

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

March 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: #362371 MAIL HANDLER POSTING NUMBER: #362198

DATE AND TIME POSTED: MARCH 6, 2025 DATE AND TIME TO BE WITHDRAWN: Midnight, March 15, 2025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

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



Is this Site Secure?

2. Click on the Enter SSP button.

Welcome to Self-Service Profile(SSP)

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

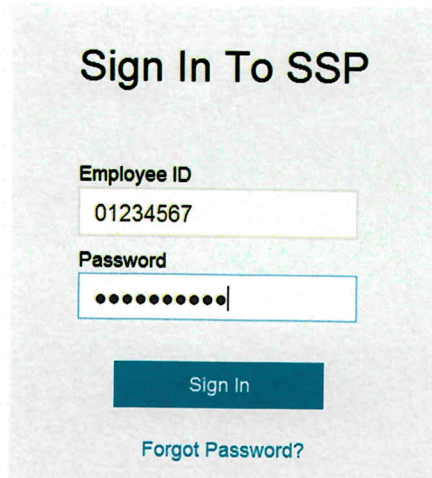
Important Information

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

Enter SSP

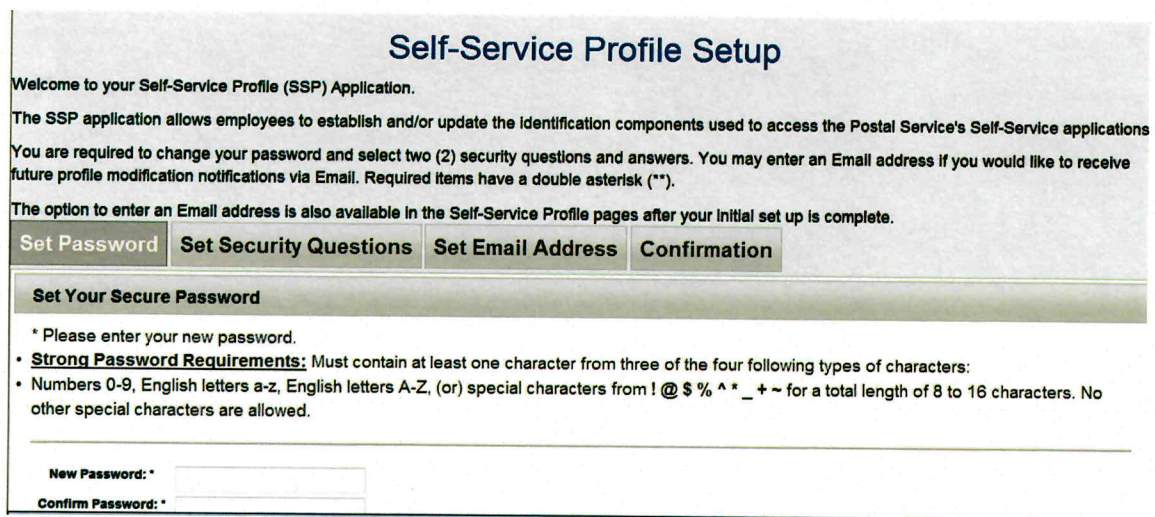
How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

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



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

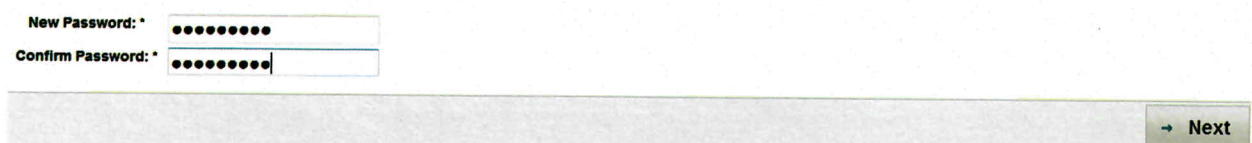
Click Sign In. The Self-Service Profile – Initial Setup screen will display.



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

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

Click the Next button.



The image shows the 'New Password' and 'Confirm Password' fields. The 'New Password: *' field has masked characters '••••••••'. The 'Confirm Password: *' field has masked characters '••••••••'. Below these fields, there is a 'Next' button with a right arrow icon.

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

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

Click the Next button.

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

Click the Next button.

7. The Confirmation Tab will display.

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

Click OK and the application SSP Profile page will display.

