

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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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: 364955 Clerk

Opening Date : 04/05/2025 Closing Date : 04/14/2025

JOB ID: 74036887 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant

21100311

PHOENIX RIO SALADO (AZ) S&DC

PHOENIX RIO
SALADO AZ
S&DC

Clerks -
NonHQ

JOB SLOT COMMENTS: SSDA Pool and Relief for all city stations to include Ahwatukee, Arcadia, Boulder Hills, Cactus, Capitol, Daisy Mountain, Downtown, Maryvale, MOW, Northeast, Northwest, Osborn, Pecos, Rio Salado S&DC, Shaw Butte, Sierra Adobe, South Mountain, Sunnyslope and Washington stations. Window; Distribution and other duties as assigned. *** HEAVY Lifting required***. Assumes hours and days off while in relief.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 1130-2000-30L-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	11:30	20:00	030	11:30	20:00	030	11:30	20:00	030	11:30	20:00	030	11:30	20:00	030

POSTING COMMENTS :

VACATED BY : LEIGH MUNOZ

EMP ID: 5365

ON DATE: 04/04/2025

JOB ID: 71336854 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 01019286 AUTOMATION TOUR - II PHOENIX 298 Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINES; EXPRESS MAIL P&DC ***HEAVY LIFTING REQUIRED***; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98. BACKDATED SEPARATION PROCESSED BY HRSSC ON 03/24/2025, EFFECTIVE 02/28/2025.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 0500-1330-30L-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
05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Manuel Deherrera

EMP ID: 6252

ON DATE: 02/28/2025

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JOB ID: 71917341 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR II LDC:17 EG:1=Full Time
CLERK

Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: LEAD MAIL PROCESSING CLERK. (SEE ATTACHED POSITION DESCRIPTION AND
QUALIFICATION STANDARDS. APPLICANT MUST HAVE MINIMUM OF 1 YEAR
EXPERIENCE IN MAIL PROCESSING POSITION.) DIOSS/DBCS/LMLM/TABBING
MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON
PREF DISTRIBUTION; EXPRESS MAIL P&DC, AFCS 200; AND OTHER DUTIES AS
ASSIGNED. TACS: 893-98.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : Stephan Irwin EMP ID: 5041 ON DATE: 04/04/2025

JOB ID: 72145181 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; REGISTRY RELIEF ***HEAVY LIFTING
REQUIRED***; GENERAL CLERK RELIEF IN TOUR SUPERINTENDENT S OFFICE;
MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: MON NIGHT OFF FOR
TUESDAY & TUE NIGHT OFF FOR WEDNESDAY.) WORK AREA: 193.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : ROBERTO HOLGUIN EMP ID: 2395 ON DATE: 04/04/2025

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JOB ID: 72312822 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 01019286 AUTOMATION TOUR - II PHOENIX 298 Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; REGISTRY RELIEF*** HEAVY LIFTING
REQUIRED*** MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND
NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS
ASSIGNED. TACS: 893-98.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

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

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

POSTING COMMENTS :

VACATED BY : TAMMY CORDOVA EMP ID: 9846 ON DATE: 04/04/2025

JOB ID: 72353162 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX 198 Clerks -
NonHQ

JOB SLOT COMMENTS: Work Area: 193
DIOSS/DBCS/LMLM/TABBING MACHINE; GENERAL CLERK RELIEF IN TOUR
SUPERINTENDENT S OFFICE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY,
STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND
OTHER DUTIES AS ASSIGNED. TACS: 918-98. (Tour 1 jobs are posted in TOUR
DAYS: WED night off for Thursday & THU night off for Friday.)

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ABRAHAM JASON ACOSTA EMP ID: 1111 ON DATE: 04/04/2025

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JOB ID: 72616572 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX 198 Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS
200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (TOUR 1 JOBS ARE POSTED
IN TOUR DAYS: TUE NIGHT OFF FOR WEDNESDAY & WED NIGHT FOR THURSDAY.)
WORK AREA: 193.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : MATTHIS WELCH EMP ID: 6305 ON DATE: 04/04/2025

JOB ID: 72616576 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS
200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (TOUR 1 JOBS ARE POSTED
IN TOUR DAYS: MON NIGHT OFF FOR TUESDAY & TUE NIGHT OFF FOR WEDNESDAY)
WORK AREA: 193.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : MARIAN REZK EMP ID: 8026 ON DATE: 04/04/2025

JOB ID: 72794046 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS
200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98. WORK AREA 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1200-2030-30L-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
12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : DENNY MARTENS EMP ID: 335 ON DATE: 04/04/2025

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JOB ID: 72794079 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS
200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-938
WORK AREA: 393

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1200-2030-30L-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
12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	OFF	OFF	OFF	OFF	OFF	OFF	12:00	20:30	030	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : MAHMUD ALAM EMP ID: 152 ON DATE: 04/04/2025

JOB ID: 71386038 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 21095215 GENERAL EXPEDITORS - TOUR 2 PHOENIX 298 Clerks -
NonHQ

JOB SLOT COMMENTS: EXPEDITORS, GENERAL & DOCK; DIOSS/DBCS, LMLM, TABBING MACHINES; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF
DISTRIBUTION; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 231-98.

