON DATE: 06/28/2024

JOB ID: 71564327 2315-01XX MAIL HANDLER
Bidding Vacant 01016977

FSM T I

KP0008 M7 04 TOUR I LDC:17
MILWAUKEEEG:1=Full Time
Mail Handlers-
NonHQ

JOB SLOT COMMENTS: AFSM-DISPATCH-T1-WU 169

QUALIFICATIONS :

SECTION: FSM/DISPATCH T1

WORK SCHEDULE: 2100-0530-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	OFF	OFF	OFF	OFF	OFF	OFF	21:00	05:30	030

POSTING COMMENTS :

VACATED BY : LATOYA SMITH

EMP ID: 5819

ON DATE: 11/11/2022

JOB ID: 95673481 2315-01XX MAIL HANDLER
Bidding Vacant 01016481

CANCELLATION TOUR III

KP0008 M7 04 TOUR III LDC:16
MILWAUKEEEG:1=Full Time
Mail Handlers-
NonHQ

JOB SLOT COMMENTS: MANUAL OPS-T3-WU 361

QUALIFICATIONS :

SECTION: MANUAL OPERATIONS T3

WORK SCHEDULE: 1600-0030-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : CHARLES THOMAS

EMP ID: 4868

ON DATE: 06/28/2024

R0206
BC568846 Milwaukee(WI) Bid Clu
GNNRM0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 08/02/2024 11:17:10
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JOB ID: 95624890 5704-03XX MAIL HANDLER EQUIPMENT KP0010 M7 05 TOUR II LDC:17 EG:1=Full Time
OPERATOR

Bidding Vacant 01016989 OUTG DOCK GEN/CLK TOUR II OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-DOCK-EQUIP OPER T2-WU 68

QUALIFICATIONS : PIT NON FORKLIFT
PIT FORKLIFT

SECTION: MMPA/DOCK/EQ OPR T2

WORK SCHEDULE: 0405-1235-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
04:05	12:35	030	OFF	OFF	OFF	OFF	OFF	OFF	04:05	12:35	030	04:05	12:35	030	04:05	12:35	030	04:05	12:35	030

POSTING COMMENTS :

VACATED BY : Troy Tuschel

EMP ID: 5866

ON DATE: 06/28/2024
