

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.

Revised

CLERK & MAIL HANDLER

June 2025 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 2nd Floor, 345 W St. Paul Ave, Milwaukee WI 53201-5044, Attn: Bids and Postings.

Under no circumstances will applications be accepted after the date specified.

Any employee desiring to cancel a bid for a posted vacancy must do so no later than the date of the closing of the posting as shown below.

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

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

CLERK POSTING NUMBER: #369737 MAIL HANDLER POSTING NUMBER: #369714

DATE AND TIME POSTED: JUNE 4, 2025 DATE AND TIME TO BE WITHDRAWN: Midnight JUNE 13, 2025



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 or via links provided on Blue and LiteBlue.

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

Here's how you log on:

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

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

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

? Employee ID:

? USPS Password:

Log On



Is this Site Secure?

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

2. Click on the Enter SSP button.

Welcome to Self-Service Profile(SSP)

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

Important Information

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

Enter SSP

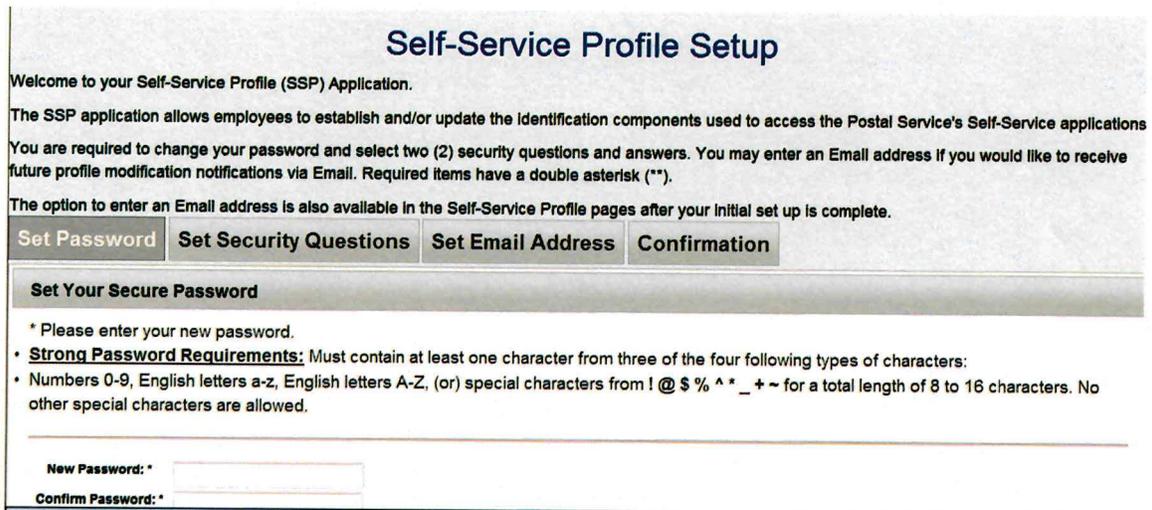
How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

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



The image shows a 'Sign In To SSP' screen. At the top, the title 'Sign In To SSP' is displayed. Below the title, there 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 'Self-Service Profile Setup' is centered at the top. Below the title, there is a welcome message: 'Welcome to your Self-Service Profile (SSP) Application. The SSP application allows employees to establish and/or update the identification components used to access the Postal Service's Self-Service applications. You are required to change your password and select two (2) security questions and answers. You may enter an Email address if you would like to receive future profile modification notifications via Email. Required items have a double asterisk (**). The option to enter an Email address is also available in the Self-Service Profile pages after your initial set up is complete.' Below the text, there are four tabs: 'Set Password', 'Set Security Questions', 'Set Email Address', and 'Confirmation'. The 'Set Password' tab is selected. Under this tab, there 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, there 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 bottom portion of the 'Set Your Secure Password' 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 grey 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 C
Function			Set	Last Update
ANSWER # 1			Yes	(
ANSWER # 2			Yes	(
PASSWORD			Yes	(
SECURITY QUESTION # 1			Yes	(
SECURITY QUESTION # 2			Yes	(
PIN			Yes	

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

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

How to use eBidding

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

liteblue United States Postal Service

You deliver for the country, we deliver for you.