QUALIFICATIONS :

SECTION: EXPGENDCPL

WORK SCHEDULE: 0500-1330-30L-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
05:00	13:30	030	05:00	13:30	030	OFF	OFF	OFF	OFF	OFF	OFF	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : Robert Lopez EMP ID: 2389 ON DATE: 04/04/2025

JOB ID: 95517330 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 21095216 GENERAL EXPEDITORS - TOUR 3 PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: EXPEDITORS, GENERAL & DOCK; DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 231-53. Work Area: 053.

QUALIFICATIONS :

SECTION: EXPGENDCPL

WORK SCHEDULE: 1600-0030-30L-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
16:00	00:30	030	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

POSTING COMMENTS :

VACATED BY : GABRIELLE LADUE EMP ID: 3119 ON DATE: 04/04/2025

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JOB ID: ~~95819269~~ 2320-28XX BULK MAIL TECH KP0015 P7 07 TOUR II LDC:79 EG:1=Full Time
Bidding Vacant 01018391 BMEU AZ-NM - PHOENIX BC AZ-NM Clerks -
NonHQ

JOB SLOT COMMENTS: SENIOR BIDDER IS REQUIRED TO ATTEND A 2 WEEK BUSINESS MAIL ACADEMY COURSE IN NORMAN, OK. & COMPLETE THE 427 BUSINESS MAIL ACADEMY EXAM. 2 HOURS SELF-STUDY, FOLLOWED BY TEST 425 BULK MAIL/MATH. WHEN ASSIGNED TO DETACHED MAIL UNIT, WILL ASSUME HOURS OF INDIVIDUAL UNIT. MUST BE ABLE TO ANSWER PHONE INQUIRIES, WORK WITH CUSTOMERS IN A PROFESSIONAL MANNER, & INPUT COMPUTER DATA. KNOWLEDGE OF OUTLOOK, WORD, AND OTHER COMPUTER PROGRAMS REQUIRED. **HEAVY LIFTING/PROLONGED STANDING REQUIRED; AND OTHER DUTIES AS ASSIGNED. TACS: 550-16. Work Area 415

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
PASSENGER CAR
425 BUSINESS MAIL ENTRY PREREQ (V1.2)
427 BUSINESS MAIL ACADEMY EXAM
714 DATA ENTRY (V1.1) LOW
718 BASIC COMPUTER SKILLS

SECTION: BMEU

WORK SCHEDULE: 0830-1700-30L-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	08:30	17:00	030	08:30	17:00	030	08:30	17:00	030	08:30	17:00	030	08:30	17:00	030

POSTING COMMENTS :

VACATED BY : ROSLYN DAVIS-BROWN EMP ID: 2712 ON DATE: 03/07/2025

JOB ID: ~~72139219~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 151 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC; EXPEDITOR RELIEF
HEAVY LIFTING REQUIRED (WILL RECEIVE H/L PAY WHEN PERFORMING
EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED. TACS: 138-51. (TOUR 1
JOBS ARE POSTED IN TOUR DAYS: SAT NIGHT OFF FOR SUNDAY & SUN NIGHT OFF
FOR MONDAY).

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : ALEXIS EARTHMAN EMP ID: 1404 ON DATE: 04/04/2025

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JOB ID: 72795435 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 307 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND
OTHER DUTIES AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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 : IVAN JAJO EMP ID: 9725 ON DATE: 04/04/2025

JOB ID: 72795441 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 307 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND
OTHER DUTIES AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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 : CANDIES HARLEY EMP ID: 4293 ON DATE: 04/04/2025

JOB ID: 95654329 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 307 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND
OTHER DUTIES AS ASSIGNED. TACS: 403-07

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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 : KEVYN BONNER EMP ID: 5084 ON DATE: 04/04/2025

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JOB ID: 72841117 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 251 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC; NIXIE RELIEF; ***
HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVL&DC

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 : ALICE JUAREZ EMP ID: 735 ON DATE: 04/04/2025

JOB ID: 72841129 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC *** HEAVY LIFTING
REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVL&DC

