

**DATE:** February 15, 2020  
**OUR REF:** DMFrancisco:dmf  
**SUBJECT:** **CK POSTING NOTICE #218361**

**TO:** ALL CLERKS  
PHOENIX, AZ

**PLEASE POST**

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).

NOTE: When an INELIGIBLE message is received when attempting to bid, you MUST print out the message, and provide the printout of the ERROR MESSAGE & **contact YOUR SUPERVISOR PRIOR TO THE CLOSING DATE OF THE POSTING.** When bidding by phone and an INELIGIBLE message is received when attempting to bid, write down what the recording says, and then **contact YOUR SUPERVISOR PRIOR TO THE CLOSING DATE OF THE POSTING.**

**\*\*ALL BIDDING ISSUES NEED TO 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.****

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

**ONLY EMPLOYEES APPEARING ON THE AWARD NOTICE WITH AN EFFECTIVE MOVEMENT DATE ARE TO MOVE TO THE NEWLY AWARDED POSITION(S).**

IF NO MOVEMENT DATE APPEARS BY THE EMPLOYEE(S) NAME, THE EMPLOYEE(S) IS NOT ELIGIBLE TO MOVE AT THIS TIME BECAUSE **THE MOVEMENT DATE IS TO BE DETERMINED.**

\*\*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

DATE: February 07, 2020

OUR REF: JBM/HCES/dmf

SUBJECT: HCES OUTAGE

**PLEASE POST**

TO: ALL BARGAINING UNIT EMPLOYEES  
PHOENIX, AZ

The Human Capital Enterprise System (HCES) will be **UNAVAILABLE**  
**00:01 am (CST), Saturday 02/15/2020 through 06:00 am (CST), Tuesday 02/18/2020.**

Due to this outage  
**WEB JOB BIDDING, PHONE BIDDING, & KIOSK BIDDING**  
will be **UNAVAILABLE** during this time frame.

**As a result of this outage, employees are encouraged to enter bid preferences AFTER this scheduled outage.**

Also affected by the outage are:

- Kiosk services for Employee Change of Address
- Employee Self Service / Managers' Portal
- EHS (Employee Health and Safety)
- eCareer
- HERO portal (formerly LMS)
- HCES/SAP

If you have any questions, please contact your supervisor.

*Dawn Marie Francisco*

Dawn Marie Francisco  
Human Resources Specialist  
Phoenix Bid Cluster

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

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**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

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

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**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  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/14/2020 08:08:35  
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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: 218361 Clerk Opening Date : 02/15/2020 Closing Date : 02/24/2020

JOB ID: 71104845 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-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
17:00	01:30	030	17:00	01:30	030	17:00	01:30	030	OFF	OFF	OFF	OFF	OFF	OFF	17:00	01:30	030	17:00	01:30	030

POSTING COMMENTS :

VACATED BY : Robert Lopez EMP ID: 2389 ON DATE: 02/14/2020

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JOB ID: 72145189 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/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.

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	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : CHRISTINE HARPER EMP ID: 389 ON DATE: 01/18/2020

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/14/2020 08:08:35  
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JOB ID: ~~95826409~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX 398 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. RAMP CLERK RELIEF  
\*\*\*HEAVY LIFTING REQUIRED\*\*\* OUTDOOR EXPOSURE TO HIGH TEMPS/AIRPORT  
RAMP. SKY HARBOR AIRPORT SECURITY ACCESS BADGE REQUIRED. WILL ASSUME  
HOURS/DAYS OFF OF PERSON RELIEVING AND WILL RECEIVE H/L PAY WHEN  
PERFORMING RAMP CLERK DUTIES. Qualifications: DDC debrief and training  
course #436010. TACS: 918-90.

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

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

POSTING COMMENTS :

VACATED BY : Daniel Thompson EMP ID: 5783 ON DATE: 01/31/2020

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JOB ID: ~~95856553~~ 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. RELIEF EXPEDITOR  
GENERAL & DOCK. WILL ASSUME HOURS AND DAYS OFF OF PERSON RELIEVING.  
(WILL RECEIVE HIGHER WHEN PERFORMING EXPEDITOR DUTIES).

QUALIFICATIONS :  
SECTION: DBCIOSLMTABLRTRYSTO  
WORK SCHEDULE: 1800-0230-30L-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	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ROBYN BRYCE EMP ID: 1669 ON DATE: 02/14/2020

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 71386038 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 01019284 DOCK & DISPATCH TOUR - II PHOENIX Clerks -  
NonHQ

JOB SLOT COMMENTS: EXPEDITORS, GENERAL & DOCK; DISS/DBCS, LMLM, TABBING MACHINES/ LETTER  
TRAY STORAGE P&DC; AND OTHER DUTIES AS ASSIGNED. TACS: 231-96.

QUALIFICATIONS :

SECTION: EXPGENDCPL

WORK SCHEDULE: 0700-1530-30L-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
07:00 15:30 030	07:00 15:30 030	OFF OFF OFF	OFF OFF OFF	OFF OFF OFF	07:00 15:30 030	07:00 15:30 030

POSTING COMMENTS :

VACATED BY : Fiona Begaye EMP ID: 7612 ON DATE: 02/14/2020

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JOB ID: 71400064 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\*\*\*DISS/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: 1700-0130-30L-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	17:00 01:30 030	17:00 01:30 030	17:00 01:30 030	17:00 01:30 030	17:00 01:30 030

POSTING COMMENTS :

VACATED BY : Steven Quigley EMP ID: 3492 ON DATE: 02/14/2020

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JOB ID: 95492405 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, & NON-PREF  
DISTRIBUTION; AND OTHER DUTIES AS ASSIGNED. TACS: 030-04

QUALIFICATIONS :

SECTION: MNOTLTPRSCSTSCFNONPD

WORK SCHEDULE: 1830-0300-30L-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
18:30 03:00 030	18:30 03:00 030	OFF OFF OFF	OFF OFF OFF	OFF OFF OFF	18:30 03:00 030	18:30 03:00 030

POSTING COMMENTS :

VACATED BY : Jewel Warbington EMP ID: 638 ON DATE: 02/14/2020

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 95526799 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 OG LTR PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION;  
AND OTHER DUTIES AS ASSIGNED. TACS: 030-04.

