



DATE: May 02, 2026

OUR REF: JFiguroa:dmf

SUBJECT: FTR CLERK POSTING NOTICE #396102

PLEASE POST

TO: ALL FTR CLERKS IN THE PHOENIX BID CLUSTER.

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

See attached Position Description & Requirements for Markup positions

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****

See attached Position Description & Requirements for SDUS positions

Phoenix AZ NORTH VALLEY SDC is located at:
2502 W GRANDVIEW ROAD
PHOENIX, AZ 85023

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

R0206
BC036364 Phoenix(AZ) Bid Clust
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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

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

Posting No: 396102 Clerk Opening Date : 05/02/2026 Closing Date : 05/11/2026
JOB ID: ~~70354591~~ 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 MACHINES; 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. WORK AREA: 394.

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 : CARLOS RAMIREZ EMP ID: 9164 ON DATE: 05/01/2026

JOB ID: ~~71400068~~ 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: 390.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 1600-0030-30L-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
16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	OFF	OFF	OFF	OFF	OFF	OFF	16:00	00:30	030	16:00	00:30	030

POSTING COMMENTS :

VACATED BY : SAYED KABIR EMP ID: 6725 ON DATE: 05/01/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72793944 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: DBCIOSLMTABLRTRYSTO
WORK SCHEDULE: 1200-2030-30L-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
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	12:00	20:30	030

POSTING COMMENTS :
VACATED BY : MD MOJIDUL EMP ID: 8432 ON DATE: 05/01/2026
CHAWDHURY

JOB ID: 72794076 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: 391

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
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 : RAMADAN NAJIEB EMP ID: 4160 ON DATE: 05/01/2026

JOB ID: 95712103 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: 390

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
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 : TONY SAMANIEGO EMP ID: 1995 ON DATE: 05/01/2026

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JOB ID: 95828181 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: Work Area 394. DIOSS/DBCS/LMLM/TABBING MACHINES/LTR TRAY STORAGE P&DC;
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.

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

POSTING COMMENTS :

VACATED BY : KIMBERLY FRASER EMP ID: 4447 ON DATE: 05/01/2026

JOB ID: 95712989 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01019345 OUTGOING TOUR - III PHOENIX 304 Clerks - NonHQ

JOB SLOT COMMENTS: MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AND OTHER DUTIES AS ASSIGNED. TACS:
030-04.

QUALIFICATIONS :
SECTION: MNOTLTPRSCSTSCFNONPD
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	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 : Bunny McCorkey EMP ID: 3200 ON DATE: 03/31/2026

JOB ID: 72119245 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; AFSM MANUAL FLATS; GENERAL CLERK
RELIEF IN TOUR SUPERINTENDENT S OFFICE; AND OTHER DUTIES AS ASSIGNED.
TACS: 403-07.

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

POSTING COMMENTS :

VACATED BY : MD RAHMAN EMP ID: 1229 ON DATE: 05/01/2026

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JOB ID: 74190823 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:

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	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : KHANDAKER MUNIR EMP ID: 981 ON DATE: 05/01/2026

JOB ID: 74190879 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** *; NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION:

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	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : REBECCA BROOKER EMP ID: 1379 ON DATE: 05/01/2026

JOB ID: 71584893 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 207 Clerks - NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE; AFSM MANUAL FLATS; AND OTHER DUTIES
AS ASSIGNED. TACS: 406-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : GREGORY AUST EMP ID: 4986 ON DATE: 05/01/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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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; AFSM 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	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :
VACATED BY : SANDRA CHAVEZ EMP ID: 9768 ON DATE: 05/01/2026

JOB ID: 95781094 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 207 Clerks - NonHQ

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

QUALIFICATIONS :
SECTION: AFSM100/MAZE/FSS
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 : ERICK URIAS SANCHEZ EMP ID: 1046 ON DATE: 05/01/2026

JOB ID: 71584753 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-WVL&DC
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 : JOHN DEMONT EMP ID: 3144 ON DATE: 05/01/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72983548 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: 138-51. (Tour 1 jobs
are posted in TOUR DAYS: WED night off for Thursday & THU night off for
Friday.) (PSA MOU)

QUALIFICATIONS :
SECTION: SPBS/APBS-WVL&DC
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 : STEPHANIE ALVAREZ EMP ID: 8560 ON DATE: 05/01/2026

JOB ID: 72841130 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; NIXIE RELIEF; ***
HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51..