Profile Summary	Manage Password	Manage Email	Manage PIN	Manage Security 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 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:



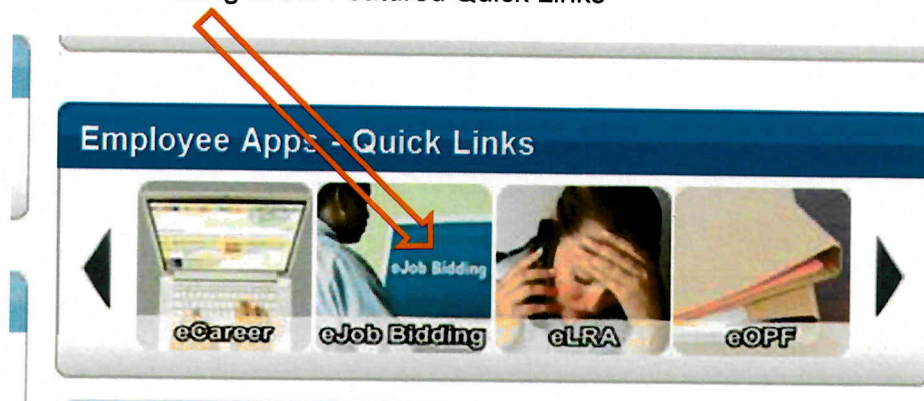
Is this Site Secure?

USPS Password:

[Log On](#)

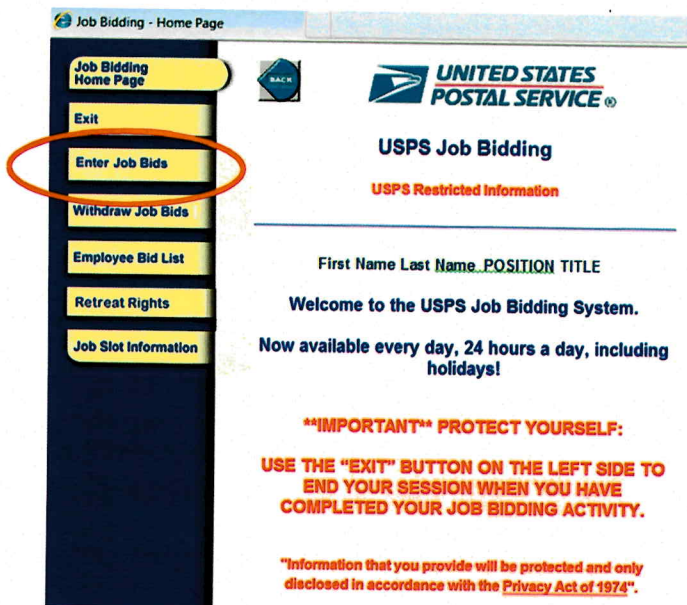
[Forget Your Password?](#)
[Frequently asked questions](#)

Click on eBidding in the Featured Quick Links



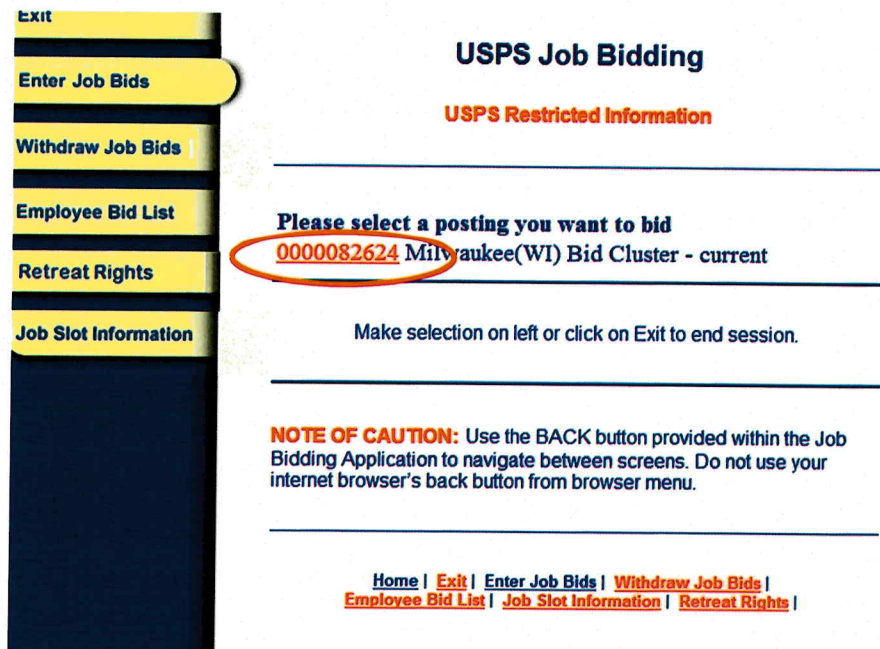
How to use eBidding

Click on Enter Job Bids



Current Open Postings will be shown

Click on the Link (red font Posting number)