Welcome to LiteBlue The next generation in employee communications

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

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

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

Here's how you log on:

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

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

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

? Employee ID:



Is this Site Secure?

? USPS Password:

[Log On](#)

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

Click on eBidding in the Featured Quick Links

The banner features four tiles: eCareer (laptop), eJob Bidding (person at computer), eLRA (person on phone), and eOPF (envelope). An orange arrow points to the eJob Bidding tile.

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

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

Please select a posting you want to bid

000082624 Milwaukee(WI) Bid Cluster - current

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

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.

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"/> 70501907		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		
<input type="checkbox"/> 70508932		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Cluster / Craft / Section	
<input type="checkbox"/> 70702722		<input type="checkbox"/>	LEAD MAIL PROCESSING CLERK	TOUR I	07		
<input type="checkbox"/> 70767268		<input type="checkbox"/>	SALES SVCS/DISTRIBUTION ASSOC	TOUR II	06		
<input type="checkbox"/> 71068464		<input type="checkbox"/>	MAIL PROCESSING CLERK	TOUR I	06		
<input type="checkbox"/> 71097841		<input type="checkbox"/>	LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		

USPS Job Bidding

USPS Restricted Information

First Name Last Name POSITION TITLE
Posting 0000082624, Milwaukee(WI) Bid Cluster POST OFFICE
Open:05/05/2014, Close:05/14/2014

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

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

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

Indicate choice here

Checkmark positions you want to bid on

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

How to use eBidding

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

Job Slot Detail: 70767268 Click to Open or Close =>

Job Slot: 70767268

Job Title:
SALES, SVCS/DISTRIBUTION ASSOC

Level: 06

Position Type: Full Time

Location:

Tour: TOUR II

Status: Bidding

Qualifications

Examinations 421 SALES AND SERVICES (V3.9)

Milwaukee WI Bid Cluster Z-09

Comments:

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

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

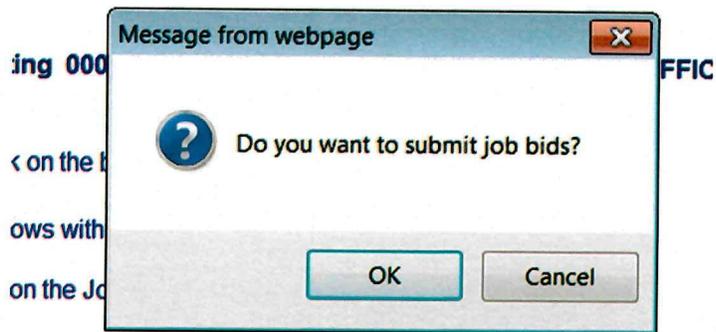
Checkmark here when the position is closer to home than your current position

How to use eBidding

When you have finished bidding, click the Submit Job Bids

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

A window pops up



How to use eBidding

Then your confirmation appears:

You successfully submitted the job bid 70767268!

You successfully submitted the job bid 71114892!

Please check following table for just updated bid statuses

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

Print the page, if desired.

U S POSTAL SERVICE

NOTICE OF VACANCY IN ASSIGNMENTS

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

CLERK CRAFT
June 2025 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 nd floor P&DC PEDC/LDDC	718 720	0730-1600 (T2) ½ hour lunch	SAT/SUN	402	Sidney

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 or mailed (ED Department, PO Box 5022, Milwaukee WI 53201-5022 Attn: Jason Berrios). Applications may also be scanned via email to 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" selection on an office wide basis regardless of craft. If the successful bidder is from another craft, they will become a clerk craft employee and start a new period of seniority.

EXAMINATION REQUIREMENTS: **Test 720 Verbal Abilities & Test 718 Basic Computer Skills.** Applicants must demonstrate verbal ability. This must be demonstrated by successful completion of Postal Service **Test 720**. 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: June 4, 2025

Date to be Withdrawn: June 13, 2025

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

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

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

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.