QUALIFICATIONS :  
SECTION: MNOTLTPRSCSTSCFNONPD  
WORK SCHEDULE: 1830-0300-30L-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
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : Ruth Flemmer EMP ID: 3729 ON DATE: 02/01/2020

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JOB ID: 95807460 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:18 EG:1=Full Time  
Bidding Vacant 01019283 MANUAL OPERATIONS TOUR - I PHOENIX 115 Clerks -  
NonHQ

JOB SLOT COMMENTS: REGISTRY; MAIN OFFICE BOX SECTION\*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER  
DUTIES AS ASSIGNED. TACS: 585-15. (TOUR 1 JOBS ARE POSTED IN TOUR  
DAYS: SAT NIGHT OFF FOR SUNDAY & SUN NIGHT OFF FOR MONDAY.)

QUALIFICATIONS :  
SECTION: REGISTRY  
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 : Daniel Sano EMP ID: 6956 ON DATE: 02/14/2020

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JOB ID: 71973776 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 NOW POSTED IN  
TOUR DAYS: MON NIGHT OFF FOR TUESDAY & TUE NIGHT OFF FOR WEDNESDAY.)

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 : David Williams EMP ID: 6182 ON DATE: 12/31/2019

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/14/2020 08:08:35  
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JOB ID: 95702596 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE

Bidding Vacant 01018239 AHWATUKEE AHWATUKEE 044 Clerks -  
RETAIL/DISTRIBUTION NonHQ

JOB SLOT COMMENTS: SEE ATTACHED POSITION DESCRIPTION AND QUAL STANDARDS.  
APPLICANT MUST HAVE MINIMUM OF 1-YEAR EXPERIENCE AS A  
WINDOW CLERK. OTHER DUTIES AS ASSIGNED.  
TACS: 355-44.  
\*\*\*HEAVY LIFTING REQUIRED\*\*\*

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0830-1730-60L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : Pamela Chiovare EMP ID: 3661 ON DATE: 01/31/2020

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JOB ID: 70619371 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

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

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION \*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER DUTIES AS  
ASSIGNED. TACS: 355-09.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 1030-1900-30L-Su-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
10:30	19:00	030	OFF	OFF	OFF	10:30	19:00	030	OFF	OFF	OFF	10:30	19:00	030	10:30	19:00	030	10:30	19:00	030

POSTING COMMENTS :

VACATED BY : Angela Walker EMP ID: 1393 ON DATE: 02/14/2020

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JOB ID: 95576566 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 01018294 NORTHWEST NORTHWEST 017 Clerks -  
RETAIL/DISTRIBUTION NonHQ

JOB SLOT COMMENTS: DISTRIBUTION \*\*\*HEAVY LIFTING REQUIRED\*\*\*; WINDOW; AND OTHER DUTIES AS  
ASSIGNED. TACS: 241-17. Variable Work Schedule is SAT 0400-1230-30L;  
MON/TUE/THU/FRI 0400-1300-60L with SUN/WED off.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0400/0400-30L-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
04:00	12:30	030	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060

POSTING COMMENTS :

VACATED BY : DENISE BAILEY EMP ID: 7490 ON DATE: 02/14/2020

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/14/2020 08:08:35  
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JOB ID: 70806318 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE

Bidding Vacant 01018297 OSBORN RETAIL/DISTRIBUTION OSBORN 013 Clerks -  
NonHQ

JOB SLOT COMMENTS: FULL TIME LEAD SALES AND SERVICES 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:  
355-13. \*\*\*HEAVY LIFTING REQUIRED\*\*\*

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0830-1730-60L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : Manuela Ruiz EMP ID: 5595 ON DATE: 01/31/2020

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JOB ID: 71464950 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC

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

JOB SLOT COMMENTS: DISTRIBUTION; WINDOW;AND OTHER DUTIES AS ASSIGNED.\*\*\*HEAVY LIFTING  
REQUIRED\*\*\* TACS: 241-27.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0400-1300-60L-Su-WeS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk						
04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060

POSTING COMMENTS :

VACATED BY : Leon Williams EMP ID: 8834 ON DATE: 02/14/2020

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JOB ID: 70365003 2340-0033 MARKUP CLERK - P7 06 TOUR II LDC:49 EG:1=Full Time  
AUTOMATED

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

JOB SLOT COMMENTS: CFS. TACS: 797-47

QUALIFICATIONS :

SECTION: CFS

WORK SCHEDULE: 0800-1630-30L-Su-TuS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk						
08:00	16:30	030	OFF	OFF	OFF	08:00	16:30	030	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : Susan Vail EMP ID: 6052 ON DATE: 02/14/2020

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/14/2020 08:08:35  
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JOB ID: 95772715 2340-0033 MARKUP CLERK - P7 06 TOUR II LDC:49 EG:1=Full Time  
AUTOMATED  
Bidding Vacant 00001091 COMPUTERIZED MAIL RIO SALADO 047 Clerks -  
FORWARDING TOUR-II NonHQ

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

QUALIFICATIONS :

SECTION: CFS

WORK SCHEDULE: 0800-1630-30L-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	From	To	Brk
08:00	16:30	030	OFF	OFF	OFF	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 : Frank Madonia

EMP ID: 5887

ON DATE: 01/31/2020

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