How to use eBidding

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

USPS Job Bidding

USPS Restricted Information

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

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

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

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

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

USPS Job Bidding

USPS Restricted Information

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

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

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

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

Indicate choice
here

Checkmark
positions you
want to bid on

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

How to use eBidding

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

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

Job Slot: 70767268

Job Title:
SALES,SVCS/DISTRIBUTION ASSOC

Level: 06

Position Type: Full Time

Location:

Tour: TOUR II

Status: Bidding

Qualifications

Examinations 421 SALES AND SERVICES (V3.9)

Milwaukee WI Bid Cluster Z-09

Comments:

Job Schedules

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

Position Information							
	Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status 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
<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 ASSOCIATE			

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

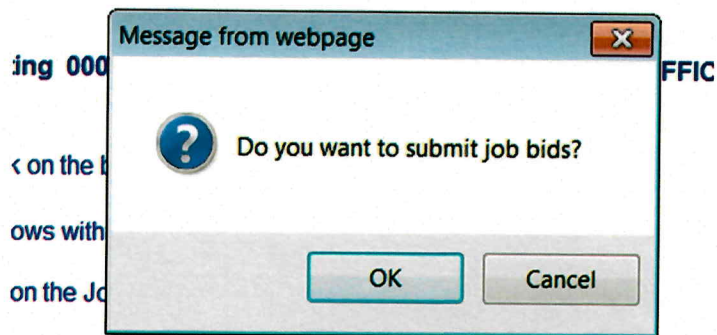
How to use eBidding

When you have finished bidding, click the Submit Job Bids

Submit Job Bids **Cancel**

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

A window pops up



How to use eBidding

Then your confirmation appears:

You successfully submitted the job bid 70767268!

You successfully submitted the job bid 71114892!

Please check following table for just updated bid statuses

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

Print the page, if desired.

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.

CAREER EMPLOYEES
FROM ALL CRAFTS ARE ELIGIBLE TO APPLY.

DRIVING SAFETY INSTRUCTOR PS-07, 5703-0006

MVS CRAFT

March 2025 POSTING

<u>JOB ID. NO.</u>	<u>ASSIGNMENT</u>	<u>SKILL</u>	<u>TOUR</u>	<u>HOURS</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VICE</u>
957513980	Level 8	Valid State Driver's Lic	2	0645-1515	SAT/SUN	405	Lindeman, J

MUST HAVE A VALID STATE DRIVER'S LICENSE

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 (KSA'S) 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 USPS Wisconsin District Office **no later than midnight of the closing date** shown below. Applications may be brought to, or mailed to: USPS Field Safety and Health Department, 345 W St Paul Ave, PO BOX 5024, Milwaukee WI 53201-5024 Attn: Katy Paape Manager, Field Safety and Health. Applications may also be scanned via email to Katherine.A.Paape@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 (5703-0006 Driving Instructor) 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 among the eligible best qualified applicants on an office wide basis regardless of craft.

ELIGIBILITY REQUIREMENTS: BEST QUALIFIED EMPLOYEE. APPLICANTS MUST HAVE A VALID STATE DRIVER'S LICENSE. THREE YEARS OF USPS DRIVING EXPERIENCE. MUST PROVIDE STATE DRIVER'S ABSTRACT INDICATING TWO YEARS CONTINUOUS DRIVING EXPERIENCE AND MUST DEMONSTRATE EMPLOYEE MAINTAINS A SAFE DRIVING RECORD.

Date Posted: March 6, 2025

Date to be Withdrawn Midnight: March 15, 2025

STD JOB DESCRIPTION

U.S.Postal Service

DRIVING SAFETY INSTRUCTOR (P7-08)
OCCUPATION CODE: 5703-0006

FUNCTIONAL PURPOSE:

Conducts vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DUTIES AND RESPONSIBILITIES:

1. Reviews and assists Human Resource personnel with state driving abstracts.
2. Instructs classroom and facilities web-base driver training and conducts controlled drivers training.
3. Administers vehicle familiarization, skills course training and conducts controlled drivers training.
4. Coordinates and provides driving instructor training and certification to ad-hoc driving safety Instructors.
5. Coaches and mentors employees and observes driving practices, ensuring drivers are applying and demonstrating learned skill sets.
6. Conducts driver improvement documents training in appropriate national database.
7. Prepares reports as required noting number of observations performed as well as count by deficiencies and type observed; maintains employee driving records in accordance with duties and responsibilities.
8. May perform other safety and training related activities in support of primary duties.