Doc Date: 06/01/2005

Occ Code: 1712-34XX

U S POSTAL SERVICE

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

**AUTOMOTIVE TECHNICIAN VMF (P7-08) OCC CODE: 5823-0001
MOTOR VEHICLE CRAFT
June 2025 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>
95742703	Milwaukee VMF	943/944	2245-0715 (Tour 1)	SAT/SUN	091	Kemnitz

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 **no later than closing date (Midnight June 13, 2025).**

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: June 4, 2025

Date to be Withdrawn: Midnight June 13, 2025

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

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

Doc Date: 06/11/2022

Occ Code: 5823-0001

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

BARGAINING UNIT QUALIFICATION STANDARD5823c
(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.

Doc Date: 06/11/2022

Occ Code: 5823-0001

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

June 2025 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>
70691293	Milwaukee VMF	943/944	06:45- 15:15 (Tour 2)	SAT/SUN	092	Schaeffer

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 **no later than closing date (Midnight June 13, 2025).**

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: June 4, 2025

Date to be Withdrawn: Midnight June 13, 2025

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

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

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

BARGAINING UNIT QUALIFICATION STANDARD5000B
(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.

Doc Date: 06/11/2022

Occ Code: 5823-0004

**HR CLERK - SAFETY (P7-06)
OCCUPATION CODE: 0203-0013**

FUNCTIONAL PURPOSE:

Performs administrative duties in the Human Resources Safety functions.

DUTIES AND RESPONSIBILITIES:

1. Performs any one or a combination of the duties listed below.
2. Opens and reviews letters, emails and other correspondence pertaining to human resources Safety matters; scans, forwards and or otherwise processes in accordance with established policies and procedures.
3. Maintains various human resources records by performing such operations as scanning and filing employee records, posting actions taken concerning employees, adding names to and removing them from registers and rosters, and filing official papers in personnel folders.
4. Furnishes information to field employees and applicants (e.g., prepare letters, memos, and other documents) about Safety processes, policies and programs, through face-to-face, telephone, and or email interactions following established, documented procedures.
5. Establishes, stores, and archives sensitive electronic and paper files and records. Ensures the security of sensitive employee information, records, and files.
6. Enters, tracks, monitors, and reconciles data in computer database systems, according to established policies and procedures. Generates standard reports as necessary.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Senior Qualified

**HR CLERK - SAFETY (P7-06)
OCCUPATION CODE: 0203-0013**

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 maintain records and prepare reports.
2. Ability to manage multiple tasks, ensuring they are completed accurately and in a timely manner.
3. Ability to work cooperatively and interact positively with co-workers and customers, exercising courtesy, discretion, and self-control.
4. Ability to handle confidential information and exercise proper discretion regarding sensitive matters.
5. Ability to communicate orally and in writing, in a clear and concise manner.
6. Ability to utilize computer systems to enter and update data, retrieve reports, and verify and reconcile information.
7. Ability to perform clerical and administrative support activities with attention to detail, ensuring that work is accurate and complete.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

**HR CLERK - LOCAL SVC COMP MGMT (P7-06)
OCCUPATION CODE: 0203-0015**

FUNCTIONAL PURPOSE:

Performs administrative duties in the Human Resources Local Services/Complement Management function.

DUTIES AND RESPONSIBILITIES:

1. Performs any one or a combination of the duties listed below.
2. Opens and reviews letters, emails and other correspondence pertaining to human resources Local Services/Complement Management matters; scans, forwards and or otherwise processes in accordance with established policies and procedures.
3. Maintains various human resources records by performing such operations as scanning and filing employee records, posting actions taken concerning employees, adding names to and removing them from registers and rosters, and filing official papers in personnel folders.
4. Furnishes information to field employees and applicants (e.g., prepare letters, memos, and other documents) about Local Services/Complement processes, policies and programs, through face-to-face, telephone, and or email interactions following established, documented procedures.
5. Assists with hiring and on-boarding activities. Creates requisitions, calls applicants, processes paperwork and NACI requests, creates the pre-screen files, schedules interviews, mails out hiring packets, inducts new employees, etc.
6. Establishes, stores, and archives sensitive electronic and paper files and records. Ensures the security of sensitive employee information, records, and files.
7. Enters, tracks, monitors, and reconciles data in computer database systems, according to established policies and procedures. Generates standard reports as necessary.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Senior Qualified

