

DATE: January 16, 2021

OUR REF: DMFrancisco:dmf

SUBJECT: FTR CLERK POSTING NOTICE #241876 PLEASE POST

TO: ALL FTR CLERKS IN THE PHOENIX BID CLUSTER.

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

ALL BIDDING ISSUES MUST BE REPORTED 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.

e-Job bidding can only be accessed via INTERNET EXPLORER. All other WEB BROWSERS (GOOGLE CHROME, SAFARI, FOX FIREWALL etc. . .) **are no longer compatible** with this site. Employees still have the option of bidding via the IVR (phone bidding) system and bidding via the KIOSK's (where available).

**Please review the clarification(s) below and the attached Position Description & Qualification Standards for the LEAD positions.

CLARIFICATION REGARDING VARIOUS THE LEVEL 7 LEAD POSITIONS

One year consecutive service

***LEAD CLERKS do not supervise. They provide oversight, direction and support in the absence of Supervisory presence to bargaining unit employees, which may include other crafts.**

There are three (3) different Level 7 Lead Positions:

Lead Customer Service Clerk – CFS only – No deferment period

Lead Mail Processing Clerk – No deferment period

Lead Sales & Services Associate – YES there is a deferment period, due to the 421 Sales & Service exam, not because it is a new Lead Position.

*All three types of lead positions are awarded “Senior Qualified”.

- The Lead Sales & Services Associate is the only Lead position that will be awarded “Senior Qualified” with a deferment period. Employees will have to pass the training requirements prior to being awarded the job with an effective movement date.
- Once an employee is awarded the job (with an effective movement date), they will move into the position. The employee will then have to demonstrate the KSA’s pertaining to that specific Job Description.

*No 991 is involved in the bidding process for these new lead positions.

If you have any questions, please contact your supervisor.

Dawn Marie Francisco

Dawn Marie Francisco
Human Resources Specialist
Phoenix Bid Cluster

2320 - 0009 Position Description

STD JOB DESCRIPTION

U.S.Postal Service

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 and services and 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.
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. In addition, may assign and clear accountable items and distribute mail as required. 16. Performs other duties as assigned.

SUPERVISION:

Supervisor, Customer Services or other designated supervisor

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk

Doc Date: 05/18/2013

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.

R0206
BC036364 Phoenix(AZ) Bid Clust
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/14/2021 08:03:22
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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: 241876 Clerk Opening Date : 01/16/2021 Closing Date : 01/25/2021

JOB ID: ~~71104844~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01019346 ORIGINATING MAIL PREP TOUR - PHOENIX 301 Clerks -
III NonHQ

JOB SLOT COMMENTS: AFCS-200; DIOSS/DBCS/LMLM/TABBING MACHINES/LTR TRAY STORAGE P&DC: MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF
DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED.
TACS: 004-01.

QUALIFICATIONS :

SECTION: AFCS-200

WORK SCHEDULE: 1700-0130-30L-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
17:00	01:30	030	OFF	OFF	OFF	OFF	OFF	OFF	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030

POSTING COMMENTS :

VACATED BY : KAMEEL ORAHA EMP ID: 5055 ON DATE: 01/01/2021

JOB ID: ~~71399849~~ 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/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF
DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. (Tour 1 jobs are posted in TOUR DAYS: SAT night off for
Sunday & SUN night off for Monday.)

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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 : ALISHA GREEN EMP ID: 403 ON DATE: 01/15/2021

R0206
BC036364 Phoenix(AZ) Bid Clust
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 71537973 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/LTR TRAY STORAGE P&DC; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 893-93.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
WORK SCHEDULE: 1200-2030-30L-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
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 : ROY CARDENAS EMP ID: 2509 ON DATE: 01/01/2021

JOB ID: 71538074 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/LTR TRAY STORAGE P&DC; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 893-93.

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	12:00 20:30 030

POSTING COMMENTS :
VACATED BY : MARIANO IVERY EMP ID: 305 ON DATE: 01/01/2021

JOB ID: 71538115 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/LTR TRAY STORAGE P&DC; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 893-93.

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	12:00 20:30 030

POSTING COMMENTS :
VACATED BY : MICHAEL SMITH EMP ID: 4921 ON DATE: 01/15/2021

R0206
BC036364 Phoenix(AZ) Bid Clust
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 71623124 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/ LTR TRAY STORAGE P&DC ; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE , SCF, AND NON-PREF
DISTRIBUTION; MAIN OFFICE BOX SECTION; OTHER DUTIES AS ASSIGNED. TACS:
893-93.

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 : ROY CARDENAS EMP ID: 2509 ON DATE: 01/15/2021

JOB ID: 71847957 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/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF
DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-92. Tour 1 jobs are posted in TOUR DAYS: MON night off for
Tuesday & TUE night off for Wednesday.)

