

# 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

## February 2026 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 (unless specified otherwise on the posting), must be faxed (414-270-2086), mailed, or brought to Processing Support (Room 2252), Main Post Office 2<sup>nd</sup> 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: # 389270

MAIL HANDLER POSTING NUMBER: # 389285

DATE AND TIME POSTED: February 2, 2026

DATE AND TIME TO BE WITHDRAWN: Midnight February 11, 2026



# **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 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](http://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:

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



Is this Site Secure?

2. Click on the Enter SSP button.

## Welcome to Self-Service Profile(SSP)

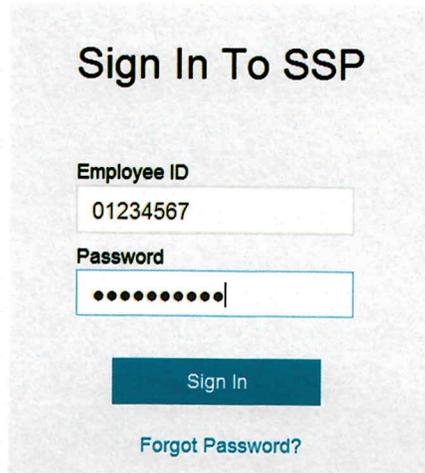
The portal to the tools for the management of your Self-Service Profile.

### 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.

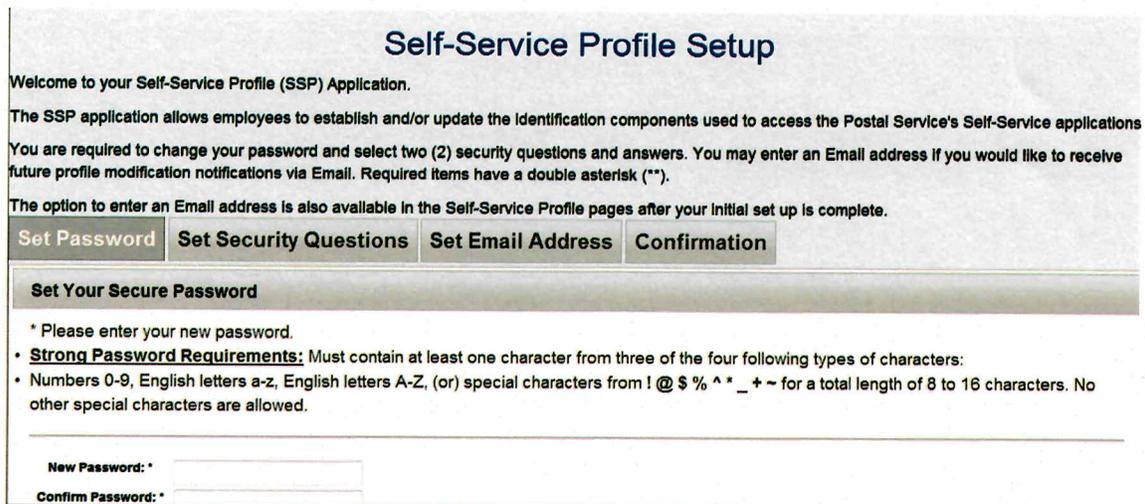
## How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

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



The image shows a 'Sign In To SSP' screen. It features a title 'Sign In To SSP' at the top. Below the title are two input fields: 'Employee ID' with the value '01234567' and 'Password' with ten dots representing a masked password. A blue 'Sign In' button is positioned below the password field. At the bottom of the form, there is a blue link that says 'Forgot Password?'.

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



The image shows the 'Self-Service Profile Setup' screen. The title is 'Self-Service Profile Setup'. Below the title 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 text are four tabs: 'Set Password', 'Set Security Questions', 'Set Email Address', and 'Confirmation'. The 'Set Password' tab is selected. Below the tabs is a section titled 'Set Your Secure Password'. It contains the following instructions: '\* 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 the instructions are two input fields: 'New Password: \*' and 'Confirm Password: \*', both with ten dots representing masked passwords.

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 the password confirmation screen. It features two input fields: 'New Password: \*' and 'Confirm Password: \*', both with ten dots representing masked passwords. At the bottom right of the screen, there is a blue button with a right-pointing arrow and the text 'Next'.

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

5. Select two Security Questions and enter you 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 Q
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.

# How to use eBidding

## Log in to LiteBlue with EID 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:



Is this Site Secure?

USPS Password:

[Log On](#)

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

## Click on eBidding in the Featured Quick Links

The image shows a banner titled "Employee Apps - Quick Links" with four icons: eCareer, eJob Bidding, eLRA, and eOPF. A red arrow points to the eJob Bidding icon.

## How to use eBidding

Click on Enter Job Bids

Job Bidding - Home Page

[Job Bidding Home Page](#)

[Exit](#)

**Enter Job Bids**

[Withdraw Job Bids](#)

[Employee Bid List](#)

[Retreat Rights](#)

[Job Slot Information](#)



**UNITED STATES POSTAL SERVICE**

**USPS Job Bidding**

**USPS Restricted Information**

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First Name Last Name POSITION TITLE

**Welcome to the USPS Job Bidding System.**

**Now available every day, 24 hours a day, including holidays!**

**\*\*IMPORTANT\*\* PROTECT YOURSELF:**

**USE THE "EXIT" BUTTON ON THE LEFT SIDE TO END YOUR SESSION WHEN YOU HAVE COMPLETED YOUR JOB BIDDING ACTIVITY.**

"Information that you provide will be protected and only disclosed in accordance with the Privacy Act of 1974".

