



**DATE:** March 08, 2025

**OUR REF:** JFigueroa:dmf

**SUBJECT:** FTR CLERK POSTING NOTICE #362741

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

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

If you have any questions, please contact your supervisor.

## **Jillian Figueroa**

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

**United States Postal Service**

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

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

R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

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: 362741 Clerk Opening Date : 03/08/2025 Closing Date : 03/17/2025  
JOB ID:74035988 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time  
Bidding Vacant 21100349 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ Clerks - NonHQ  
- DIST UNIT S&DC

JOB SLOT COMMENTS: Distribution and other duties as assigned. SDUS Relief - Must complete training in HERO.TACS: 241-034

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	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	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : CHRISTIAN GONZALES EMP ID: 9879 ON DATE: 03/07/2025

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JOB ID:74035990 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time  
Bidding Vacant 21100349 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ Clerks - NonHQ  
- DIST UNIT S&DC

JOB SLOT COMMENTS: Distribution and other duties as assigned. SDUS Relief - Must complete training in HERO.TACS: 241-034

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0200-1100-60L-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
02:00	11:00	060	OFF	OFF	OFF	02:00	11:00	060	02:00	11:00	060	02:00	11:00	060	OFF	OFF	OFF	02:00	11:00	060

POSTING COMMENTS :

VACATED BY : TANIYA VANN EMP ID: 8116 ON DATE: 03/07/2025

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BC036364 Phoenix(AZ) Bid Clust  
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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 74035995 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time  
Bidding Vacant 21100349 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ  
- DIST UNIT SALADO AZ S&DC Clerks - NonHQ

JOB SLOT COMMENTS: Distribution and other duties as assigned, TACS: 241-034

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	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 : Princess Johnson EMP ID: 6408 ON DATE: 03/07/2025

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JOB ID: 74035998 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time  
Bidding Vacant 21100349 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ  
- DIST UNIT SALADO AZ S&DC Clerks - NonHQ

JOB SLOT COMMENTS: Distribution and other duties as assigned, TACS: 241-034

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	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	02:00	10:30	030

POSTING COMMENTS :

VACATED BY : Andrea Summers EMP ID: 9803 ON DATE: 03/07/2025

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JOB ID: 74035999 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time  
Bidding Vacant 21100349 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ  
- DIST UNIT SALADO AZ S&DC Clerks - NonHQ

JOB SLOT COMMENTS: Distribution and other duties as assigned, TACS: 241-034

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0130-1000-30L-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
01:30	10:00	030	OFF	OFF	OFF	01:30	10:00	030	OFF	OFF	OFF	01:30	10:00	030	01:30	10:00	030	01:30	10:00	030

POSTING COMMENTS :

VACATED BY : LEIGH MUNOZ EMP ID: 5365 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72312817 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time  
Bidding Vacant 01019286 AUTOMATION TOUR - II PHOENIX 298 Clerks - NonHQ

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

QUALIFICATIONS :

SECTION:

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

POSTING COMMENTS :

VACATED BY : MARIANA RODRIGUEZ EMP ID: 5103 ON DATE: 03/07/2025

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JOB ID: 71336535 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time  
Bidding Vacant 01019286 AUTOMATION TOUR - II PHOENIX 298 Clerks - NonHQ

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

QUALIFICATIONS :

SECTION: DBCIOSLMTABLRTRYSTO

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

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

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

POSTING COMMENTS :

VACATED BY : CHRISTOPHER ORTEGA EMP ID: 5435 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 71337029 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: 393  
DIOSS/DBCS/LMLM/TABBING MACHINE; RAMP CLERK, RELIEF. \*\*\*HEAVY LIFTING REQUIRED\*\*\* OUTDOOR EXPOSURE TO HIGH TEMPS/AIRPORT RAMP. SKY HARBOR AIRPORT SECURITY ACCESS BADGE REQUIRED. ALSO REQUIRED ARE: PASSENGER CAR; 1 TON LHD; DDC DEBRIEF & COURSE # 4360106; AND DRIVING ABSTRACT; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98.

QUALIFICATIONS :  
SECTION: 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	OFF	OFF	OFF	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : NAJNEEN AHMED EMP ID: 9156 ON DATE: 03/07/2025

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JOB ID: 71400067 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; EXPEDITOR RELIEF GENERAL & DOCK. (MUST ASSUME HOURS AND DAYS OFF OF PERSON RELIEVING AND WILL RECEIVE H/L PAY WHEN PERFORMING EXPEDITOR DUTIES), MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: FRI NIGHT OFF FOR SATURDAY & THU NIGHT OFF FOR FRIDAY.) WORK AREA: 191.