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVL&DC
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	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : KISHA SAMPSON EMP ID: 8689 ON DATE: 05/01/2026

JOB ID: 71309574 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; EXPEDITOR RELIEF
HEAVY LIFTING REQUIRED (WILL RECEIVE H/L PAY WHEN PERFORMING
EXPEDITOR DUTIES); NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS:
439-51.

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 0800-1630-30L-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	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	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : STARLING BARNES EMP ID: 1593 ON DATE: 05/01/2026

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JOB ID: 71309650 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; EXPEDITOR RELIEF
HEAVY LIFTING REQUIRED (WILL RECEIVE H/L PAY WHEN PERFORMING
EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED. TACS: 439-51. BACKDATED
SEPARATION PROCESSED 04/03/2026, EFFECTIVE 03/12/2026.

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 : Jose Ernesto Garcia EMP ID: 7811 ON DATE: 03/12/2026

JOB ID: 71584766 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-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 : SANWAR HOSSAIN EMP ID: 496 ON DATE: 05/01/2026

JOB ID: 71585211 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-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 : MOHAMMAD SAMAD EMP ID: 8438 ON DATE: 05/01/2026

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JOB ID: 71585216 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-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 : Kevin Rex EMP ID: 8333 ON DATE: 05/01/2026

JOB ID: 71849916 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: 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 : KRISTEN JOHNSON EMP ID: 5226 ON DATE: 05/01/2026

JOB ID: 71917348 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***; EXPEDITOR RELIEF GENERAL & DOCK. (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: FRI NIGHT OFF FOR SATURDAY
& SAT NIGHT OFF FOR SUNDAY.)

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 2030-0500-30L-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	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

POSTING COMMENTS :

VACATED BY : PAULINE CHHOUN EMP ID: 4219 ON DATE: 05/01/2026

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JOB ID: 71917855 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: 138-51. (TOUR 1 JOBS
ARE POSTED IN TOUR DAYS: FRI NIGHT OFF FOR SATURDAY & THU NIGHT OFF FOR
FRIDAY.) WORK AREA: 151.

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 2030-0500-30L-Sa-FrS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : KAMESHA SCARLETT EMP ID: 9181 ON DATE: 05/01/2026

JOB ID: 71917859 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***; NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.
(Tour 1 jobs are posted in TOUR DAYS: WED night off for Thursday & THU
night off for Friday.)

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
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
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 : NIA BLACK EMP ID: 7250 ON DATE: 05/01/2026

JOB ID: 71958425 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-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		
16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : MARIEME SY EMP ID: 5142 ON DATE: 05/01/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71973854 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 - WVLD&C; MANUAL OPERATIONS - WVLD&C; EXPEDITOR RELIEF
HEAVY LIFTING REQUIRED (WILL RECEIVE HIGHER LEVEL PAY WHEN
PERFORMING EXPEDITOR DUTIES); NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED.
TACS: 439-51

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDLDC
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	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 : RYAN KERN EMP ID: 1682 ON DATE: 05/01/2026

JOB ID: 71973856 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 - WVLD&C; MANUAL OPERATIONS - WVLD&C ***HEAVY LIFTING
REQUIRED***; EXPEDITOR RELIEF (WILL RECEIVE H/L PAY WHEN PERFORMING
EXPEDITOR DUTIES); NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS:
439-51.

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDLDC
WORK SCHEDULE: 0800-1630-30L-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	
08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : ABDUL KARIM EMP ID: 8509 ON DATE: 05/01/2026

JOB ID: 71991820 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 - WVLD&C; MANUAL OPERATIONS - WVLD&C ***HEAVY LIFTING
REQUIRED***; EXPEDITOR RELIEF GENERAL & DOCK. (WILL RECEIVE H/L PAY WHEN
PERFORMING EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED. TACS:
439-51.

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDLDC
WORK SCHEDULE: 0800-1630-30L-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	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	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : JESSICA PHAN NGUYEN EMP ID: 3023 ON DATE: 05/01/2026

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JOB ID: 72616484 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: SUN night off for Monday & MON night off for
Tuesday.)