**HR CLERK - LOCAL SVC COMP MGMT (P7-06)
OCCUPATION CODE: 0203-0015**

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 maintain records and prepare reports.
2. Ability to manage multiple tasks, ensuring they are completed accurately and in a timely manner.
3. Ability to work cooperatively and interact positively with co-workers and customers, exercising courtesy, discretion, and self-control.
4. Ability to handle confidential information and exercise proper discretion regarding sensitive matters.
5. Ability to communicate orally and in writing, in a clear and concise manner.
6. Ability to utilize computer systems to enter and update data, retrieve reports, and verify and reconcile information.
7. Ability to perform clerical and administrative support activities with attention to detail, ensuring that work is accurate and complete.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

**HR CLERK - LABOR RELATIONS (P7-06)
OCCUPATION CODE: 0203-0014**

FUNCTIONAL PURPOSE:

Performs administrative duties in the Human Resources Labor Relations functions.

DUTIES AND RESPONSIBILITIES:

1. Performs any one or a combination of the duties listed below.
2. Opens and reviews letters, emails and other correspondence pertaining to human resources Labor Relations matters; scans, forwards and or otherwise processes in accordance with established policies and procedures.
3. Maintains various human resources records by performing such operations as scanning and filing employee records, posting actions taken concerning employees, adding names to and removing them from registers and rosters, and filing official papers in personnel folders.
4. Furnishes information to field employees and applicants (e.g., prepare letters, memos, and other documents) about Labor Relations processes, policies and programs, through face-to-face, telephone, and or email interactions following established, documented procedures.
5. Establishes, stores, and archives sensitive electronic and paper files and records. Ensures the security of sensitive employee information, records, and files.
6. Enters, tracks, monitors, and reconciles data in computer database systems, according to established policies and procedures. Generates standard reports as necessary.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Senior Qualified

**HR CLERK - LABOR RELATIONS (P7-06)
OCCUPATION CODE: 0203-0014**

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 maintain records and prepare reports.
2. Ability to manage multiple tasks, ensuring they are completed accurately and in a timely manner.
3. Ability to work cooperatively and interact positively with co-workers and customers, exercising courtesy, discretion, and self-control.
4. Ability to handle confidential information and exercise proper discretion regarding sensitive matters.
5. Ability to communicate orally and in writing, in a clear and concise manner.
6. Ability to utilize computer systems to enter and update data, retrieve reports, and verify and reconcile information.
7. Ability to perform clerical and administrative support activities with attention to detail, ensuring that work is accurate and complete.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

Doc Date: 06/24/2017**Occ Code: 0203-0014**

R0206
BC568846 Milwaukee(WI) Bid Clu
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/03/2025 14:35:15
Page: 1 of 7

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: 369737 Clerk Opening Date : 06/04/2025 Closing Date : 06/13/2025
JOB ID: ~~70815196~~ 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 Clerks -
SAINT NonHQ
FRANCIS

JOB SLOT COMMENTS: POSITION IS CITY WIDE POOL CLERK DOMICILED AT MAIL OFFICE WINDOW. WILL ASSUME DAYS OFF AND SCHEDULE OF POSITON RELIEVING. (NOTE:60 MIN LUNCH). PASSENGER CAR AND DEFENSIVE DRIVING COURSE REQUIRED. POSTED PER SETTLEMENT. Tour 2&3 shift

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: POOL/RELIEF T2

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
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

POSTING COMMENTS :

VACATED BY : ATWANA BLAND EMP ID: 6413 ON DATE: 05/30/2025

JOB ID: ~~70890818~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01016064 BRADLEY STA OPRNS UNIT BRADLEY Clerks -
CARRIER NonHQ
ANNEX