SUPERVISION:

Manager, Safety (District) or Safety Specialist (TL)

SELECTION METHOD:

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

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0015

Doc Date: 04/20/2019**Occ Code: 5703-0006**

QUALIFICATIONS

U.S.Postal Service

DRIVING SAFETY INSTRUCTOR (P7-08)
OCCUPATION CODE: 5703-0006

BARGAINING UNIT QUALIFICATION STANDARD

5700c (5752-01XX) DRIVER INSTRUCTOR AND EXAMINER

DOCUMENT DATE 11/02/2013

FUNCTION

Conducts, vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DESCRIPTION OF WORK:

See the Standard Position Description for the occupation code given above.

Proficiency Requirements**General**

Applicants must have demonstrated to a sufficient degree the following skills, abilities, and knowledge to assure adequate performance in the position.

Ability to work without immediate supervision.

Ability to maintain records (training, certification) and prepare reports as required.

Ability to provide, on an individual and group basis to both newly assigned and current drivers, effective instructions on the safe and proper operation of the various types of motor vehicle equipment used at the local facility.

Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle equipment.

Ability to grant driving privileges to newly assigned drivers to determine whether they are qualified to properly operate Government-Owned and leased motor vehicles.

Ability to drive safely. Applicants must know and observe safe driving laws and regulations. Applicants must have three years of USPS driving experience. (Before being assigned, promoted, or reassigned to this position, candidate must have qualified on all motor vehicles used in that local post office.)

Ability to maintain effective working relations with other employees under varying circumstances.

Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.

Ability to understand and comply with written instructions and to give understandable information in written or verbal form.

Be safety conscious and support safety programs.

Note

The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

Additional Provisions

Candidates must meet the requirements for certification.

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

Doc Date: 11/02/2013

Occ Code: 5703-0006

U S POSTAL SERVICE

NOTICE OF VACANCY IN ASSIGNMENTS

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FULL-TIME and PART-TIME REGULAR,
FROM ALL CRAFTS ARE ELIGIBLE TO APPLY.

SECRETARY, PS-7, 0318-0004

CLERK CRAFT

March 2025 POSTING

<u>JOB ID. NO.</u>	<u>ASSIGNMENT</u>	<u>SKILL</u>	<u>TOUR</u>	<u>Section</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VICE</u>
72567209	POOM 1 & 2 Domiciled at the Hales Corners Post Office 5444 S 108th St Hales Corners WI 53130	710 & 713	0800-1650 (T2)	Central Area Retail & Delivery	SAT/SUN	600	Behling, D

Test Requirements:

Test 710 – Clerical & Verbal Skills

Test 713 – Typing – 30 WPM

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 to (FRANKLIN POST OFFICE, 5444 S. 108TH ST, HALES CORNERS, WI 53130, ATTN: Nancy Borst) Applications may also be scanned via email to nancy.a.borst@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. 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. Those applicants who are not currently qualified will be notified at a future date of the time and location of the examination.

Date Posted: March 6, 2025

Date to be Withdrawn: March 15, 2025

STD JOB DESCRIPTION

U.S.Postal Service

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

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

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

QUALIFICATIONS

U.S.Postal Service

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

BARGAINING UNIT QUALIFICATION STANDARD0318
(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.

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

R0206
BC568846 Milwaukee(WI) Bid Clu
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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

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

Posting No: 362371 Clerk Opening Date : 03/06/2025 Closing Date : 03/15/2025
JOB ID: 71402534 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

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

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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 : TEILA HUBBERT EMP ID: 5794 ON DATE: 03/07/2025

JOB ID: 70766870 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

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

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: BAY VIEW/ST FRANCIS

WORK SCHEDULE: 0400-1300-60L-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
04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060	04:00	13:00	060

POSTING COMMENTS :

VACATED BY : BETH BEHLING EMP ID: 8611 ON DATE: 01/24/2025

R0206

BC568846 Milwaukee(WI) Bid Clu
B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 08:04:39
Page: 2 of 10JOB ID: 70434408 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCIATEBidding Vacant 01016063 BAY VIEW STA OPRNS UNIT BAY VIEW
SAINT
FRANCIS Clerks -
NonHQJOB SLOT COMMENTS: CITY WIDE POOL CLERK. POSITION IS A CITY POOL CLERK DEMICILED AT MAIN
OFFICE WINDOW. WILL ASSUME DAYS OFF AND SCHEDULE OF POSITION.QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
PASSENGER CAR
421 SALES AND SERVICES (V3.9)

SECTION: POOL/RELIEF T2

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

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

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

POSTING COMMENTS :

VACATED BY : LASHONDA WEEKLEY EMP ID: 7706 ON DATE: 03/07/2025

JOB ID: 71533989 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCBidding Vacant 01016067 GREENFIELD BR OPRNS UNIT GREENFIELD Clerks -
NonHQJOB SLOT COMMENTS: VARIABLE WORK SCHEDULE: Tues-Fri: 0730-1630-60L InSat: 0600 - 1500 - 60L
InNon Schedule: Sun-MonS