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 : ARIAL ACOSTA EMP ID: 1630 ON DATE: 04/04/2025

JOB ID: 71295272 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 251 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC; NIXIE RELIEF;
EXPEDITOR RELIEF ***HEAVY LIFTING REQUIRED*** (WILL RECEIVE H/L PAY WHEN
PERFORMING EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED. TACS:
439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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 : Danean Hammer EMP ID: 8602 ON DATE: 04/04/2025

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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JOB ID: 71849924 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 151 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS -WVL&DC; EXPEDITOR
RELIEF***HEAVY LIFTING REQUIRED*** (WILL RECEIVE H/L PAY WHEN
PERFORMING EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED.
TACS: 138-51. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: TUE NIGHT OFF FOR
WEDNESDAY & WED NIGHT OFF FOR THURSDAY.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : JOE LOPEZ EMP ID: 3631 ON DATE: 04/04/2025

JOB ID: 71958399 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC ***HEAVY LIFTING
REQUIRED***; EXPEDITOR RELIEF (WILL RECEIVE H/L PAY WHEN PERFORMING
EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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 : CAMERON TEETS EMP ID: 9400 ON DATE: 04/04/2025

JOB ID: 72616392 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 251 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC; NIXIE RELIEF; ***
HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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

POSTING COMMENTS :

VACATED BY : CONSUELO MENDOZA EMP ID: 6405 ON DATE: 04/04/2025

R0206
BC036364 Phoenix(AZ) Bid Clust
GNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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JOB ID: 72616487 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 151 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC *** HEAVY LIFTING
REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51. (Tour 1 jobs
are posted in TOUR DAYS: MON night off for Tuesday & TUE night off for
Wednesday.)

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : Cynthia Hahn EMP ID: 3578 ON DATE: 04/04/2025

JOB ID: 72616548 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC *** HEAVY LIFTING
REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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 : MD ZAHIDUL HASAN EMP ID: 1974 ON DATE: 04/04/2025

JOB ID: 71132644 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 353 Clerks -
NonHQ

JOB SLOT COMMENTS: MANUAL OPERATIONS - WVL&DC *** HEAVY LIFTING REQUIRED***; OTHER DUTIES
AS ASSIGNED. TACS: 208-53.

QUALIFICATIONS :

SECTION: WVLDCMAN

WORK SCHEDULE: 1730-0200-30L-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
17:30	02:00	030	OFF	OFF	OFF	OFF	OFF	OFF	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030

POSTING COMMENTS :

VACATED BY : RACHEL COPELAND EMP ID: 1418 ON DATE: 04/04/2025

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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JOB ID: 71973700 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 353 Clerks -
NonHQ

JOB SLOT COMMENTS: MANUAL OPERATIONS - WVL&DC ***HEAVY LIFTING REQUIRED***; AND OTHER
DUTIES AS ASSIGNED. TACS: 208-53.

QUALIFICATIONS :

SECTION: WVLDCMAN

WORK SCHEDULE: 1730-0200-30L-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
17:30	02:00	030	17:30	02:00	030	OFF	OFF	OFF	OFF	OFF	OFF	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030

POSTING COMMENTS :

VACATED BY : ANNIE LUZ NAISMITH EMP ID: 4785 ON DATE: 04/04/2025

JOB ID: 70958334 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 01018246 CACTUS RETAIL/DISTRIBUTION CACTUS 032 Clerks -
NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION ****HEAVY LIFTING REQUIRED****; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-32. Position Status: REACTIVATED.
Job 70958334 is being reposted per grievance settlement E 15C-4E-C
17478108.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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

POSTING COMMENTS :

VACATED BY : Tracy Ferguson EMP ID: 6276 ON DATE: 04/04/2025

JOB ID: 95626029 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:44 EG:1=Full Time
ASSOC
Bidding Vacant 01018209 DOWNTOWN DOWNTOWN 004 Clerks -
RETAIL/DISTRIBUTION PHOENIX NonHQ

JOB SLOT COMMENTS: Window and other duties as assigned. TACS: 355-04

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0715-1615-60L-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
07:15	16:15	060	OFF	OFF	OFF	07:15	16:15	060	07:15	16:15	060	07:15	16:15	060	OFF	OFF	OFF	07:15	16:15	060

POSTING COMMENTS :

VACATED BY : KELVIN FIPPS EMP ID: 9375 ON DATE: 04/04/2025

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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JOB ID: 70244382 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 01018252 MARYVALE RETAIL/DISTRIBUTION MARYVALE 031 Clerks -
NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION ***HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-31.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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