JOB SLOT COMMENTS: Flex FTR Will work posted schedule unless notified in writing by Wednesday prior to change. No out of schedule pay or OT pay.##
#

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: BRADLEY

WORK SCHEDULE: 0500-1400-60L-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
OFF	OFF	OFF	OFF	OFF	OFF	05:00	14:00	060	05:00	14:00	060	05:00	14:00	060	05:00	14:00	060

POSTING COMMENTS :

VACATED BY : Jodine Artac EMP ID: 8466 ON DATE: 04/30/2025

R0206
BC568846 Milwaukee(WI) Bid Clu
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/03/2025 14:35:15
Page: 2 of 7

JOB ID: 70767008 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01016426 HILLTOP STA OPRNS UNIT HILLTOP Clerks - NonHQ

JOB SLOT COMMENTS: WILL WORK POSTED SCHEDULE UNLESS NOTIFIED IN WRITING BY WEDNESDAY PRIOR TO CHANGE. NO OUT OF SCHEDULE OR OT PAID. No Scheme training needed.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: HILLTOP

WORK SCHEDULE: 0630-1530-60L-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
06:30	15:30	060	OFF	OFF	OFF	06:30	15:30	060	OFF	OFF	OFF	06:30	15:30	060	06:30	15:30	060	06:30	15:30	060

POSTING COMMENTS :

VACATED BY : THEODORE BASS EMP ID: 5561 ON DATE: 05/30/2025

JOB ID: 70818090 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01016426 HILLTOP STA OPRNS UNIT HILLTOP Clerks - NonHQ

JOB SLOT COMMENTS: HILLTOP POOL/RELIEF WITH A VARIABLE SCHEDULE - MON AT HARBOR RETAIL, TUES/THUR AT HILLTOP PO, WED AT MID-CITY PO,FRIDAY AT JUNEAU PO. MON-THU 08:30-1730-60L , FRI 0930-1830, SDO SAT/SUN

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: HILLTOP

WORK SCHEDULE: 0830-1730-60L-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	08:30	17:30	060	08:30	17:30	060	08:30	17:30	060	08:30	17:30	060	08:30	17:30	060

POSTING COMMENTS :

VACATED BY : DANIELLE CLINTON EMP ID: 759 ON DATE: 05/02/2025

JOB ID: 70767011 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01016428 MID CITY STATION OPRNS UNIT MID CITY Clerks - NonHQ

JOB SLOT COMMENTS: As per grievance settlement #79491-25 signed on 04/29/2025 that this will be posted in the next available posting.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: MID CITY

WORK SCHEDULE: 0845-1745-60L-Su-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
08:45	17:45	060	OFF	OFF	OFF	08:45	17:45	060	08:45	17:45	060	OFF	OFF	OFF	08:45	17:45	060	08:45	17:45	060

POSTING COMMENTS :

VACATED BY : ROMANA MCNEAL EMP ID: 3107 ON DATE: 04/04/2025

R0206
BC568846 Milwaukee(WI) Bid Clu
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/03/2025 14:35:15
Page: 3 of 7

JOB ID: 72833212 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01019919 A FSM T I MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM-T1-WU 190

QUALIFICATIONS :

SECTION: FSM NON-SCHEME T1

WORK SCHEDULE: 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			
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 : JULIAN RUIZ EMP ID: 7341 ON DATE: 04/16/2025

JOB ID: 95626753 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01016476 A FSM 100 TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM-T3-WU 386

QUALIFICATIONS :

SECTION: FSM NON-SCHEME T3

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

POSTING COMMENTS :

VACATED BY : JON WILSON EMP ID: 5917 ON DATE: 05/02/2025

JOB ID: 73206175 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01016693 AUTO OCR BCS OPRN B TOUR I MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU 128. (Additional F1 Staffing MOU dated July 27, 2022)

QUALIFICATIONS :

SECTION: LETTER AUTOMATION

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			
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 : AMBER SIMS EMP ID: 5031 ON DATE: 05/02/2025