Current Open Postings will be shown

Click on the Link (red font Posting number)

[Exit](#)

**Enter Job Bids**

[Withdraw Job Bids](#)

[Employee Bid List](#)

[Retreat Rights](#)

[Job Slot Information](#)

**USPS Job Bidding**

**USPS Restricted Information**

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**Please select a posting you want to bid**

[000082624 Milwaukee\(WI\) Bid Cluster - current](#)

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Make selection on left or click on Exit to end session.

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**NOTE OF CAUTION:** Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your internet browser's back button from browser menu.

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[Home](#) | [Exit](#) | [Enter Job Bids](#) | [Withdraw Job Bids](#) | [Employee Bid List](#) | [Job Slot Information](#) | [Retreat Rights](#) |

# 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"/> <a href="#">70501907</a>		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		
<input type="checkbox"/> <a href="#">70508932</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Cluster / Craft / Section	
<input type="checkbox"/> <a href="#">70702722</a>		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07		
<input type="checkbox"/> <a href="#">70767268</a>		<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06		
<input type="checkbox"/> <a href="#">71068464</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06		
<input type="checkbox"/> <a href="#">71078441</a>		<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

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Position Information							
Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status	Reason
<input type="checkbox"/> <a href="#">70501907</a>		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		
<input type="checkbox"/> <a href="#">70508932</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Cluster / Craft / Section	
<input type="checkbox"/> <a href="#">70702722</a>		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07		
<input type="checkbox"/> <a href="#">70767268</a>		<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06		
<input type="checkbox"/> <a href="#">71068464</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06		
<input type="checkbox"/> <a href="#">71078441</a>		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		

Checkmark positions you want to bid on

Indicate choice here

# 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"/>	<a href="#">70501907</a>		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07	
<input type="checkbox"/>	<a href="#">70508932</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Clus
<input type="checkbox"/>	<a href="#">70702722</a>		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07	
<input type="checkbox"/>	<a href="#">70767268</a>		<input checked="" type="checkbox"/>	SALES, SVCS/DISTRIBUTION ASSOC	TOUR II	06	
<input type="checkbox"/>	<a href="#">71068464</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK			
<input type="checkbox"/>	<a href="#">71097841</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS			

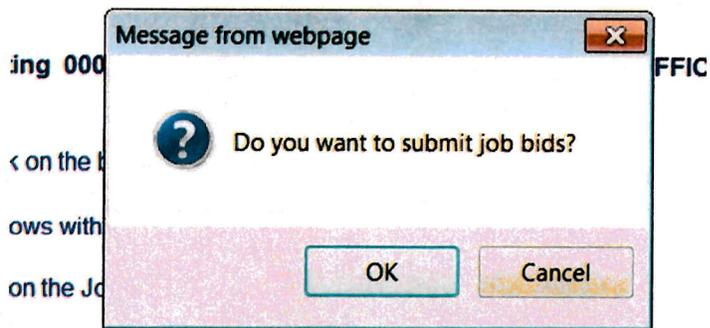
Checkmark here when the position is closer to home than your current position

## How to use eBidding

When you have finished bidding, click the Submit Job Bids

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

Print the page, if desired.

# U S POSTAL SERVICE

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

**Body & Fender Specialist  
VMF  
(P7-09) OCC CODE: 3809-02XX  
MOTOR VEHICLE CRAFT  
February 2026 POSTING**

<u>JOB ID NO</u>	<u>ASSIGNMENT</u>	<u>SKILLS</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VACATED BY</u>
71512679	Milwaukee VMF	251	14:75- 23:25 (Tour 3)	SAT/SUN	093	Simon

### **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 **no later than midnight of the closing date** shown below. Letters/applications may be brought, faxed (414-270-2161) or mailed (VMF, PO Box 5005, Milwaukee WI 53201-5005 Attn: Alex Tuskiewicz). Applications may also be scanned via email to [alexander.r.tuskiewicz@usps.gov](mailto:alexander.r.tuskiewicz@usps.gov) **no later than closing date (Midnight February 11, 2026).**

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of 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**

**CURRENT DRIVERS LICENSE IS REQUIRED**

**EXAMINATION REQUIREMENTS:** Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 251.

#### **PHYSICAL REQUIREMENTS:**

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

**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. Motor Vehicle Craft, 2. **Office-Wide, regardless of craft.**

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

**Date Posted: February 2, 2026**

**Date to be Withdrawn: Midnight February 11, 2026**

**STD JOB DESCRIPTION**

U.S.Postal Service

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**BODY AND FENDER SPECIALIST (P7-09)  
OCCUPATION CODE: 3809-02XX**

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**FUNCTIONAL PURPOSE:**

Performs body and fender repair work on motor vehicles, involving sheet metal parts, nonmetallic components, body structures, chassis frames, and related vehicle accessories and equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Diagnoses and locates defects in automotive body structures and determines the remedy or method of repair.
2. Dissassembles and reassembles body structures to align and adjust them properly; straightens and aligns frames.
3. Inserts panels and sections, rivets and/or welds them in place, and refinishes for painting.
4. Performs gas or electric welding, brazing, and soldering on various types and thicknesses of metals, choosing correct materials for the various kinds of work.
5. Performs repairs such as filling, patching, and paneling on non-metallic structures such as fiberglass and other plastic materials.
6. Fills damaged parts of metal bodies with solder, putty, fiberglass, and other plastics and refinishes for painting.
7. Repairs or replaces such parts as windshield posts, seat parts, and operators partitions.
8. Adjusts, repairs, or replaces doors, hardware, glass, and other related parts.
9. Repairs or rebuilds motor vehicle seats.
10. Uses hand and power tools of the trade such as hammers, spoons, files, dolly blocks, grinders, buffers, drills, frame aligners, and alignment indicators, reshapers, micrometers, thickness gauges, scales, dividers, calipers, etc.
11. Reads specifications and drawings to determine dimensions, shapes, materials, finishes, etc.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