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
06:00	15:00	060	OFF	OFF	OFF	OFF	OFF	OFF	07:30	16:30	060	07:30	16:30	060	07:30	16:30	060	07:30	16:30	060

POSTING COMMENTS :

VACATED BY : APRIL MITCHELL EMP ID: 8149 ON DATE: 01/24/2025

JOB ID: 70241590 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCBidding Vacant 01016067 GREENFIELD BR OPRNS UNIT GREENFIELD Clerks -
NonHQ

JOB SLOT COMMENTS: CREATED PER GRIEVANCE SETTLEMENT

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: GREENFIELD

WORK SCHEDULE: 0630/0845-60L-Su-FrV

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	08:45	17:45	060	08:45	17:45	060	08:45	17:45	060	08:45	17:45	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : SAMUEL SILVA EMP ID: 5972 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 95758463 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01016425 HAMPTON STA OPRNS UNIT HAMPTON Clerks -
NonHQ

JOB SLOT COMMENTS: MUST HAVE ONE YEAR WINDOW CLERK EXPERIENCE TO BE ELIGIBLE
CMS Job Slot ID: 8475866

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: HAMPTON

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

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

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

POSTING COMMENTS :

VACATED BY : DESTINY ASHFORD EMP ID: 9118 ON DATE: 03/07/2025

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

Bidding Vacant 01016427 JUNEAU STATION OPRNS UNIT JUNEAU Clerks -
NonHQ

JOB SLOT COMMENTS: CREATED PER GRIEVANCE SETTLEMENT.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: JUNEAU

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

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

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

POSTING COMMENTS :

VACATED BY : TAHJYANA HURST EMP ID: 55 ON DATE: 03/07/2025

JOB ID: 95568944 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01016427 JUNEAU STATION OPRNS UNIT JUNEAU Clerks -
NonHQ

JOB SLOT COMMENTS: CREATED PER GRIEVANCE 45937-01
CMS Job Slot ID: 8661461

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: JUNEAU

WORK SCHEDULE: 0900-1800-60L-Su-ThS

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

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

POSTING COMMENTS :

VACATED BY : CHANNON EMP ID: 5376 ON DATE: 01/24/2025

FOWLER-STEWARD

R0206

BC568846 Milwaukee(WI) Bid Clu
B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 08:04:39
Page: 4 of 10JOB ID: 70703005 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR I LDC:11 EG:1=Full Time
CLERKBidding Vacant 01019919 A FSM T I MILWAUKEE Clerks -
NonHQJOB SLOT COMMENTS: AFSM-T1-WU-190; 1 YEAR OF MAIL PROCESSING EXPERIENCE REQUIRED; PRINCIPAL
ASSIGNMENT AREA AFSM

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	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 : TAHJYANA HURST EMP ID: 55 ON DATE: 02/07/2025
*****JOB ID: 71236187 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: AFSM-T2-WU 285

QUALIFICATIONS :

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

POSTING COMMENTS :

VACATED BY : ELIZABETH TAYLOR EMP ID: 7408 ON DATE: 02/07/2025
*****JOB ID: 71236189 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: AFSM-T2-WU 285

QUALIFICATIONS :

SECTION: FSM NON-SCHEME 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 : LARRELL BENFORD EMP ID: 9450 ON DATE: 02/07/2025

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B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 95515843 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time
Bidding Vacant 01016484 GENERAL CLERKS TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: GEN CLK-T3-WU 365; SUCCESSFUL APPLICANTS WILL BE TRAINED ON TEST 718.

QUALIFICATIONS :

SECTION: GEN CLK/OPRNS MP 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 : MARCEL DONNELL EMP ID: 686 ON DATE: 02/21/2025

JOB ID: 71236171 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 21080288 AUTO WEST END TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 391

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

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

POSTING COMMENTS :

VACATED BY : BRITTNEY BISHOP EMP ID: 1855 ON DATE: 02/21/2025

JOB ID: 72611239 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 21080288 AUTO WEST END TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 391

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1400-2230-30L-Sa-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 : ANTOINETTE JACKSON EMP ID: 3722 ON DATE: 05/03/2024

R0206

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JOB ID: 70385160 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Vacant 01016979 OUTGOING CLERKS TOUR 1 MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: OUTG-POUCH-EXP-T1 WU 182 PER GRIEVANCE 79242-25

QUALIFICATIONS :

SECTION: OUTG/POUCH & EXP T1

WORK SCHEDULE: 0000-0830-30L-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
00:00	08:30	030	00:00	08:30	030	OFF	OFF	OFF	OFF	OFF	OFF	00:00	08:30	030	00:00	08:30	030	00:00	08:30	030

