

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

Please be aware that Internet Explorer is the only supported browser for eBidding.

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 DECEMBER 2018 POSTINGS

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



ANY POSITION RESTRICTED TO "IN SECTION BIDDERS" ARE ALSO
OPEN TO ANY EMPLOYEE WITH RETREAT RIGHTS TO THAT SECTION

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 (414-287-2258), mailed, or brought to HR Local Service, Main Post Office 2nd Floor, 345 W St. Paul Ave, Milwaukee WI 53201-5020, Attn: Shelley Rome-Strong.

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: 188144

MAIL HANDLER POSTING NUMBER: 188135

DATE AND TIME POSTED: December 7, 2018

DATE AND TIME TO BE WITHDRAWN: Midnight December 16, 2018

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.

**FULL-TIME, PART-TIME REGULAR, & PART-TIME FLEXIBLE EMPLOYEES
FROM ALL CRAFTS ARE ELIGIBLE TO APPLY.**

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

CLERK CRAFT

DECEMBER 2018 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>
95526065	2 nd floor P&DC Consumer Affairs/ Claims & Inquiry	718 720	0900-1730 (T2)	SUN/MON	656	GMIREK

Test Requirements:

Test 718 – Basic Computer Skills

Test 720 – Verbal Ability Skills

This is a Best Qualified MANUAL Posting.

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 (414-287-2258) or mailed (HR Local Services, PO Box 5020, Milwaukee WI 53201-5020 Attn: Shelley Rome-Strong). Applications may also be scanned via email to shelley.a.rome-strong@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: December 7, 2018

Date to be Withdrawn: December 16, 2018

STD JOB DESCRIPTION

U.S.Postal Service

**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

Doc Date: 11/02/1994

Occ Code: 2345-23XX

QUALIFICATIONS

U.S. Postal Service

**COMPLAINTS & INQUIRY CLK (P7-07)
OCCUPATION CODE: 2345-23XX****BARGAINING UNIT QUALIFICATION STANDARD**2345j
(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.

Doc Date: 01/01/2014**Occ Code: 2345-23XX**

R0206
BC568846 Milwaukee(WI) Bid Clu
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 12/06/2018 07:45:40
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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: 188144 Clerk

Opening Date : 12/07/2018 Closing Date : 12/16/2018

JOB ID: ~~71396428~~ 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01016063 BAY VIEW STA OPRNS UNIT BAY VIEW SAINT FRANCIS Clerks - NonHQ

JOB SLOT COMMENTS: Position is a city wide pool clerk domiciled out of the Main Office Window. Variable work schedule, will assume days off and schedule of position relieving. Must have valid drivers license.

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0930-1830-60L-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	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060

POSTING COMMENTS :

VACATED BY : SAMUEL SILVA EMP ID: 5972 ON DATE: 11/23/2018

JOB ID: ~~70767005~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:2=Non-Trad
ASSOC Full Time

Bidding Vacant 01016067 GREENFIELD BR OPRNS UNIT GREENFIELD Clerks - NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
Z-20
Z-28

SECTION: GREENFIELD

WORK SCHEDULE: 0430-1030-00L-Su-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	Brk	From	To	Brk	From	To	Brk
04:30	10:30		OFF	OFF	OFF	04:30	10:30		OFF	OFF	OFF	04:30	10:30		04:30	10:30		04:30	10:30	

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:046

VACATED BY : Rebecca Maliborski-Roge EMP ID: 6437 ON DATE: 10/12/2018

R0206
BC568846 Milwaukee(WI) Bid Clu
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 95742445 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01016067 GREENFIELD BR OPRNS UNIT GREENFIELD Clerks -
NonHQ

JOB SLOT COMMENTS: SSIS 9563
CMS Job Slot ID: 8475186
Saturday 05.30-14.30 60L, Monday 05.30-14.30-60L, Tuesday 04.30-13.50
60L, Wednesday 04.00-13.00 60L, Friday 05.30-14.30
Sunday/Thursday NS days off.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

Z-20

Z-28

SECTION: GREENFIELD

WORK SCHEDULE: 0530/0430-60L-SU-THV

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
05:30	14:30	060	OFF	OFF	OFF	05:30	14:30	060	04:30	13:30	060	04:00	13:00	060	OFF	OFF	OFF	05:30	14:30	060

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:046

VACATED BY : Misook Doan EMP ID: 1383 ON DATE: 10/26/2018

JOB ID: 95568944 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 45937-01
CMS Job Slot ID: 8661461

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

Z-02

Z-03

SECTION: JUNEAU

WORK SCHEDULE: 0845-1745-60L-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
08:45	17:45	060	OFF	OFF	OFF	08:45	17:45	060	08:45	17:45	060	08:45	17:45	060	OFF	OFF	OFF	08:45	17:45	060

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:030

VACATED BY : Myles Elliott EMP ID: 8810 ON DATE: 11/23/2018

R0206
BC568846 Milwaukee(WI) Bid Clu
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 12/06/2018 07:45:40
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JOB ID: ~~95671836~~ 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01016480 PERMIT DOCK EXPRESS TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: PDC UTILITY DOCK EXPEDITOR-T3-WU 305

QUALIFICATIONS :

SECTION: DOCK EXPEDITOR 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	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	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

POSTING COMMENTS :

VACATED BY : Timothy Benoit EMP ID: 215 ON DATE: 10/31/2018

JOB ID: ~~70330850~~ 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: OCR/BCS/DBCS/LMLM T1

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : Deborah Otzelberger EMP ID: 3386 ON DATE: 10/31/2018

JOB ID: ~~70905836~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 01015570 WEST ALLIS BRANCH OPRNS WEST ALLIS Clerks -
NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
Z-14

SECTION: WEST ALLIS

WORK SCHEDULE: 0915-1815-60L-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	09:15	18:15	060	09:15	18:15	060	09:15	18:15	060	09:15	18:15	060	09:15	18:15	060

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:038

VACATED BY : Jennifer Cysz EMP ID: 7155 ON DATE: 11/09/2018

R0206
BC568846 Milwaukee(WI) Bid Clu
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 12/06/2018 07:45:40
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JOB ID:95682839 2340-0033 MARKUP CLERK - P7 06 TOUR II LDC:49 EG:1=Full Time
AUTOMATED

Bidding Vacant 00040767 COMPUTERIZED MAIL MILWAUKEE Clerks -
FORWARDING TOUR-II CFS NonHQ

JOB SLOT COMMENTS: Restricted to employees with retreat rights.
CMS Job Slot ID: 8812890

QUALIFICATIONS :

SECTION: CFS T2

WORK SCHEDULE: 0700-1530-30L-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	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030

POSTING COMMENTS :

VACATED BY : Mary Medley

EMP ID: 2992

ON DATE: 12/01/2018