**KEY POSITION REFERENCE:**

KP-0019

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**Doc Date: 03/18/2006****Occ Code: 3809-02XX**

**QUALIFICATIONS**

U.S.Postal Service

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**BODY AND FENDER SPECIALIST (P7-09)  
OCCUPATION CODE: 3809-02XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**3800b  
(3809-02XX)

BODY AND FENDER REPAIRMAN

**DOCUMENT DATE:** Dec 21, 2011**FUNCTION:**

Performs body and fender repair work on Government-owned motor vehicles, involving sheet metal parts, nonmetallic components, body structures, chassis frames, and related vehicle accessories and equipment.

**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.

1. Ability to use hand and power tools required for body and fender repair work such as hammers, spoons, files, dolly blocks, grinders, buffers, drills, frame aligners, air-driven reshapers, etc.
2. Ability to disassemble and reassemble body structure with proper alignment and adjustment.
3. Ability to work without immediate supervision.
4. Ability to diagnose and locate defects in automotive body structures and determine the remedy or method of repair.
5. Ability to analyze and interpret specifications and drawings of mechanical objectives sufficiently well to understand dimensions, shape, material, finish, etc., and how various parts fit together.
6. Ability to do gas or electric welding on various types and thicknesses of metal.
7. Ability to use measuring instruments such as alignment, indicators, micrometers, thickness gauges, scales, dividers, calipers, etc.
8. Ability to perform brazing and soldering tasks involved in body and fender repair, choosing correct materials for all kinds of work.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Exam 251 (scoring for Body and Fender Repair) and pass an interview.

**PHYSICAL REQUIREMENTS:**

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

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**AUTOMOTIVE TECHNICIAN  
VMF  
(P7-08) OCC CODE: 5823-0001  
MOTOR VEHICLE CRAFT  
February 2026 POSTING**

<u>JOB ID NO</u>	<u>ASSIGNMENT</u>	<u>SKILLS</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VACATED BY</u>
95812751	Milwaukee VMF	943/944	14:75- 23:25 (Tour 3)	SAT/SUN	093	Damske

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#### **ADDITIONAL SELECTION CRITERIA**

**CURRENT DRIVERS LICENSE IS REQUIRED**

**EXAMINATION REQUIREMENTS:** Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 943/944.

#### **PHYSICAL REQUIREMENTS:**

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

**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. Motor Vehicle Craft, 2. **Office-Wide, regardless of craft.**

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

**Date Posted: February 2, 2026**

**Date to be Withdrawn: Midnight February 11, 2026**

**STD JOB DESCRIPTION**

U.S.Postal Service

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**AUTOMOTIVE TECHNICIAN (P7-08)  
OCCUPATION CODE: 5823-0001**

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**FUNCTIONAL PURPOSE:**

Performs routine and complex repairs and maintenance on all types of motor vehicles used in the postal fleet; troubleshoots and diagnoses more complex vehicle malfunctions using a variety of computerized test equipment; may provide assistance to lower level employees.

**DUTIES AND RESPONSIBILITIES:**

1. Diagnoses operating difficulties on a variety of vehicles and performs operational checks on engines; its major supporting systems, parts, components, assemblies; including emissions systems, electrical, computer and electronic controlled components.
2. Performs various computerized and electronic diagnostic tests using specialized equipment; interprets trouble codes and other information from electronic scanners and test analyzers; uses reference materials such as service manuals and wiring schematics to determine operational difficulties, drivability problems and evaluates performance efficiency.
3. Conducts visual and auditory vehicle inspections, road calls and road tests before and after maintenance and repairs; annotates vehicle problems on work orders.
4. Provides technical guidance and instructions to mechanics and technicians on more difficult repairs and in the use of specialized computer-aided diagnostic equipment.
5. Performs maintenance and repairs resulting from normal preventive maintenance inspections.
6. Prepares and updates vehicle records, maintains vehicle records; annotates labor time, parts and/or equipment and other pertinent data on work orders.
7. Performs engine tune-ups; removes, replaces, adjusts, cleans parts, components, assemblies and accessories; uses a variety of specialized test equipment to adjust systems and components to prescribed operating tolerances.
8. Troubleshoots malfunctioning vehicles resulting from road calls and identifies improperly functioning part(s) and repairs or replaces.
9. Repairs and replaces major components including transmissions, differentials, brake systems, power assist units, steering and suspension assemblies.
10. Performs other job related duties and responsibilities in support of primary duties.
11. Follows all established safety practices and procedures; complies with all postal, local, state and federal environmental regulations and policies.