R0206
BC568846 Milwaukee(WI) Bid Clu
BNM5K0

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

JOB SLOT COMMENTS: AUTO-T2-WU 294

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T2

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

POSTING COMMENTS :

VACATED BY : Terri Moses EMP ID: 138 ON DATE: 05/16/2025

JOB ID: 72607774 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 01019539 OCR/BCS OPERN UNIT T II MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T2-WU 294

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T2

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

POSTING COMMENTS :

VACATED BY : Angela Wery EMP ID: 9196 ON DATE: 04/30/2025

JOB ID: 70508975 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 394

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

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

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

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

POSTING COMMENTS :

VACATED BY : Gloria Coleman EMP ID: 2209 ON DATE: 04/30/2025

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JOB ID: ~~71340155~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 21080289 AUTO AFCS TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 394; Primary Job Assignment AFCS

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 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 : Darren Godejohn EMP ID: 4256 ON DATE: 04/30/2025

JOB ID: ~~71608789~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 21080289 AUTO AFCS TOUR III MILWAUKEE Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

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

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

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

POSTING COMMENTS :

VACATED BY : ZECHARIAH WARD EMP ID: 8778 ON DATE: 04/29/2025

JOB ID: ~~73205769~~ 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 395. (Additional F1 Staffing MOU dated July 27, 2022)

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

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

POSTING COMMENTS :

VACATED BY : YULANDA PAIGE EMP ID: 6644 ON DATE: 04/08/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 74412040 0203-0013 HR CLERK - SAFETY P7 06 TOUR II LDC:63 EG:1=Full Time
Bidding Vacant 00046997 WISCONSIN HR CRAFT - WISCONSIN Clerks -
MILWAUKEE BC NonHQ

JOB SLOT COMMENTS: HR CLERK - SAFETY

QUALIFICATIONS :

SECTION:

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 : EMP ID: ON DATE:

JOB ID: 71819431 0203-0014 HR CLERK - LABOR P7 06 TOUR II LDC:61 EG:1=Full Time
RELATIONS
Bidding Vacant 00046998 WISCONSIN LR CRAFT - WISCONSIN Clerks -
MILWAUKEE BC NonHQ

JOB SLOT COMMENTS: This position reports to the HR Manager as the principle area of assignment

QUALIFICATIONS :

SECTION: HUMAN RESOURCES

WORK SCHEDULE: 0730-1600-30L-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	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : Tommie Westbrook EMP ID: 9193 ON DATE: 04/30/2025

JOB ID: 71819566 0203-0015 HR CLERK - LOCAL SVC COMP P7 06 TOUR II LDC:62 EG:1=Full Time
MGMT
Bidding Vacant 00046997 WISCONSIN HR CRAFT - WISCONSIN Clerks -
MILWAUKEE BC NonHQ

JOB SLOT COMMENTS: This position will be assigned to the Local Services Department within the Human Resources Office.

QUALIFICATIONS :

SECTION: HUMAN RESOURCES

WORK SCHEDULE: 0730-1600-30L-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	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : Debra Golla EMP ID: 6707 ON DATE: 04/30/2025

R0206
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BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 70703006 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR III LDC:14 EG:1=Full Time
CLERK

Bidding Vacant 01016990 OUTG CLERKS MH T III OAK CREEK Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T3

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

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

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

POSTING COMMENTS :

VACATED BY : VERONICA WARD EMP ID: 3283 ON DATE: 04/30/2025

JOB ID: 70767523 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01015569 WAUWATOSA BRANCH OPRNS WAUWATOSA Clerks -
UNIT NonHQ

JOB SLOT COMMENTS: Work Schedule: 0700-1600-60L-Su-WeS

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: WAUWATOSA

WORK SCHEDULE: 0700-1600-60L-Su-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
07:00	16:00	060	OFF	OFF	OFF	07:00	16:00	060	07:00	16:00	060	OFF	OFF	OFF	07:00	16:00	060	07:00	16:00	060

POSTING COMMENTS :

VACATED BY : PORCHIA STRAPP EMP ID: 9738 ON DATE: 05/30/2025