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 2030-0500-30L-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			
20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : LUCERO GARCIA VERA EMP ID: 1143 ON DATE: 05/01/2026

JOB ID: 72616545 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-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	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 : LUSIE FUTCH EMP ID: 520 ON DATE: 05/01/2026

JOB ID: 72616556 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-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 : ANDREA HERNANDEZ EMP ID: 9499 ON DATE: 04/01/2026

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JOB ID: 72616558 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-Sa-FrS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	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 : MD KARIM EMP ID: 4732 ON DATE: 05/01/2026

JOB ID: 72616627 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 *** HEAVY LIFTING
REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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
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

POSTING COMMENTS :

VACATED BY : Keith Asher EMP ID: 7914 ON DATE: 05/01/2026

JOB ID: 71973701 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 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-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
17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : LAUREN DELANEY EMP ID: 8288 ON DATE: 05/01/2026

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JOB ID: 72117148 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01018206 ARCADIA RETAIL/DISTRIBUTION ARCADIA 018 Clerks -
NonHQ

JOB SLOT COMMENTS: WINDOW; AND OTHER DUTIES AS ASSIGNED. *** HEAVY LIFTING REQUIRED***

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0830-1730-60L-Su-ThS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
08:30 17:30 060	OFF OFF	08:30 17:30 060	08:30 17:30 060	08:30 17:30 060	OFF OFF	08:30 17:30 060

POSTING COMMENTS :

VACATED BY : ANTHONY SMITH EMP ID: 9578 ON DATE: 05/01/2026

JOB ID: 95870540 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: DISTRIBUTION; WINDOW AND OTHER DUTIES AS ASSIGNED. *** HEAVY LIFTING

REQUIRED***. SCHEDULE: SAT-0400-1230-30L, TUE-0615-1445-30L,
WED-0400-1230-30L, THU-1030-1900-30L, FRI-0600-1430-30L.\n\nJob Skill:
421 SALES AND SERVICES (V3.9)

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0400/0615-30L-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
04:00 12:30 030	OFF OFF	OFF OFF	06:15 14:45 030	04:00 12:30 030	10:30 19:00 030	06:00 14:30 030

POSTING COMMENTS :

VACATED BY : CINTHIA RUBIO EMP ID: 5932 ON DATE: 05/01/2026

JOB ID: 72012643 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01018249 CAPITOL RETAIL/DISTRIBUTION CAPITOL 009 Clerks -
NonHQ

JOB SLOT COMMENTS: DISTRIBUTION; WINDOW AND OTHER DUTIES AS ASSIGNED. ***HEAVY LIFTING

REQUIRED***. TACS: 355-09.\n\nJob Skill: 421 SALES AND SERVICES (V3.9)

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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

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

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

POSTING COMMENTS :

VACATED BY : YAZMINE MARQUEZ EMP ID: 8401 ON DATE: 05/01/2026

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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 OFF	11:45 20:45 060	11:45 20:45 060	OFF OFF	OFF OFF
11:45 20:45 060	OFF OFF	OFF OFF	11:45 20:45 060	11:45 20:45 060	OFF OFF	OFF OFF

POSTING COMMENTS :

VACATED BY : EDWARD FLORES EMP ID: 1138 ON DATE: 05/01/2026

JOB ID:~~70276438~~ 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01018233 SOUTH MTN SOUTH 040 Clerks -
RETAIL/DISTRIBUTION MOUNTAIN NonHQ

JOB SLOT COMMENTS: FULL TIME LEAD SALES AND SERVICES ASSOCIATE***HEAVY LIFTING REQUIRED***
SSA, AND OTHER DUTIES AS ASSIGNED. TACS: 355-40

*(SEE ATTACHED POSITION DESCRIPTION AND QUAL STANDARDS.
#APPLICANT MUST HAVE MINIMUM OF 1-YR EXPERIENCE AS A WINDOW
#CLERK.)