**SUPERVISION:**

Manager, Vehicle Maintenance; Supervisor, Vehicle Maintenance; or other designated supervisor.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

**QUALIFICATIONS**

U.S.Postal Service

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**AUTOMOTIVE TECHNICIAN (P7-08)  
OCCUPATION CODE: 5823-0001**

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**BARGAINING UNIT QUALIFICATION STANDARD**5823c  
(5823-0001)**AUTOMOTIVE TECHNICIAN****DOCUMENT DATE:** June 11, 2022**FUNCTION:**

Performs routine and complex repairs and maintenance on all types of motor vehicles used in the postal fleet; troubleshoots and diagnoses more complex vehicle malfunctions using a variety of computerized test equipment; may provide assistance to lower level employees.

**DESCRIPTION OF WORK:**

See the Standard Position Descriptions for the Occupation Codes given above.

**REQUIREMENTS:**

This section is composed of the Knowledge, Skills, and Abilities which are required to satisfactorily perform the tasks of the position. Knowledge of electrical/ignition systems refers to the terminology characteristics, and operation of such components as alternators, batteries, voltage regulators, starter motors, ignition and lighting systems, indicating devices, electronic computer enhanced components, sensors, and starting aids.

Knowledge of automotive fuel systems refers to the terminology, characteristics, and operation of fuel delivery systems, and related assemblies, such as fuel pumps, turbochargers, superchargers, inter-coolers, fuel injectors, and the interface of the fuel system with electronic controls.

Knowledge of automotive emission control systems refers to the terminology characteristics, and operation of emission control systems as they relate to overall engine operation and performance specifications and conformance to environmental quality regulations.

Knowledge of engine systems refers to the terminology, characteristics, and operation of engine valves, piston assemblies, engine bearings, cylinders, cylinder heads, cylinder blocks, crankshaft assemblies, compression ignition, and cooling system.

Knowledge of automotive power train systems refers to the terminology, characteristics, and operation of such components as clutches, universal joints, manual and computer enhanced automatic transmission systems, differentials, and drive axles.

Knowledge of automotive suspension systems refers to the terminology, characteristics, and operation of standard and computerized/air-controlled suspension, and standard and power assisted steering, as well as wheel alignment systems and steering geometry.

Knowledge of automotive braking systems refers to the terminology, characteristics, and operation of air and hydraulically actuated braking components such as cylinders, valves, linkage, calipers, sensors and control modules and anti-lock brake systems.

Ability to use technical reference materials and technical manuals refers to reading, comprehending, and interpreting technical information, such as illustrated parts breakdown, checklists, flow charts, electronic media, and schematics.

Ability to troubleshoot and diagnose malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as electrical/electronic systems, engine, power train, fuel delivery, and suspension and braking systems through the use of appropriate automotive test equipment.

Ability to use automotive test equipment refers to the knowledge of, and proficiency with, various types of electrical/electronic diagnostic test equipment, such as voltage/amperage testers (VAT), multimeters (VOM), test lights, scanners, gas analyzers, etc.

Ability to use mechanical test equipment and hand tools refers to the knowledge of, and proficiency with, various types of mechanical diagnostic test equipment and hand tools, such as micrometers, calipers, pressure gauges, etc.

Ability to make minor repairs to automotive components or systems refers to a proficiency in replacing parts or making adjustments to automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspensions, power train, braking systems, intake, exhaust, and starting aids.

Ability to make major repairs to automotive components or systems refers to a proficiency in overhauling or rebuilding automotive systems or their components, such as power train, engine, fuel delivery, suspension, and braking systems.

#### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 943 and Test 944, to demonstrate their knowledge and ability to troubleshoot, diagnose, and make minor and major repairs to automotive systems.

Effective June 11, 2022, Exam 941 Automotive Bench Test is suspended until further notice.

#### **PHYSICAL REQUIREMENTS:**

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

#### **TRAINING REQUIREMENTS:**

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

#### **ADDITIONAL PROVISIONS:**

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

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**Doc Date: 06/11/2022**

**Occ Code: 5823-0001**

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# 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.**

**LEAD AUTOMOTIVE TECHNICIAN**

**VMF**

**(P7-08) OCC CODE: 5823-0004**

**MOTOR VEHICLE CRAFT**

**February 2026 POSTING**

<u>JOB ID NO</u>	<u>ASSIGNMENT</u>	<u>SKILLS</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VACATED BY</u>
72426947	Milwaukee VMF	943/944	14.75-23.25	SAT/SUN	093	Valles

### **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 **no later than midnight of the closing date** shown below. Letters/applications may be brought, faxed (414-270-2161) or mailed (VMF, PO Box 5005, Milwaukee WI 53201-5005 Attn: Alex Tuskiewicz). Applications may also be scanned via email to [alexander.r.tuskiewicz@usps.gov](mailto:alexander.r.tuskiewicz@usps.gov) **no later than closing date (Midnight February 11, 2026).**

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of 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**

**CURRENT DRIVERS LICENSE IS REQUIRED**

**EXAMINATION REQUIREMENTS:** Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 943/944.

#### **PHYSICAL REQUIREMENTS:**

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

**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. Motor Vehicle Craft, 2. **Office-Wide, regardless of craft.**

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

**Date Posted: February 2, 2026**

**Date to be Withdrawn: Midnight February 11, 2026**

**STD JOB DESCRIPTION**

U.S.Postal Service

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**LEAD AUTOMOTIVE TECHNICIAN (P7-09)  
OCCUPATION CODE: 5823-0004**

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**FUNCTIONAL PURPOSE:**

Serves as a working group leader for lower level technicians and mechanics in a vehicle maintenance facility or an auxiliary garage; personally performs the most complex repairs and maintenance on all types of motor vehicles used in the postal fleet; provides work guidance and direction to lower level employees.