POSTING COMMENTS :

VACATED BY : SHARISSA LEE EMP ID: 2841 ON DATE: 01/07/2025

JOB ID: 70270834 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01016794 MANUAL LOOP NIXIE PARS T III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: OUTG-POUCH-EXP-T3-WU 305

QUALIFICATIONS :

SECTION: OUTG/POUCH & EXP T3

WORK SCHEDULE: 1600-0030-30L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : Walter Dunnett EMP ID: 1484 ON DATE: 01/04/2025

JOB ID: 73206189 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:18 EG:1=Full Time
Bidding Vacant 01016469 REGISTRY UNIT EXPRESS UNIT T I MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: REGISTRY-T1-WU 108, SUCCESSFUL BIDDER WILL BE TRAINED ON POWERED
INDUSTRIAL EQUIPMENT AND REGISTERED MAIL TRAINING COURSE 31510-01.
(ADDITIONAL F1 STAFFING MOU DATED JULY 27, 2022)

QUALIFICATIONS :

SECTION: REGISTRY T1

WORK SCHEDULE: 2200-0630-30L-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	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

POSTING COMMENTS :

VACATED BY : LASHONDA WEEKLEY EMP ID: 7706 ON DATE: 02/07/2025

R0206

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B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 73205759 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Vacant 01016993 OUTG DOCK GEN/CLKS TOUR I OAK CREEK Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T1

WORK SCHEDULE: 2130-0600-30L-Sa-FrS

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

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

POSTING COMMENTS :

VACATED BY : Kenneth Kaestner EMP ID: 7764 ON DATE: 12/27/2024

JOB ID: 73205760 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01016990 OUTG CLERKS MH T III OAK CREEK Clerks -
NonHQ

JOB SLOT COMMENTS: OC PDC-OUTG-T3-WU 075; ADDITIONAL DUTIES INCLUDE HAZMAT DUTIES; WILL
COMPLETE SAFETY AND HAZMAT TRAINING (ADDITIONAL F1 STAFFING MOU DATED
JULY 27, 2022)

QUALIFICATIONS :

SECTION: MMPA OUTG CLK T3

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

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

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

POSTING COMMENTS :

VACATED BY : NANG VANG EMP ID: 2829 ON DATE: 11/15/2024

JOB ID: 73758541 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: 0800-1630-30L-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
08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : TAKAITA CONLEY-BURRELL EMP ID: 6195 ON DATE: 12/27/2024

R0206

BC568846 Milwaukee(WI) Bid Clu
B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 08:04:39
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JOB ID: ~~95516262~~ 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: 0800-1630-30L-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
08:00	16:30	030	OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : Nicole Anthonasin EMP ID: 812 ON DATE: 12/27/2024

JOB ID: ~~70920131~~ 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-APBS-T3-WU 076, 1 YEAR OF MAIL PROCESSING EXPERIENCE REQUIRED:
PRINCIPAL ASSIGNMENT AREA APBS

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN 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 : STEPHANIE VARNER EMP ID: 6433 ON DATE: 12/27/2024

JOB ID: ~~72954548~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016471 SPBS TOUR III OAK CREEK Clerks -
NonHQ

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

QUALIFICATIONS : SPBS DEXTERITY

SECTION: MMPA/SPBS OPRN T3

WORK SCHEDULE: 1630-0100-30L-Th-FrS

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

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

POSTING COMMENTS :

VACATED BY : MYLA BRADFORD EMP ID: 4636 ON DATE: 12/27/2024

R0206
BC568846 Milwaukee(WI) Bid Clu
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 95778544 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: 1630-0100-30L-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	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : CAMERAN LAMBERT EMP ID: 7805 ON DATE: 09/29/2024

JOB ID: 70310686 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 21097734 HOWELL AVE STATION AMC RETAIL
CENTER Clerks -
NonHQ

JOB SLOT COMMENTS: Work schedule: Sat 1130-2030 Sun 0945 -1845 Mon 07:30-1630 Tue-0730-1630
Wed-0730am-1630 Off days: Thu & Fri (V0046511)

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: AMC T2

WORK SCHEDULE: 1130/0945-60L-TH-FRV

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
11:30	20:30	060	09:45	18:45	060	07:30	16:30	060	07:30	16:30	060	07:30	16:30	060	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Maurine Edwards EMP ID: 3319 ON DATE: 01/24/2025

JOB ID: 70767801 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 01015569 WAUWATOSA BRANCH OPRNS WAUWATOSA
UNIT Clerks -
NonHQ

JOB SLOT COMMENTS: No scheme training required.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: WAUWATOSA