QUALIFICATIONS :  
SECTION: DBCIOSLMTABLRTRYSTO  
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	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	20:30	05:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : HARRY BLOHM EMP ID: 2305 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 71537972 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-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	OFF	OFF	OFF	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : UMMA CHOWDHURY EMP ID: 5930 ON DATE: 03/07/2025

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JOB ID: 71538058 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: 390 DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98.

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

POSTING COMMENTS :

VACATED BY : TERETTA LITTLE EMP ID: 3779 ON DATE: 03/07/2025

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JOB ID: 71623331 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 MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98.

QUALIFICATIONS :  
SECTION: 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	OFF	OFF	OFF	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : ELIZABETH TROTTO EMP ID: 5147 ON DATE: 03/07/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 03/06/2025 11:11:59  
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JOB ID: 71847819 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time  
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX Clerks - NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-92. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: WED NIGHT OFF FOR THURSDAY & THU NIGHT OFF FOR FRIDAY.) WORK AREA: 192.

QUALIFICATIONS :  
SECTION: DBCIOSLMTABLRTRYSTO  
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 : RICHARD QUEZADA EMP ID: 2167 ON DATE: 03/07/2025  
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JOB ID: 71847932 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: Work Area: 191.\n\nJob Comments: DIOSS/DBCS/LMLM/TABBING MACHINE; EXPEDITOR RELIEF GENERAL & DOCK. (MUST ASSUME HOURS AND DAYS OFF OF PERSON RELIEVING AND WILL RECEIVE H/L PAY WHEN PERFORMING EXPEDITOR DUTIES), MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: SAT NIGHT OFF FOR SUNDAY & SUN NIGHT OFF FOR MONDAY.)

QUALIFICATIONS :  
SECTION: DBCIOSLMTABLRTRYSTO  
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 : MAJOR BROWN EMP ID: 9924 ON DATE: 03/07/2025  
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R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72145185 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 394

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

POSTING COMMENTS :

VACATED BY : MAHMUD ALAM EMP ID: 152 ON DATE: 03/07/2025

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JOB ID: 95861058 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 21095216 GENERAL EXPEDITORS - TOUR 3 PHOENIX 369 Clerks - NonHQ

JOB SLOT COMMENTS: Work Area: 324.\n\nJob Comments: EXPEDITOR - GENERAL & DOCK; DIOSS/DBCS/LMLM/TABBING MACHINES; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON-PREF DISTRIBUTION; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 231-69.

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

POSTING COMMENTS :

VACATED BY : Diana Forcine-Howard EMP ID: 518 ON DATE: 01/31/2025

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JOB ID: 95557200 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 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: 043-04.

QUALIFICATIONS :  
SECTION: MNOTLTPRSCSTSCFNONPD  
WORK SCHEDULE: 1930-0400-30L-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
19:30	04:00	030	19:30	04:00	030	19:30	04:00	030	19:30	04:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : FABIOLA GOFF EMP ID: 9462 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 95818522 2320-28XX BULK MAIL TECH KP0015 P7 07 TOUR III LDC:79 EG:1=Full Time  
Bidding Vacant 01018391 BMEU AZ-NM - PHOENIX BC AZ-NM Clerks - NonHQ

JOB SLOT COMMENTS: SENIOR BIDDER IS REQUIRED TO ATTEND A TWO-WEEK BUSINESS MAIL ACADEMY COURSE IN NORMAN, OKLAHOMA AND COMPLETE THE 427 BUSINESS MAIL ACADEMY EXAM. TWO HRS SELF-STUDY FOLLOWED BY TEST 425 BULK MAIL/MATH. WHEN ASSIGNED TO DETACHED MAIL UNIT, WILL ASSUME THE HOURS OF THE INDIVIDUAL UNIT. MUST BE ABLE TO ANSWER PHONE INQUIREIES, WORK WITH CUSTOMERS IN PROFESSIONAL MANNER, INPUT COMPUTER DATA, AND OTHER DUTIES AS ASSIGNED. \*\*HEAVY LIFTING/PROLONGED STANDING REQUIRED\*\*. TACS: 550-15. Work Area: 416

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

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

POSTING COMMENTS :

VACATED BY : Yvette Marshall EMP ID: 1466 ON DATE: 02/07/2025  
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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/FSS; AFSM/FSS 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	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : MICHELLE THANE EMP ID: 5666 ON DATE: 02/07/2025  
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R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 74190725 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: TUE NIGHT OFF FOR WEDNESDAY & WED NIGHT OFF FOR  
THURSDAY.)