**DUTIES AND RESPONSIBILITIES:**

1. Diagnoses operating difficulties on a variety of vehicles and performs operational checks on engines; its major supporting systems, parts, components, assemblies; including emissions systems, electrical, computer and electronic controlled components.
2. Performs various computerized and electronic diagnostic tests using specialized equipment; interprets trouble codes and other information from electronic scanners and test analyzers; uses reference materials such as service manuals and wiring schematics to determine operational difficulties, drivability problems and evaluates performance efficiency.
3. Conducts road tests before and after maintenance and repairs; annotates vehicle problems on work orders.
4. Troubleshoots malfunctioning vehicles resulting from road calls and identifies improperly functioning part(s).
5. Conducts vehicle inspections, determines necessary repairs, annotates established estimated repair time (ERT); assigns and schedules work for individual employees or a group of employees engaged in vehicle maintenance.
6. Performs maintenance and repairs resulting from normal preventive maintenance inspections.
7. Provides technical guidance and instructions to mechanics and technicians on more difficult repairs and in the use of specialized computer-aided diagnostic equipment.
8. Maintains, prepares and updates vehicle maintenance records, annotates repairs, labor hours and other relevant data.
9. Assists in training personnel in the repair of vehicles and the use of specialized computer-aided diagnostic equipment.
10. Personally observes and monitors compliance of established safety practices and procedures of vehicle maintenance activities; complies with all postal, local, state, and federal environmental regulations and policies.

**SUPERVISION:**

Manager, Vehicle Maintenance; Supervisor, Vehicle Maintenance; or other designated supervisor.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

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**Doc Date: 06/11/2022****Occ Code: 5823-0004**

**QUALIFICATIONS**

U.S.Postal Service

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**LEAD AUTOMOTIVE TECHNICIAN (P7-09)  
OCCUPATION CODE: 5823-0004**

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**BARGAINING UNIT QUALIFICATION STANDARD**5000B  
(5823-0004)

LEAD AUTOMOTIVE TECHNICIAN

**DOCUMENT DATE:** June 11, 2022**FUNCTION:**

Serves as a working group leader for lower level technicians and mechanics in a vehicle maintenance facility or an auxiliary garage; personally performs the most complex repairs and maintenance on all types of motor vehicles used in the postal fleet; provides work guidance and direction to lower level employees.

**DESCRIPTION OF WORK:**

See the Standard Position Descriptions for the Occupation Codes given above.

**REQUIREMENTS:**

This section is composed of the 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.

Ability to troubleshoot and diagnose malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as, electrical/electronic systems, engine, power train, fuel delivery, suspension, and braking systems through the use of appropriate automotive test equipment.

Ability to use automotive test equipment refers to the knowledge of, and proficiency with, various types of electrical/electronic diagnostic test equipment, such as voltage/amperage testers (VAT), multimeters (VOM), test lights, scanners, gas analyzers, etc.

Ability to make minor and major repairs to automotive components or systems refers to a proficiency in replacing parts, making adjustments, and rebuilding automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspensions, power train, braking systems, intake, exhaust, and starting aids.

Ability to prepare paperwork refers to the ability to record information and data to complete forms, such as parts requests and estimated repair time (E.R.T.), as it relates to the operation of a facility.

Ability to work with others refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position to include the test and repair of electrical/electronic and mechanical problems using the appropriate diagnostic equipment and/or procedure.

Ability to work without (immediate) supervision refers to the ability to perform safely and efficiently the duties of the position, such as planning and executing work activities without direct supervision.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service's Test 943 and Test 944.

Effective June 11, 2022, Exam 941 Automotive Bench Test is suspended until further notice.

**PHYSICAL REQUIREMENTS:**

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

**TRAINING REQUIREMENTS:**

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

**ADDITIONAL PROVISIONS:**

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

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**Doc Date: 06/11/2022**

**Occ Code: 5823-0004**

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# 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 February 2026 POSTING

### TRAINING TECHNICIAN PS-07, 1712-34XX, SP2-621

CLERK CRAFT

February 2026 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>
71819804	2 <sup>nd</sup> floor P&DC Employee Development	718	0730-1600 (T2) ½ hour lunch	SAT/SUN	402	Donnell

### Test Requirements: Test 718 – Basic Computer 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 **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. **No Attachments**

Your PS Form 991 application or eCareer Profile for this Best Qualified position must be received at Local Services Office located **no later than midnight, at the closing date** shown below. Applications may be brought, mailed (Employee Development Department, PO Box 5022, Milwaukee WI 53201-5022 Attn: Jason Berrios). Applications may also be scanned via email to [jason.f.berrios@usps.gov](mailto:jason.f.berrios@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 based on craft seniority to full-time employees encumbered in duty assignments in the same salary level and same best qualified position, then based on "BEST QUALIFIED", selected in the following order: 1. Clerk Craft 2. Office- Wide, regardless of craft.