POSTING COMMENTS :

VACATED BY : DANIELLE GULICK EMP ID: 2368 ON DATE: 04/04/2025

JOB ID: 70653841 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 EG:1=Full Time
ASSOC

Bidding Vacant 01018252 MARYVALE RETAIL/DISTRIBUTION MARYVALE 031 Clerks -
NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION ***HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-31.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 1145-2045-60L-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
11:45	20:45	060	OFF	OFF	OFF	11:45	20:45	060	11:45	20:45	060	11:45	20:45	060	OFF	OFF	OFF	11:45	20:45	060

POSTING COMMENTS :

VACATED BY : ISAAC HERRERA EMP ID: 7998 ON DATE: 04/04/2025

JOB ID: 72841101 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:44 EG:1=Full Time
ASSOC

Bidding Vacant 00001083 MOWCOLLAMF PHOENIX 046 Clerks -
DLVY/COLLECTION UNIT NonHQ

JOB SLOT COMMENTS: WINDOW; PASSPORT training required for daily passport appointments;
DISTRIBUTION ***HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS ASSIGNED.
TACS: 355-46.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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

POSTING COMMENTS :

VACATED BY : GENEVA LOCKETT EMP ID: 9376 ON DATE: 04/04/2025

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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JOB ID: 95533073 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01018256 GMF MAIN OFFICE WINDOW PHOENIX 046 Clerks -
NonHQ

JOB SLOT COMMENTS: SAT: 0845-1730-45L; MON/TUE/WED/FRI: 0900-1800-60L with SUN/THU off.\n\nJob Slot Comments: WINDOW; PASSPORT training required for daily
passport appointments; DISTRIBUTION ***HEAVY LIFTING REQUIRED***; AND
OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0845/0900-45L-SU-THV

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
08:45	17:30	045	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 : GLORIA MURPHY EMP ID: 1420 ON DATE: 03/21/2025

JOB ID: 95559643 2340-0033 MARKUP CLERK - P7 06 TOUR II LDC:49 EG:1=Full Time
AUTOMATED

Bidding Vacant 00001091 COMPUTERIZED MAIL RIO SALADO 047 Clerks -
NonHQ
FORWARDING TOUR-II

JOB SLOT COMMENTS: CFS. TACS: 797-47.

QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)

SECTION: CFS

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

POSTING COMMENTS :

VACATED BY : KIM MERCADO EMP ID: 6984 ON DATE: 04/04/2025

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/04/2025 13:45:52
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JOB ID: ~~95854964~~ 2330-42XX RAMP CLK AMF KP0015 P7 08 TOUR II LDC:48 EG:1=Full Time
Bidding Vacant 00044591 LOG-PHOENIX AZ P&DC - INSHD LOG PHOENIX 200 Clerks -
NonHQ

JOB SLOT COMMENTS: RAMP CLERK, REGISTRY RELIEF. ***HEAVY LIFTING REQUIRED*** OUTDOOR
EXPOSURE TO HIGH TEMPS/AIRPORT RAMP. DURING DAYLIGHT SAVINGS TIME BT
WILL CHANGE TO 0430. SKY HARBOR AIRPORT SECURITY ACCESS BADGE REQUIRED.
ALSO REQUIRED ARE: PASSENGER CAR; 1 TON LHD; DDC DEBRIEF & COURSE #
4360106; AND DRIVING ABSTRACT. AND OTHER DUTIES AS ASSIGNED. TACS:
188-00. BACKDATED SEPARATION PROCESSED BY HRSSC ON 03/07/2025, EFFECTIVE
03/01/2025.

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
1-TON LHD
PASSENGER CAR
718 BASIC COMPUTER SKILLS

SECTION: RAMPCLKS

WORK SCHEDULE: 0500-1330-30L-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
05:00	13:30	030	OFF	OFF	OFF	OFF	OFF	OFF	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : Ralph Villa

EMP ID: 6738

ON DATE: 03/01/2025



DATE: April 05, 2025
OUR REF: JFigueroa:dmf
SUBJECT: FTR CLERK POSTING NOTICE #364955

PLEASE POST

TO: ALL FTR CLERKS IN THE PHOENIX BID CLUSTER.

71917341 is posted for Pay Location **298**; **AUTOMATION TOUR – 2.**

EMPLOYEES ARE NOT ELIGIBLE TO BID WHEN IN A HIGHER LEVEL/ EAS STATUS

See attached Position Description & Requirements for LEAD positions

All Lead Positions are awarded "Senior Qualified"*

****No 991 is involved in the bidding process for Lead Positions****

ALL BIDDING ISSUES MUST BE REPORTED TO THE JOB BIDDING OFFICE PRIOR TO THE CLOSING DATE OF THE POSTING. Please include your full name, EIN, and a contact number stating the best time to reach you. Postings close at 11:59 PM Central Time on the closing date. Please attempt to submit your bid preferences no later than 8 p.m. ARIZONA time.