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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
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

POSTING COMMENTS :

VACATED BY : Theresa Hendrix EMP ID: 3263 ON DATE: 05/01/2026

JOB ID:~~75147834~~ 2340-0033 MARKUP CLERK - P7 06 TOUR III LDC:49 EG:1=Full Time
AUTOMATED

Bidding Vacant 00001092 COMPUTERIZED MAIL RIO SALADO Clerks -
FORWARDING TOUR-III NonHQ

JOB SLOT COMMENTS: Mark-up Clerk

QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)

SECTION:

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

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/01/2026 10:07:43
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JOB ID:75188215 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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
02:00	10:30	030	OFF	OFF	OFF	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID:75188216 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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
02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID:75188217 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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
02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/01/2026 10:07:43
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JOB ID: 75188218 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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			
02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75188219 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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			
02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75188220 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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			
02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	OFF	OFF	OFF	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/01/2026 10:07:43
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JOB ID:75188221 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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
02:00	10:30	030	OFF	OFF	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID:75188222 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0900-1730-30L-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
OFF	OFF	OFF	OFF	OFF	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID:75188223 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1100-1930-30L-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
OFF	OFF	OFF	OFF	OFF	11:00	19:30	030	11:00	19:30	030	11:00	19:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/01/2026 10:07:43
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JOB ID: 75188224 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1100-1930-30L-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			
11:00	19:30	030	OFF	OFF	OFF	11:00	19:30	030	11:00	19:30	030	11:00	19:30	030	OFF	OFF	OFF	11:00	19:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75188375 2320-0008 LEAD CUSTOMER SERVICE CLERK KP0013 P7 07 TOUR I LDC:48 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. LEAD CUSTOMER SERVICE CLERK. (SEE ATTACHED POSITION DESCRIPTION & QUAL STANDARDS. APPLICANT MUST HAVE A MINIMUM OF 1 YEAR EXPERIENCE IN A CUSTOMER SERVICE POSITION.) DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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			
OFF	OFF	OFF	OFF	OFF	OFF	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/01/2026 10:07:43
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JOB ID:75189476 2315-0101 SDUS DISTRIBUTION CLERK P7 06 TOUR I LDC:41 EG:1=Full Time
Bidding Newly 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ Clerks -
Established - DIST UNIT NORTH NonHQ
VALLEY SDC

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. SDUS-REQUIRED TO COMPLETE HERO TRAINING
2021MPR 5316SS01 W/IN 10 DAYS OF AWARD. OPERATES AND PERFORMS MINOR
MAINTENANCE TASKS ON SMALL DELIVERY UNIT SORTER(SDUS). PERFORMS A
VARIETY OF DIST DUTIES & CUST SUPPORT SVCS FOR PRODUCTS. OTHER DUTIES AS
ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1030-30L-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	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

SDUS DISTRIBUTION CLERK (P7-06)
OCCUPATION CODE: 2315-0101

FUNCTIONAL PURPOSE:

Operates and performs minor maintenance tasks on the Small Delivery Unit Sorter (SDUS). Performs a variety of distribution duties and customer support services for products.

OPERATIONAL REQUIREMENTS:

This position is only authorized in non-maintenance capable facilities.

DUTIES AND RESPONSIBILITIES:

1. Performs simple adjustments, alignments, and preventative servicing tasks that do not require removal of safety guarding or exposure to moving components. a) Cleans sensors. b) Performs simple sensor adjustments. c) Clears non-routine jams. d) Cleans exposed belt surfaces. e) Performs computer reboots. f) Empties compressor condensate collection system. g) Performs mail sweeps on the SDUS machine h) Evaluates an e-stop condition at a high level and resets the estop system as needed.
2. Maintains an awareness of equipment operation especially excessive heat, vibration, and noise; reports obvious equipment malfunctions, hazards, or wear to supervisor. Reviews and develops job safety analysis.
3. Completes or initiates work record sheets, as required.
4. Follows all established safety practices and requirements while performing duties including proper use of any required Personal Protective Equipment (PPE).
5. May assist with preparing work areas with necessary Mail Transportation Equipment for the machine.
6. Performs startup of equipment, selects and loads sort plans, loads mail onto feed belt, monitor bins, retrieves and stages parcel containers.
7. Provides guidance and training to clerks operating the machine as needed.
8. May assign and clear accountable items; distributes mail as required.
9. Distributes and sorts incoming mail by delivery point for the office, branch, or station.
10. May perform additional duties such as: maintain records of mails; face and cancel mail; make emergency carrier relays; label and tie out mail for dispatch and other related duties for distribution.
11. Other duties as assigned.

SUPERVISION:

Supervisor, Customer Services, or another supervisor/designee.