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

Date Posted: February 2, 2026

Date to be Withdrawn: February 11, 2026

**STD JOB DESCRIPTION**

U.S.Postal Service

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**TRAINING TECHNICIAN PEDC (P7-07)**  
**OCCUPATION CODE: 1712-34XX**

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**FUNCTIONAL PURPOSE:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**DUTIES AND RESPONSIBILITIES:**

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor assigned to the training function.

**SELECTION METHOD:**

Best Qualified selection on an office wide basis regardless of craft.

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0017

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**Doc Date: 11/02/1994****Occ Code: 1712-34XX**

**QUALIFICATIONS**

U.S.Postal Service

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**TRAINING TECHNICIAN PEDC (P7-07)**  
**OCCUPATION CODE: 1712-34XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**1712  
(1712-34XX)

TRAINING TECHNICIAN PEDC

**DOCUMENT DATE:** November 30, 1987**FUNCTION:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**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 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.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals.

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

B-11. Ability to perform effectively under the pressures of the position.

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

B-19. Ability to instruct.

B-28. Knowledge of different relevant lines of work.

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

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.

**EXPERIENCE REQUIREMENTS:**

Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:

Experience as a teacher or instructor.

Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.

Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.

Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.

Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

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:**

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

**ADDITIONAL PROVISIONS:**

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

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**Doc Date: 06/01/2005**

**Occ Code: 1712-34XX**

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# 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.

### THIS IS A BEST QUALIFIED MANUAL POSTING FEBRUARY 2026 POSTING

#### SECRETARY, PS-7, 0318-0004 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>
95753497	2 <sup>nd</sup> floor P&DC Customer Relations	710 713	0800-1630 (T2) 30-L	SAT/SUN	050	STABEN

#### **Test Requirements:** **Test 710 – Clerical & Verbal Skills** **Test 713 – Typing (30 wpm)**

#### **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 Customer Relations Office located second floor Milwaukee P&DC, **no later than midnight of the closing date** shown below. Letters/applications may be brought, or mailed to: Customer Relations, PO Box 5008, Milwaukee WI 53201-5008 Attn: La Verne Morgan-Hill. Applications may also be scanned via email to [laverne.morgan-hill@usps.gov](mailto:laverne.morgan-hill@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 710 Clerical & Verbal Skills & Test 713 Typing (30 wpm).** Applicants must demonstrate clerical and verbal skills. This must be demonstrated by successful completion of Postal Service **Test 710**. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five-minute test. This must be demonstrated by successful completion of the Postal Service **Test 713**. Those applicants who are not currently qualified will be notified at a future date of the time and location of the examinations.

Date Posted: FEBRUARY 2, 2026

Date to be Withdrawn: FEBRUARY 11, 2026

**STD JOB DESCRIPTION**

U.S.Postal Service

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

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**FUNCTIONAL PURPOSE:**

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.

**DUTIES AND RESPONSIBILITIES:**

1. Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.
2. Accesses, retrieves and/or updates files and other data maintained on personal computers.
3. Sends and receives electronic messages, files and other documentation via the local area network.
4. Produces charts, tables, and other documentation using various graphics software.
5. Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.
6. Reviews materials prepared for manager's signature for accuracy, completeness, and format.
7. Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.
8. Screens, logs, and routes office mail in accordance with established procedures.
9. Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

**SUPERVISION:**

Manager of unit to which assigned

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

CLERK

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**Doc Date: 11/24/2010****Occ Code: 0318-0004**

**QUALIFICATIONS**

U.S.Postal Service

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

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**BARGAINING UNIT QUALIFICATION STANDARD**0318  
(0318-0004)

SECRETARY

**DOCUMENT DATE:** December 16, 1999**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 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 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.

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**Doc Date: 08/18/2018****Occ Code: 0318-0004**

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R0206  
BC568846 Milwaukee(WI) Bid Clu  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 01/30/2026 08:10:15  
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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: 389270 Clerk Opening Date : 02/02/2026 Closing Date : 02/11/2026  
JOB ID: ~~71340154~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time  
Bidding Vacant 01019910 FSM TOUR II MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO T2-WU 285

QUALIFICATIONS :

SECTION: FSM NON-SCHEME 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 Brk	From To Brk	From To Brk
06:00 14:30 030	06:00 14:30 030	OFF OFF OFF	OFF OFF OFF	06:00 14:30 030	06:00 14:30 030	06:00 14:30 030

POSTING COMMENTS :

VACATED BY : HYDEIA BROWN EMP ID: 2417 ON DATE: 01/23/2026

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JOB ID: ~~71264230~~ 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: 1300-2130-30L-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				
13:00 21:30 030	13:00 21:30 030	13:00 21:30 030	13:00 21:30 030	13:00 21:30 030	OFF OFF OFF	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : TETYANA MELNYCHUK EMP ID: 7953 ON DATE: 01/09/2026

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JOB ID: ~~71264236~~ 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: 1300-2130-30L-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
13:00 21:30 030	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

POSTING COMMENTS :

VACATED BY : CAROLA CASEY EMP ID: 502 ON DATE: 01/02/2026

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JOB ID: ~~70509041~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time  
Bidding Vacant 01016694 AUTO OCR BCS OPRNS C TOUR I MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU-129

QUALIFICATIONS :

SECTION: LETTER AUTOMATION T1

WORK SCHEDULE: 2200-0630-30L-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
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	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : CARMIA HAZELWOOD EMP ID: 4000 ON DATE: 01/23/2026