When an INELIGIBLE message is received when attempting to bid, you MUST provide the ERROR MESSAGE TO **YOUR SUPERVISOR PRIOR TO THE CLOSING DATE OF THE POSTING.**

If you have any questions, please contact your supervisor.

Jillian Figueroa

Processing Support Specialist | Phoenix Bid Cluster | Phoenix P&DC

United States Postal Service

4949 E Van Buren St. RM 177 | Phoenix, AZ 85026

602.225.3353 | **Fax: 650-577-2552** | [**Jillian.S.Figueroa@usps.gov**](mailto:Jillian.S.Figueroa@usps.gov)

LEAD MAIL PROCESSING CLERK (P7-07)
OCCUPATION CODE: 2315-7153

FUNCTIONAL PURPOSE:

Performs a variety of clerk duties required to process mail using automated mail processing equipment or manual methods of sortation and distribution. May work with or without direct supervision or as a working leader to one or more mail processing employees resolving problems that may occur during tour operations and determining when a supervisor should be involved.

DUTIES AND RESPONSIBILITIES:

1. Provides current scheme, schedule, and routing information, as required by the distribution function, to efficiently route mail and meet dispatch schedules. Makes one or more sortations of outgoing and/or incoming mail using the appropriate sort program or manual distribution scheme.
2. On a rotational basis, may perform the following duties: loads mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed; sweeps separated mail from bins/ stackers; and stops equipment when distribution run or operation is completed. Runs machine reports, clears jams and contacts maintenance for assistance when required.
3. Prepares work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers are in place.
4. Removes sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch based on knowledge of operating plans and dispatch schedules, or at the instruction of supervisors or expeditors; may riffle or verify mail to ensure sortation accuracy as needed.
5. Maintains a working knowledge of regulations, policies and procedures related to mail processing activities. Provides guidance to mail processing employees assigned to mail processing operations. Resolves problems that may occur during tour operations and determines when a supervisor should be involved.
6. As a working leader of mail processing employees, will cooperate with supervisor to meet established targets for identified goals. Will work to maintain efficiencies and meet dispatches based on the installation operating plan. Shifts employee in the group from one assignment to another, in accordance with the Collective Bargaining Agreement, to balance workload. Trains new employees in a specific area of specialization. Makes Supervisor approved entries to correct time and attendance records and retains required supporting documents.
7. In addition, may perform any of the following duties as needed: provides service at public window for non-financial transactions; maintains records related to mail on hand and mail processed; examines balances in advance deposit accounts; and records and bills mail requiring special service; provides services in the receipt and dispatch of express mail; distributes, weights, computes, and processes all classes and types of postage due mail; maintains accounts and records; submits reports.
8. Uses established safe work methods, procedures, and safety precautions.
9. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor, Distribution Operations; Supervisor, Customer Services or other designated supervisor

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk SP-2644; KP-0013

LEAD MAIL PROCESSING CLERK (P7-07)
OCCUPATION CODE: 2315-7153

BARGAINING UNIT QUALIFICATION STANDARD

(2315-7153)

MAIL PROCESSING CLERK

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

Performs a variety of clerk duties required to process mail using mail processing equipment or manual methods of sortation and distribution. May work with or without direct supervision or as a working leader to one or more mail processing employees resolving problems that may occur during tour operations and determining when a supervisor should be involved.

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. The KSAs are demonstrated by successful completion of tests and specified training, unless otherwise noted. Failure to demonstrate any KSA is disqualifying.

1. Ability to provide oversight, direction and support of co-workers in the absence of a supervisor.
2. Ability to communicate orally (refers to expressing spoken ideas or facts clearly and logically when answering questions, giving instructions, and providing information).
3. Ability to perform basic mathematical computations (refers to performing basic calculations such as addition, subtraction, multiplication, and division with whole numbers).
4. Ability to identify and analyze problems by gathering information from both oral and written sources and develop an appropriate course of action to resolve the situation.
5. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment MP (476).

EXPERIENCE REQUIREMENTS:

Applicants must have a minimum of one year experience in a mail processing position.

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

Lead Mail Processing Clerks must work their assigned tour and days of work often within an industrial plant environment. Lead Mail Processing Clerks must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

Lead Mail Processing Clerks at any time may be assigned to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions, including wearing a uniform when required.

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