SELECTION METHOD:

Senior Qualified

**SDUS DISTRIBUTION CLERK (P7-06)
OCCUPATION CODE: 2315-0101**

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

TRAINING REQUIREMENTS:

Must pass SDUS Operator training.

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

SDUS Distribution Clerks must work an assigned tour and days of work.

SDUS Distribution Clerks must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

SDUS Distribution Clerks are required to provide service to the public. They must maintain a neat and professional appearance in such interactions, including wearing a uniform and name tag when required.

LEAD CUSTOMER SERVICE CLERK (P7-07)
OCCUPATION CODE: 2320-0008

FUNCTIONAL PURPOSE:

Performs a variety of clerk duties required for customer service using automated mail processing equipment or manual methods of sortation and distribution as well as change of address entry / validation and processing undeliverable as address forwardable and return to sender mail. May work with or without direct supervision or as a working leader to one or more customer service employees resolving problems that may occur during operations and determining when a supervisor should be involved.

OPERATIONAL REQUIREMENTS:

This position is for use in Customer Service facilities that do not have retail window operations. However, in a large facility (50 or more clerks) with both a retail window and a large distribution operation, a Lead Customer Service Clerk may be used in addition to a Lead Sales & Service Clerk.

DUTIES AND RESPONSIBILITIES:

1. Makes primary and one or more secondary distributions of incoming mail by delivery point, (for example, classified or contract station or branch or other delivery unit, general delivery, lockboxes, rural highway contract route, or city carrier route) based on a knowledge of the distribution scheme.
2. Makes primary and one or more secondary distributions of outgoing mail for dispatch (for example, by city, state, or region) based on a knowledge of the distribution scheme.
3. In addition, may perform any of the following duties: maintain records of mails; examine balances in advance deposit accounts; face and cancel mail; tie mail and insert facing slips; open and dump pouches and sacks; operate cancelling machines; record and bill mail (for example, c.o.d., registered, etc.) requiring special service; and provide service at public windows; data entry of change of address requests; process UAA forwardable / returns mail and the associated allied functions resulting from processing of UAA mail.
4. Maintains a working knowledge of regulations, policies and procedures related to mail processing and post office operations activities. Provides guidance to customer service employees assigned to post office operations. Resolves problems that may occur during operations and determines when a supervisor should be involved.
5. As a working leader of customer service employees, will cooperate with the supervisor to plan, direct, organize and monitor customer service related programs/projects and the work of people to meet unit goals, including coordinating and scheduling work hours. Trains new employees. Makes Supervisor approved entries to correct time and attendance records and retains required supporting documents.
6. May perform any of the following duties: provide service at public window for non-financial transactions; maintain records related to mail; examine balances in advance deposit accounts; and record and bill mail requiring special service.
7. Verifies mailings as to size, weight, postage and other mailability requirements when necessary.
8. Processes accountable mail for delivery and clears carriers and accountable mail.
9. Uses established safe work methods, procedures, and safety precautions.
10. Maintains and services PO Boxes; Caller and Reserves.
11. Performs required scans of packages with barcodes.
12. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor, Customer Services or other designated supervisor

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk STANDARD POSITION REFERENCE SP-2621

Doc Date: 05/18/2013

Occ Code: 2320-0008

LEAD CUSTOMER SERVICE CLERK (P7-07)
OCCUPATION CODE: 2320-0008

BARGAINING UNIT QUALIFICATION STANDARD

(2320-0008)

CUSTOMER SERVICE CLERK

DOCUMENT DATE: 03/16/2019**FUNCTION:**

Performs a variety of clerk duties required for customer service using automated mail processing equipment or manual methods of sortation and distribution as well as change of address entry / validation and processing undeliverable as address forwardable and return to sender mail. May work with or without direct supervision or as a working leader to one or more customer service employees resolving problems that may occur during 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 follow instructions refers to comprehending and executing either spoken or written instructions or directions sufficient to perform work assignments, follow procedural directions or instructions either with or without direct supervision.
6. Ability to coordinate, open and close, and operate a postal unit. This includes planning and organizing the work of a small group of employees to achieve unit goals.
7. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

EXPERIENCE REQUIREMENTS:

Applicants must have a minimum of one year experience in a customer service position.

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

Lead Customer Service Clerks must work their assigned tour and days of work often within a customer service environment. Lead Customer Service Clerks must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

Lead Customer Service 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.