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JOB ID: ~~73206186~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time  
Bidding Vacant 01016694 AUTO OCR BCS OPRNS C TOUR I MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU-129. (Additional F1 Staffing MOU dated July 27, 2022)

QUALIFICATIONS :

SECTION: LETTER AUTOMATION T1

WORK SCHEDULE: 2130-0600-30L-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	Brk	From	To	Brk	From	To	Brk
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	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : MAURICE LOFTON EMP ID: 3279 ON DATE: 01/23/2026

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JOB ID: ~~71236150~~ 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: LETTER AUTOMATION T2

WORK SCHEDULE: 0600-1430-30L-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
06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : KAELA KINCAID EMP ID: 5146 ON DATE: 01/23/2026

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JOB ID: 71236151 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: LETTER AUTOMATION T2

WORK SCHEDULE: 0600-1430-30L-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
OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : JYFENA BROWN EMP ID: 8269 ON DATE: 01/23/2026

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JOB ID: 71236176 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01016791 AUTO CENTRAL TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 391

QUALIFICATIONS :

SECTION: LETTER AUTOMATION T3

WORK SCHEDULE: 1300-2130-30L-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
OFF	OFF	OFF	13:00	21:30	030	13:00	21:30	030	13:00	21:30	030	13:00	21:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Laree Wilson EMP ID: 3310 ON DATE: 01/23/2026

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JOB ID: 71267162 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: LETTER AUTOMATION T3

WORK SCHEDULE: 1400-2230-30L-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	Brk	From	To	Brk
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 : EMMA CZOSNEK EMP ID: 1230 ON DATE: 01/23/2026

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JOB ID: 71395468 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 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: LETTER AUTOMATION T3

WORK SCHEDULE: 1500-2330-30L-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
15:00	23:30	030	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030	OFF	OFF	OFF	OFF	OFF	OFF	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : MONICA WHEELER EMP ID: 2368 ON DATE: 01/23/2026

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JOB ID: 95522568 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time  
Bidding Vacant 01016477 REGISTRY TRAY TAKE BOX T III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: REGISTRY-T3-WU 308 UTILITY. WHEN NOT IN REGISTRY WILL WORK IN MAIL  
PROCESSING. MUST BE CERT TO OPERATE GOV VEHICLES AND POWERED INDUSTRIAL  
EQUIPMENT: MULE. SUCCESSFUL BIDDER WILL COMPLETE REGISTERED MAIL  
TRAINING COURSE 31510-01

QUALIFICATIONS : PIT NON FORKLIFT

SECTION: REGISTRY T3

WORK SCHEDULE: 1400-2230-30L-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
14:00	22:30	030	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

POSTING COMMENTS :

VACATED BY : Judith Cromas EMP ID: 5607 ON DATE: 01/31/2026

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JOB ID: 71452645 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time  
Bidding Vacant 01016989 OUTG DOCK GEN/CLK TOUR II OAK CREEK Clerks -  
NonHQ

JOB SLOT COMMENTS: OC PDC-OUTG-CLK-T2-WU-068; OUTGOING/LABEL CLERK

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T2

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

POSTING COMMENTS :

VACATED BY : CHIMAIN BOVIA EMP ID: 9448 ON DATE: 01/09/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72611222 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time  
Bidding Vacant 01016989 OUTG DOCK GEN/CLK TOUR II OAK CREEK Clerks -  
NonHQ

JOB SLOT COMMENTS: OC PDC-OUTG-CLK-T2-WU 068

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T2

WORK SCHEDULE: 0700-1530-30L-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	Brk	From	To	Brk
07:00	15:30	030	07:00	15:30	030	OFF	OFF	OFF	OFF	OFF	OFF	07:00	15:30	030	07:00	15:30	030

POSTING COMMENTS :

VACATED BY : STEPHANIE VARNER EMP ID: 6433 ON DATE: 01/23/2026

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JOB ID: 71170459 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01016984 SPBS TOUR I OAK CREEK Clerks -  
NonHQ

JOB SLOT COMMENTS: OC PDC-APBS-T1-WU 051

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T1

WORK SCHEDULE: 2130-0600-30L-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	Brk	From	To	Brk
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 : PENELOPE WATSON EMP ID: 4690 ON DATE: 01/04/2026

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JOB ID: 72954707 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01016985 SPBS TOUR II OAK CREEK Clerks -  
NonHQ

JOB SLOT COMMENTS: OC PDC-SPSS-T2-WU 061 (JUNE 21, F1 MOU COMPLIANCE)

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T2

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

POSTING COMMENTS :

VACATED BY : Deborah Rewolinski EMP ID: 145 ON DATE: 01/23/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: ~~95635999~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01016985 SPBS TOUR II OAK CREEK Clerks -  
NonHQ

JOB SLOT COMMENTS: OC PDC-APBS-T2-WU 061

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T2

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

POSTING COMMENTS :

VACATED BY : BREANNA PIERSON EMP ID: 2156 ON DATE: 01/23/2026

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JOB ID: ~~72611118~~ 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; GRIEVANCE 79398-25; CANNOT BE REVERTED BEFORE  
8-1-2026

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T3

WORK SCHEDULE: 1530-2400-30L-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
15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : DEONDRE WALKER EMP ID: 5065 ON DATE: 01/23/2026