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 2030-0500-30L-We-ThS

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

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

POSTING COMMENTS :

VACATED BY : ALEXIS CHAVEZ EMP ID: 5184 ON DATE: 03/07/2025

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JOB ID: 70054571 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time  
Bidding Vacant 21095349 GENERAL EXPEDITORS - TOUR 1 WEST VALLEY 150 Clerks - NonHQ

JOB SLOT COMMENTS: EXPEDITOR, GENERAL & DOCK; MANUAL OPERATIONS-WVLDC; AND OTHER DUTIES AS  
ASSIGNED. TACS: 231-50. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: SUN NIGHT  
OFF FOR MONDAY & MON NIGHT OFF FOR TUESDAY.)

QUALIFICATIONS :

SECTION: EXPGENDCPL

WORK SCHEDULE: 2230-0700-30L-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			
22:30	07:00	030	22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : AMBAR MURILLO GARCIAEMP ID: 2017 ON DATE: 03/07/2025

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JOB ID: 71917346 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 21095350 GENERAL EXPEDITORS - TOUR 2 WEST VALLEY 250 Clerks - NonHQ

JOB SLOT COMMENTS: EXPEDITORS, GENERAL & DOCK; MANUAL OPERATIONS WVL&DC; AND OTHER DUTIES  
AS ASSIGNED. TACS: 231-50

QUALIFICATIONS :

SECTION: EXPGENDCPL

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	OFF	OFF	OFF	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : CONSUELO MENDOZA EMP ID: 6405 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 71584765 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-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 : MARK TERREAUULT EMP ID: 969 ON DATE: 03/07/2025

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JOB ID: 72983626 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: SUN NIGHT OFF FOR MONDAY & MON NIGHT OFF FOR  
TUESDAY.) (PSA MOU)

QUALIFICATIONS :  
SECTION: SPBS/APBS-WVL&DC  
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	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : FARON FIGUEROA EMP ID: 6686 ON DATE: 03/07/2025

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JOB ID: 71917852 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 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: SUN NIGHT OFF FOR MONDAY & MON NIGHT OFF FOR  
TUESDAY). WORK AREA: 151.

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	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : SHEQUITA WALKER EMP ID: 5854 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 71917853 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: 439-51. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: MON NIGHT OFF FOR TUESDAY & TUE NIGHT OFF FOR WEDNESDAY).

QUALIFICATIONS :  
SECTION: SPBS/APBS/SPSS-WVLDC  
WORK SCHEDULE: 2030-0500-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : MOHEMMAD TAHER EMP ID: 8066 ON DATE: 03/07/2025  
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JOB ID: 71917854 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: 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 : RICHARD CUISON EMP ID: 183 ON DATE: 02/21/2025  
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JOB ID: 72616489 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 151 Clerks - NonHQ

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

QUALIFICATIONS :  
SECTION: SPBS/APBS/SPSS-WVLDC  
WORK SCHEDULE: 2030-0500-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : JALEN CARTER EMP ID: 5817 ON DATE: 03/07/2025  
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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72616495 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: TUE NIGHT OFF FOR WEDNESDAY & WED NIGHT OFF FOR  
THURSDAY.)

QUALIFICATIONS :  
SECTION: SPBS/APBS/SPSS-WVLDC  
WORK SCHEDULE: 2030-0500-30L-We-ThS

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

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

POSTING COMMENTS :

VACATED BY : KEVYN BONNER EMP ID: 5084 ON DATE: 03/07/2025

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JOB ID: 72616496 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 : IVAN JAJO EMP ID: 9725 ON DATE: 03/07/2025

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JOB ID: 72616538 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	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 : VANESSA ATAYDE EMP ID: 9264 ON DATE: 03/07/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72616551 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 : MIR HAQUE EMP ID: 5963 ON DATE: 03/07/2025

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JOB ID: 72616554 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-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	From	To	Brk
16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : TEZERA CHALA EMP ID: 8955 ON DATE: 03/07/2025

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JOB ID: 72616625 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-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
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	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : JOSE CHAVEZ EMP ID: 9696 ON DATE: 03/07/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72616631 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-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 : Keith Asher EMP ID: 7914 ON DATE: 03/07/2025

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JOB ID: 72795524 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. BACKDATED SEPARATION PROCESSED BY  
HRSSC 02/13/2025, EFFECTIVE 12/17/2024.