WORK SCHEDULE: 1000-1900-60L-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
10:00	19:00	060	OFF	OFF	OFF	10:00	19:00	060	OFF	OFF	OFF	10:00	19:00	060	10:00	19:00	060	10:00	19:00	060

POSTING COMMENTS :

VACATED BY : PORCHIA STRAPP EMP ID: 9738 ON DATE: 03/07/2025

R0206

BC568846 Milwaukee(WI) Bid Clu
B6X6D0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 08:04:39
Page: 10 of 10JOB ID: 70905836 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 EG:1=Full Time
ASSOCBidding Vacant 01015570 WEST ALLIS BRANCH OPRNS WEST ALLIS Clerks -
UNIT NonHQ

JOB SLOT COMMENTS: MUST BE WINDOW TRAINED

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: WEST ALLIS

WORK SCHEDULE: 0930-1830-60L-Sa-SuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060

POSTING COMMENTS :

VACATED BY : SAMUEL SILVA EMP ID: 5972 ON DATE: 01/24/2025

JOB ID: 72057770 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCBidding Vacant 01016123 WEST MILWAUKEE BRANCH WEST MILWAUKEE Clerks -
NonHQ

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0900-1800-60L-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
09:00	18:00	060	OFF	OFF	OFF	09:00	18:00	060	09:00	18:00	060	OFF	OFF	OFF	09:00	18:00	060	09:00	18:00	060

POSTING COMMENTS :

VACATED BY : JACQUELINE EMP ID: 3888 ON DATE: 03/07/2025
DRUMMOND

JOB ID: 70829008 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOCBidding Vacant 01015573 WEST MILWAUKEE BRANCH WEST MILWAUKEE Clerks -
OPRNS III NonHQJOB SLOT COMMENTS: Passport Certified or needs to be certified within 60 or 90 days of
starting the position.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

Z-04

Z-19

SECTION: WEST MILWAUKEE

WORK SCHEDULE: 0430-1300-30L-Su-MoS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
04:30	13:00	030	OFF	OFF	OFF	OFF	OFF	OFF	04:30	13:00	030	04:30	13:00	030	04:30	13:00	030	04:30	13:00	030

POSTING COMMENTS :

VACATED BY : Amy Ebert EMP ID: 2402 ON DATE: 01/24/2025

CANCELLED

R0206
BC568846 Milwaukee(WI) Bid Clu
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 03/05/2025 12:11:20
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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: 362198 Mail Handler Opening Date : 03/06/2025 Closing Date : 03/15/2025
JOB ID: 74330882 2315-02XX GRP LDR MAIL HANDLER KP0012 M7 05 TOUR I LDC:17 EG:1=Full Time
Bidding Vacant 01016977 FSM T I MILWAUKEE Mail Handlers-
NonHQ

JOB SLOT COMMENTS: MH-GRP LDR-FSM-DISPATCH-T1-WU 169 TRAY TAKEAWAY (PER GRIEVANCE SETTLEMENT MHU24-078)

QUALIFICATIONS :

SECTION: FSM/DISPATCH T1

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

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

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

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 72610970 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-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : LAKETHA TOWNSEND EMP ID: 2689 ON DATE: 08/05/2024

JOB ID: 95630665 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01016992 CUT UP AND APPS T III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-APPS-T2-WU 066

QUALIFICATIONS :

SECTION: APPS T2

WORK SCHEDULE: 0800-1630-30L-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
08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : MASON KOSTRZEWA EMP ID: 8132 ON DATE: 01/18/2025

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BC568846 Milwaukee(WI) Bid Clu
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72611042 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016995 APPS TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-APPS-T3-WU 074

QUALIFICATIONS :

SECTION: APPS T3

WORK SCHEDULE: 1630-0100-30L-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
16:30	01:00	030	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

POSTING COMMENTS :

VACATED BY : TRIONEST MOREHEAD EMP ID: 3913 ON DATE: 12/27/2024

JOB ID: 72611045 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016995 APPS TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-APPS-T3-WU 074

QUALIFICATIONS :

SECTION: APPS T3

WORK SCHEDULE: 1630-0100-30L-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
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : REGINA SIEFERT EMP ID: 1593 ON DATE: 12/13/2024

JOB ID: 95544275 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016995 APPS TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-APPS-T3-WU 074

QUALIFICATIONS :

SECTION: APPS T3

WORK SCHEDULE: 1630-0100-30L-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
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : OMAR AHMED EMP ID: 422 ON DATE: 12/27/2024

R0206
BC568846 Milwaukee(WI) Bid Clu
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 71983974 5704-03XX MAIL HANDLER EQUIPMENT KP0010 M7 05 TOUR II LDC:17 EG:1=Full Time
OPERATOR