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JOB ID: ~~72954549~~ 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: 1530-2400-30L-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	Brk	From	To	Brk	From	To	Brk
15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : ANASTE BERRY EMP ID: 9231 ON DATE: 01/23/2026

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BC568846 Milwaukee(WI) Bid Clu  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72954818 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-APBS-T3-WU 076

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T3

WORK SCHEDULE: 1530-2400-30L-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	Brk	From	To	Brk	From	To	Brk	
15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : DONNELL TAYLOR EMP ID: 3635 ON DATE: 01/09/2026

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JOB ID: 74492749 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 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, 1 YEAR OF MAIL PROCESSING EXPERIENCE REQUIRED;  
CREATED PER GRIEVANCE 79568-25 DUPLICATES 72952328

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T3

WORK SCHEDULE: 1530-2400-30L-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
15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : EUREKA TAYLOR EMP ID: 6844 ON DATE: 01/23/2026

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BC568846 Milwaukee(WI) Bid Clu  
DX13M0

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: 389285 Mail Handler Opening Date : 02/02/2026 Closing Date : 02/11/2026  
JOB ID: ~~95637565~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 01016468 MH OPERATIONS UNIT T II MILWAUKEE Mail Handlers-NonHQ

JOB SLOT COMMENTS: AUTO-MECH-T2-WU 293

QUALIFICATIONS :

SECTION: AUTO/MECH T2

WORK SCHEDULE: 0500-1330-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : BRANDON BECKER EMP ID: 2221 ON DATE: 01/23/2026

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JOB ID: ~~95696995~~ 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

QUALIFICATIONS :

SECTION: AUTO/MECH T2

WORK SCHEDULE: 0500-1330-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : CHARLES STEWART EMP ID: 9625 ON DATE: 01/23/2026

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JOB ID: ~~95792893~~ 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

QUALIFICATIONS :

SECTION: AUTO/MECH T2

WORK SCHEDULE: 0500-1330-30L-Th-FrS

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

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

POSTING COMMENTS :

VACATED BY : RICKY HALE EMP ID: 3216 ON DATE: 01/23/2026

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R0206  
BC568846 Milwaukee(WI) Bid Clu  
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 01/30/2026 11:03:11  
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JOB ID: 95789516 5704-03XX MAIL HANDLER EQUIPMENT KP0010 M7 05 TOUR I LDC:17 EG:1=Full Time  
OPERATOR  
Bidding Vacant 01016978 DOCK 035 GLF TOUR I MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: DOCK-MEO-T1-WU 116

QUALIFICATIONS : PIT NON FORKLIFT  
PIT FORKLIFT

SECTION: DOCK T1

WORK SCHEDULE: 2130-0600-30L-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		
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : LISA THOMPSON EMP ID: 9565 ON DATE: 10/31/2025  
MARSHALL

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JOB ID: 71338885 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:16 EG:1=Full Time  
Bidding Vacant 01016477 REGISTRY TRAY TAKE BOX T III MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: AFSSM-DISPATCH-T3-WU 369

QUALIFICATIONS :

SECTION: FSM/DISPATCH T3

WORK SCHEDULE: 1300-2130-30L-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		
13:00	21:30	030	OFF	OFF	OFF	OFF	OFF	13:00	21:30	030	13:00	21:30	030	13:00	21:30	030

POSTING COMMENTS :

VACATED BY : Alexis LaGrone EMP ID: 4877 ON DATE: 01/23/2026

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JOB ID: 72610972 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01016994 M H APPS TOUR I OAK CREEK Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: OC PDC-APPS-T1-WU 055

QUALIFICATIONS :

SECTION: APPS T1

WORK SCHEDULE: 2130-0600-30L-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		
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : VANESSA GRIFFIN EMP ID: 6039 ON DATE: 08/04/2025

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R0206  
BC568846 Milwaukee(WI) Bid Clu  
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 01/30/2026 11:03:11  
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JOB ID: 72967082 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 068

QUALIFICATIONS : PIT NON FORKLIFT  
PIT FORKLIFT

SECTION: MMPA/DOCK/EQ OPR T2

WORK SCHEDULE: 0630-1500-30L-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	Brk	From	To	Brk		
06:30	15:00	030	06:30	15:00	030	OFF	OFF	OFF	OFF	OFF	06:30	15:00	030	06:30	15:00	030	06:30	15:00	030

POSTING COMMENTS :

VACATED BY : Jodell Labakken EMP ID: 4757 ON DATE: 01/02/2026

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JOB ID: 71771191 2315-02XX GRP LDR MAIL HANDLER KP0012 M7 05 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01016984 SPBS TOUR I OAK CREEK Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: OC PDC-APBS-T1-WU 051; GROUP LEADER \*\*\*SEE STD JOB DESCRIPTION FOR ALL  
DUTIES AND RESPONSIBILITIES

QUALIFICATIONS :

SECTION: MMPA/SPBS 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		
21:30	06:00	030	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 : MYESHA JOHNIKIN EMP ID: 7060 ON DATE: 01/23/2026

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JOB ID: 72610960 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01016993 OUTG DOCK GEN/CLKS TOUR I OAK CREEK Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: OC PDC-SWYB-T1-WU 052

QUALIFICATIONS :

SECTION: SWYB 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		
21:30	06:00	030	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 : TWAUNYAI RAY - BONDS EMP ID: 2772 ON DATE: 01/23/2026

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