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
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 : KEVIN LABONTE EMP ID: 1048 ON DATE: 01/01/2021

R0206
BC036364 Phoenix(AZ) Bid Clust
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72000873 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/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF
DISTRIBUTION; MAIN OFFICE BOX SECTION; RELIEF EXPEDITOR GENERAL & DOCK.
WILL ASSUME HOURS AND DAYS OFF OF PERSON RELIEVING. (WILL RECEIVE HIGHER
LEVEL WHEN PERFORMING EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED.
(Tour 1 jobs are posted in TOUR DAYS: MON night off for Tuesday & TUE
night off for Wednesday.)

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
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			
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 : TYLER JEWETT EMP ID: 1049 ON DATE: 01/01/2021

JOB ID: 95512656 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/LTR TRAY STORAGE P&DC; MANUAL OUTGOING
LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; MAIN
OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 893-90.

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			
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 : KOLLIN WINDSOR EMP ID: 4948 ON DATE: 01/15/2021

JOB ID: 95797376 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/LTR TRAY STORAGE P&DC; MANUAL OUTGOING
LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; MAIN
OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 893-90.

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

POSTING COMMENTS :

VACATED BY : JOSE ZAMARRON EMP ID: 3662 ON DATE: 01/01/2021

R0206
BC036364 Phoenix(AZ) Bid Clust
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 71512516 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time
Bidding Vacant 00044591 LOG-PHOENIX AZ P&DC - INSHD PHOENIX 223 Clerks -
NonHQ

JOB SLOT COMMENTS: EXPEDITORS, GENERAL & DOCK; DIOSS/DBCS, LMLM, TABBING MACHINES/ LETTER
TRAY STORAGE P&DC; AND OTHER DUTIES AS ASSIGNED. TACS: 231-23.

QUALIFICATIONS :

SECTION: EXPGENDCPL

WORK SCHEDULE: 0700-1530-30L-Sa-SuS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
OFF OFF OFF	OFF OFF OFF	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030

POSTING COMMENTS :

VACATED BY : Oscar Ruiz EMP ID: 52 ON DATE: 10/31/2020

JOB ID: 95853755 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time
Bidding Vacant 01019344 DOCK & DISPATCH TOUR - III PHOENIX 311 Clerks -
NonHQ

JOB SLOT COMMENTS: EXPRESS MAIL P&DC; OUTGOING/INCOMING PREF OPENING; POUCH DISPATCH, AAA,
SWYB ***HEAVY LIFTING REQUIRED***. DIOSS/DBCS/LMLM/TABBING
MACHINES/LETTER TRAY STORAGE P&DC; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; AND OTHER DUTIES AS
ASSIGNED. TACS: 233-11.

QUALIFICATIONS :

SECTION: EXPMAILP&DC

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	15:00 23:30 030

POSTING COMMENTS :

VACATED BY : Bunny McCorkey EMP ID: 3200 ON DATE: 01/01/2021

JOB ID: 70573733 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:

WORK SCHEDULE: 1730-0200-30L-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
17:30 02:00 030	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 : Art Balanon EMP ID: 4716 ON DATE: 12/03/2020

R0206
BC036364 Phoenix(AZ) Bid Clust
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/14/2021 08:03:22
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JOB ID: 71584889 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 107 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND
OTHER DUTIES AS ASSIGNED. TACS: 406-07. Tour 1 jobs are posted in
TOUR DAYS: FRI night off for Saturday & SAT night off for Sunday.

QUALIFICATIONS :
SECTION: AFSM100/MAZE/FSS
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
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 : Susan Poetzi EMP ID: 52 ON DATE: 01/15/2021

JOB ID: 71584893 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 107 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND
OTHER DUTIES AS ASSIGNED. TACS: 406-07. TOUR 1 JOBS ARE POSTED IN TOUR
DAYS: FRI NIGHT OFF FOR SATURDAY & SATURDAY NIGHT OFF FOR SUNDAY.

QUALIFICATIONS :
SECTION: AFSM100/MAZE/FSS
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
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 : Ronald Bogner EMP ID: 8890 ON DATE: 01/15/2021

JOB ID: 71585152 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 107 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND
OTHER DUTIES AS ASSIGNED. TACS: 406-07. Tour 1 jobs are posted in TOUR
DAYS: WED night off for Thursday & THU night off for Friday.