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

JOB SLOT COMMENTS: OC PDC-DOCK-EQUIP OPER T2-WU 68 PER SETTLEMENT MHU24A-219

QUALIFICATIONS : PIT NON FORKLIFT
PIT FORKLIFT

SECTION: MMPA/DOCK/EQ OPR T2

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

POSTING COMMENTS :

VACATED BY : Alan Krause EMP ID: 6692 ON DATE: 05/03/2024

JOB ID: 72840497 5704-03XX MAIL HANDLER EQUIPMENT KP0010 M7 05 TOUR II LDC:17 EG:1=Full Time
OPERATOR

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

JOB SLOT COMMENTS: OC PDC-DOCK-EQUIP OPER T2-WU 68 PER SETTLEMENT MHU24A-167

QUALIFICATIONS : PIT NON FORKLIFT
PIT FORKLIFT

SECTION: MMPA/DOCK/EQ OPR T2

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

POSTING COMMENTS :

VACATED BY : ADAM BURLOCK EMP ID: 5729 ON DATE: 05/03/2024

JOB ID: 72840487 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01016991 DOCK TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-DOCK-T3-WU 078

QUALIFICATIONS :

SECTION: MMPA/DOCK/EQ OPR T3

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

POSTING COMMENTS :

VACATED BY : Isa Selimi EMP ID: 1930 ON DATE: 12/27/2024

R0206

BC568846 Milwaukee(WI) Bid Clu
BNM5K0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 12:11:20
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JOB ID: 72611033 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01016984 SPBS TOUR I OAK CREEK Mail Handlers-
NonHQ

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

QUALIFICATIONS :

SECTION: MMPA/SPBS T1

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

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

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

POSTING COMMENTS :

VACATED BY : ISALAH WATSON EMP ID: 9610 ON DATE: 02/13/2025

JOB ID: 72939065 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01016984 SPBS TOUR I OAK CREEK Mail Handlers-
NonHQ

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

QUALIFICATIONS :

SECTION: MMPA/SPBS 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	From	To	Brk	From	To	Brk
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : PHILLIP HAWTHORNE EMP ID: 763 ON DATE: 02/08/2025

JOB ID: 72232213 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01016985 SPBS TOUR II OAK CREEK Mail Handlers-
NonHQ

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

QUALIFICATIONS :

SECTION: MMPA/SPBS T2

WORK SCHEDULE: 0800-1630-30L-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
08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : EMMANUEL LEONOR EMP ID: 3111 ON DATE: 12/27/2024

R0206

BC568846 Milwaukee(WI) Bid Clu
BNM5K0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 12:11:20
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JOB ID: 95588421 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01016985 SPBS TOUR II OAK CREEK Mail Handlers-
NonHQ

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

QUALIFICATIONS :

SECTION: MMPA/SPBS T2

WORK SCHEDULE: 0800-1630-30L-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
08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : Latiya Zolicoffer EMP ID: 8506 ON DATE: 12/27/2024

JOB ID: 70433290 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016471 SPBS TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-SPSS-T3-WU 070 PER SETTLEMENT MHU24A-169

QUALIFICATIONS :

SECTION: MMPA/SPBS T3

WORK SCHEDULE: 1630-0100-30L-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
16:30	01:00	030	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

POSTING COMMENTS :

VACATED BY : JANICE CARTER EMP ID: 957 ON DATE: 05/03/2024

JOB ID: 72611056 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016471 SPBS TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-SPSS-T3-WU 070 PER SETTLEMENT MHU24A-163

QUALIFICATIONS :

SECTION: MMPA/SPBS 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 : TERRENCE MANEY EMP ID: 6784 ON DATE: 04/30/2024

R0206

BC568846 Milwaukee(WI) Bid Clu
BNM5K0HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICEREQUESTED: 03/05/2025 12:11:20
Page: 6 of 6

JOB ID: 95743701 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01016471 SPBS TOUR III OAK CREEK Mail Handlers-
NonHQ

JOB SLOT COMMENTS: OC PDC-APBS-T3-WU 070

QUALIFICATIONS :

SECTION: MMPA/SPBS T3

WORK SCHEDULE: 1630-0100-30L-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
16:30	01:00	030	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

POSTING COMMENTS :

VACATED BY : DYLAN MARES EMP ID: 8089 ON DATE: 12/27/2024

JOB ID: 72610934 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:17 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-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 : NICHOLAS RAMCZYK EMP ID: 4482 ON DATE: 12/27/2024

JOB ID: 72610960 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:17 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-We-ThS

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

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

POSTING COMMENTS :

VACATED BY : REGINA BALL EMP ID: 6644 ON DATE: 12/27/2024