Doc Date: 03/16/2019

Occ Code: 2320-0008

LEAD SALES & SERVICES ASSOCIATE (P7-07)
OCCUPATION CODE: 2320-0009

FUNCTIONAL PURPOSE:

Performs a variety of sales and customer support services for products including; stamps, stamped paper, postal cards, philatelic products, and special promotional items with or without direct supervision. May work alone or as a working leader, providing administrative and technical guidance to one or more clerks assigned to retail and post office operations.

OPERATIONAL REQUIREMENTS:

This position is for use in Customer Service facilities with retail operation windows.

DUTIES AND RESPONSIBILITIES:

1. Performs any variety of sales and customer services at a retail window such as maintaining sufficient inventory of and selling stamps, stamped paper, other retail products, passport acceptance (where applicable) and other retail services; may use a computerized system, accepting and delivering packages and accountable mail; issuing and cashing foreign and domestic postal money orders; accepting and responding to customer claims and inquiries, and providing information to the public regarding postal regulations. Rents post office boxes, receives rental payments, conducts reference checks, and completes related forms. Performs lobby assistance that includes monitoring the retail line, directing customers to the self-service kiosk (SSK) (where applicable) and/or using Mobile Point of Service (mPOS) transactions (where applicable).
2. Communicates and provides administrative and technical guidance to retail and post office operations employees assigned to the unit, informing them of changes or clarifications in policies, procedures, operations, schedules, and regulations. Ensures that work is performed efficiently.
3. Forecasts and maintains a separate stamped inventory to fill requisitions submitted by other retail clerks assigned to the offices.
4. Prepares a local bank deposit and/or a consolidated funds bank deposit. Prepares and maintains unit accounting records of retail activities.
5. Conducts or witnesses transfers of fixed credits between employees as required, assisting in the physical count of stock. Reviews fixed credits periodically and recommends adjustments if necessary. Examines and ensures the integrity of security containers assigned to employees for the storing of their fixed credit and reports lack of conformity with security regulations.
6. Conducts product inventories by counting items on hand; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence. Maintains an adequate supply of materials required for the operation of a retail office.
7. Processes and/or accepts and verifies applications for redeemed stamps and stamped paper. Prepares and submits necessary stock for destruction.
8. Instructs and advises individual employees in correct financial and retail sales procedures.
9. In accordance with the directives of the supervisory presence, plans, directs, organizes and monitors retail related programs/projects and the work of people to meet unit goals, including coordinating and scheduling work hours. Supplies leadership necessary to secure a customer friendly environment, encourages professional appearance and work habits to accomplish effective and pleasant customer relationships. Makes Supervisor approved entries to correct time and attendance records and retains required supporting documents.

10. Provides product and service information to customers, including informing customers regarding special offers and the layout of the store; refers customers to sales and promotional programs by promoting products based on customer needs. Answers customer inquiries.
11. Maintains appearance of store by setting, arranging, and replenishing displays and merchandise racks; ensures display and selling areas, work stations, and storage areas are presentable to customers. Checks and maintains post office self-service kiosk.
12. Trains new employees to ensure quality service.
13. Maintains records, files and submits reports, as assigned.
14. May verify presort and bulk mailings of all classifications; computing and maintaining on a current basis mailers' credit balances.
15. May perform passport duties as assigned, including verification of identification and photograph, administering oath, reviewing application for completeness, affixing stamp or seal on application and ensuring all documents are stored securely and mailed promptly.
16. May assign and clear accountable items and distribute mail as required.
17. Performs other duties as assigned.

SUPERVISION:

Supervisor, Customer Services or other designated supervisor

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk STANDARD POSITION REFERENCE SP-2642

Doc Date: 09/28/2019

Occ Code: 2320-0009

**LEAD SALES & SERVICES ASSOCIATE (P7-07)
OCCUPATION CODE: 2320-0009**

BARGAINING UNIT QUALIFICATION STANDARD

(2320-0009)

LEAD SALES & SERVICES ASSOCIATE

DOCUMENT DATE: September 28, 2019**FUNCTION:**

Performs a variety of sales and customer support services for products including stamps, stamped paper, postal cards, philatelic products, and special promotional items; with or without direct supervision. May work alone or provide administrative and technical direction to one or more clerks assigned to retail and post office operations.