QUALIFICATIONS :
SECTION: AFSM100/MAZE/FSS
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 : JAVIER BORQUEZ EMP ID: 1928 ON DATE: 01/01/2021

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Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71592708 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/FSS; AFSM/FSS MANUAL FLATS ; AND
OTHER DUTIES AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

WORK SCHEDULE: 1000-1830-30L-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	10:00 18:30 030	10:00 18:30 030	10:00 18:30 030	10:00 18:30 030	10:00 18:30 030

POSTING COMMENTS :

VACATED BY : Glen Reynolds EMP ID: 7472 ON DATE: 12/31/2020

JOB ID: 71592710 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/FSS; AFSM/FSS MANUAL FLATS ; AND
OTHER DUTIES AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

WORK SCHEDULE: 1000-1830-30L-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	10:00 18:30 030	10:00 18:30 030	10:00 18:30 030	10:00 18:30 030	10:00 18:30 030

POSTING COMMENTS :

VACATED BY : Timothy Lentz EMP ID: 3407 ON DATE: 12/31/2020

JOB ID: 95869315 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 107 Clerks -
NonHQ

JOB SLOT COMMENTS: AFSM 100 FLATS OPERATIONS, FSM MAZE/FSS; AFSM/FSS MANUAL FLATS; AND OT
HER DUTIES AS ASSIGNED. TACS: 406-07. (Tour 1 jobs are now posted in
TOUR DAYS: MON night off for Tuesday & TUE night off for Wednesday.)
@Backdated Separation processed by HRSSC on 12/15/2020, effective
03/14/2020.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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 : AARON THARP EMP ID: 395 ON DATE: 03/13/2020

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71584758 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 : Rosario Carvajal EMP ID: 3781 ON DATE: 01/15/2021

JOB ID: 71584828 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 : Berhane Kebede EMP ID: 7922 ON DATE: 01/15/2021

JOB ID: 71585210 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-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	16:30	01:00	030

POSTING COMMENTS :
VACATED BY : BEVERLY COOK EMP ID: 6634 ON DATE: 01/15/2021

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Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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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***; 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.)

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	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 : SHANTE DOYLE EMP ID: 7001 ON DATE: 01/15/2021

JOB ID: 71201291 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 01018239 AHWATUKEE AHWATUKEE 044 Clerks -
NonHQ

JOB SLOT COMMENTS: WINDOW;DISTRIBUTION;AND OTHER DUTIES AS ASSIGNED.***HEAVY
LIFTING REQUIRED*** TACS: 355-44
WORK SCHEDULE: SAT 0600-1500-60L; MON, TUE, THU, FRI 0800-1700-60L with
SUN/WED off.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
SECTION: EASTA
WORK SCHEDULE: 0600-1500-60L-Su-WeV

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
06:00	15:00	060	OFF	OFF	OFF	08:00	17:00	060	08:00	17:00	060	OFF	OFF	OFF	08:00	17:00	060	08:00	17:00	060

POSTING COMMENTS :

VACATED BY : PHILLIP BERGQUIST EMP ID: 5140 ON DATE: 01/01/2021

JOB ID: 95590824 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 01018242 BOULDER HILLS BOULDER 024 Clerks -
NonHQ

JOB SLOT COMMENTS: DISTRIBUTION; WINDOW; AND OTHER DUTIES AS ASSIGNED. ***HEAVY LIFTING
REQUIRED*** TACS: 241-24.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
SECTION: EASTA
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	OFF	08:30	17:30	060	08:30	17:30	060	08:30	17:30	060	OFF	OFF	OFF	08:30	17:30	060

POSTING COMMENTS :

VACATED BY : DANIELLE GULICK EMP ID: 2368 ON DATE: 01/15/2021

R0206
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Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 70972630 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 EG:1=Full Time
ASSOC

Bidding Vacant 01018300 RIO SALADO RIO SALADO 034 Clerks -
RETAIL/DISTRIBUTION NonHQ

JOB SLOT COMMENTS: DISTRIBUTION ***HEAVY LIFTING REQUIRED***; WINDOW; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-34.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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

POSTING COMMENTS :

VACATED BY : DARYL SHELLEY EMP ID: 5578 ON DATE: 01/15/2021

JOB ID: 70806359 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01018305 SIERRA ADOBE SIERRA ADOBE 027 Clerks -
RETAIL/DISTRIBUTION NonHQ

JOB SLOT COMMENTS: Full Time Lead Sales and Service Associate SSA, and other duties as
assigned.(see attached position description and qual standards,
Applicant must have minimum 1 year experience as a window clerk).
TACS:355-27.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0815-1715-60L-Sa-SuS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
OFF	OFF	OFF	OFF	OFF	OFF	08:15	17:15	060	08:15	17:15	060	08:15	17:15	060	08:15	17:15	060	08:15	17:15	060

POSTING COMMENTS :

VACATED BY : Eric Gully EMP ID: 1380 ON DATE: 01/01/2021