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 sell products and services, includes providing timely and courteous customer service, matching products and services to customer needs, providing product information, creating/maintaining an aesthetically pleasing retail environment and completing sales transactions.
2. Ability to work and transact business with people sufficient to work cooperatively and interact positively with customers, co-workers, as well as analyzing and responding appropriately to unique customer or coworker situations. This includes exercising courtesy and self-control to provide good appropriate customer service in order to accomplish established goals of the functional area.
3. Ability to provide oversight, direction, and support of co-workers in the absence of a supervisor.
4. Ability to communicate orally refers to expressing spoken ideas or facts clearly and logically when answering questions, giving instructions, and providing information.
5. Ability to perform basic mathematical computations refers to performing basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions and decimals.
6. Knowledge of financial procedures such as the terminology, materials, techniques, and procedures used in maintaining accurate records of disbursements, receipts and other financial information and loss prevention.
7. Ability to follow instructions refers to comprehending and executing either spoken or written instructions or directions sufficient to perform work assignments, follow procedural directions or instructions either with or without direct supervision.
8. 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.

9. Ability to coordinate, open and close, and operate a retail postal unit. This includes planning and organizing the work of a small group of employees to achieve unit goals.

10. Ability to use technology-based business equipment, such as calculation equipment or computers sufficient to process customer transactions, input data, and produce numeric and written reports.

11. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477) **EXPERIENCE REQUIREMENTS:**

Applicants must have a minimum of one year of experience in a window position (window clerk, distribution and window clerk, distribution, window and markup clerk, sales and services associate, sales, services and distribution associate) providing a comprehensive knowledge of postal regulations, rulings, policy, and procedures relating to window work.

TRAINING REQUIREMENTS:

Applicants who qualify and are selected under this standard will be required to complete prescribed training satisfactorily.

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

When filled internally, this position usually involves a deferment period during which the senior bidder is provided appropriate combinations of training, testing, and practical demonstration of ability to perform in the actual position.

Lead Sales & Services Associates must work their assigned tour and days of work. Lead Sales & Services Associates must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

Lead Sales & Services Associates are required to provide service to the public. They must maintain a neat and professional appearance in such interactions, including wearing a uniform and name tag when required.

Doc Date: 03/16/2019

Occ Code: 2320-0009

MARKUP CLERK - AUTOMATED (P7-06)
OCCUPATION CODE: 2340-0033

FUNCTIONAL PURPOSE:

Operates a computer to process mail undeliverable as addressed.

DUTIES AND RESPONSIBILITIES:

1. Operates a computer keyboard to enter and extract data from several databases including change of address, mailers' database, and address correction.
2. Selects correct program and operating mode for each application.
3. Affixes labels to mail either manually or with mechanical devices.
4. Prepares forms for address correction services and/or scanning operation.
5. Manually distributes processed markups to appropriate separations for further handling.
6. Returns incomplete documents and records to delivery offices when necessary.
7. May operate an optical scanner and computer to process postal forms.
8. May view input from scanned postal forms on computer screen.
9. May operate a photo copy machine.
10. Performs other job-related tasks in support of primary duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

BARGAINING UNIT:

CLERK

MARKUP CLERK - AUTOMATED (P7-06)
OCCUPATION CODE: 2340-0033

BARGAINING UNIT QUALIFICATION STANDARD

2340R
(2340-0033)

MARKUP CLERK-AUTOMATED--LEVEL 5

DOCUMENT DATE: MARCH 16, 2019

FUNCTION:

Operates a computer to process mail undeliverable as addressed.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS: There are no separately evaluated knowledge, skill, or ability requirements for this position.

EXAMINATION REQUIREMENTS:

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

In addition, applicants must demonstrate the ability to key data codes on a computer terminal at a rate of 10 correct lines per minute. This must be demonstrated by successful completion of Postal Service Test 715.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position, which require performing coordinated bodily movements such as pushing, pulling, lifting or carrying heavy objects; bending, twisting or stretching; and typing for long periods of time.

ADDITIONAL PROVISIONS:

Markup Clerks- Automated must work assigned shifts and tours, including long hours. They must accept supervision and follow rules, regulations, policies, and procedures. They must work as a member of a team.

Doc Date: 03/16/2019

Occ Code: 2340-0033