QUALIFICATIONS :  
SECTION: WVLDCMAN  
WORK SCHEDULE: 1730-0200-30L-Su-MoS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
17:30	02:00	030	OFF	OFF	OFF	OFF	OFF	OFF	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	17:30	02:00	030

POSTING COMMENTS :

VACATED BY : TRACEY STREET EMP ID: 8686 ON DATE: 12/16/2024

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JOB ID: 70704832 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE  
Bidding Vacant 01018206 ARCADIA RETAIL/DISTRIBUTION ARCADIA 018 Clerks -  
NonHQ

JOB SLOT COMMENTS: Lead Sales and Services Associate, and other duties as assigned.TACS:  
355-18( See attached position description and Qual Standards. Applicant  
must have minimum of 1 year Experience as a window Clerk).

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)  
SECTION: EASTA  
WORK SCHEDULE: 0815-1645-30L-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	08:15	16:45	030	08:15	16:45	030	08:15	16:45	030	08:15	16:45	030	08:15	16:45	030

POSTING COMMENTS :

VACATED BY : CHRISTIAN GONZALES EMP ID: 9879 ON DATE: 02/07/2025

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R0206  
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BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 70878089 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 01018246 CACTUS RETAIL/DISTRIBUTION CACTUS 032 Clerks - NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION AND OTHER DUTIES AS ASSIGNED. \*\*\* HEAVY LIFTING  
REQUIRED\*\*\* TACS: 355-32. BACKDATED AWARD PROCESSED BY HRSSC 02/13/2025,  
EFFECTIVE 06/29/2024.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0625-1525-60L-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
06:25	15:25	060	OFF	OFF	OFF	06:25	15:25	060	OFF	OFF	OFF	06:25	15:25	060

POSTING COMMENTS :

VACATED BY : THOMASCITA RICHARDS EMP ID: 41 ON DATE: 06/28/2024

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JOB ID: 73872165 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 01018246 CACTUS RETAIL/DISTRIBUTION CACTUS Clerks - NonHQ

JOB SLOT COMMENTS: Distribution; Window and other duties as assigned. TACS: 355-32

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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

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

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

POSTING COMMENTS :

VACATED BY : CHRIS ALALHESSABI EMP ID: 858 ON DATE: 03/07/2025

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JOB ID: 70757943 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

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

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 1100-2000-60L-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
11:00	20:00	060	OFF	OFF	OFF	11:00	20:00	060	OFF	OFF	OFF	11:00	20:00	060

POSTING COMMENTS :

VACATED BY : MONICA SMITH EMP ID: 3630 ON DATE: 03/07/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 03/06/2025 11:11:59  
Page: 16 of 17

JOB ID: 70365001 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR II LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: CFS. TACS: 797-47  
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)  
SECTION: CFS  
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 : Daniel Thompson EMP ID: 5783 ON DATE: 02/07/2025  
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JOB ID: 70552527 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR II LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: CFS. TACS: 797-47  
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)  
SECTION: CFS  
WORK SCHEDULE: 0800-1630-30L-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
08:00	16:30	030	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : John Pekovich EMP ID: 6009 ON DATE: 03/07/2025  
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JOB ID: 70552536 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR II LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: CFS. TACS: 797-47  
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)  
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
08:00	16:30	030	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Denise Medrano EMP ID: 6803 ON DATE: 02/07/2025  
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R0206  
BC036364 Phoenix(AZ) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 03/06/2025 11:11:59  
Page: 17 of 17

JOB ID: 95711207 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 21097129 SUNNYSLOPE RETAIL BRANCH SUNNYSLOPE 020 Clerks -  
NonHQ

JOB SLOT COMMENTS: Window; Distribution and other duties as assigned. HEAVY LIFTING  
REQUIRED\*\*\*.  
M, T, Th 0930-1830-60L, Wed -1030-1930-60L, Sat -0500-1400-60L with  
Sun/Fri off. (V0043655) TACS:355-20

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0500/0930-60L-SU-FRV

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
05:00	14:00	060	OFF	OFF	OFF	09:30	18:30	060	09:30	18:30	060	10:30	19:30	060	09:30	18:30	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : GABRIELA AVILES EMP ID: 5877 ON DATE: 03/07/2025  
ERROA

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JOB ID: 70883194 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 21097130 NORTHWEST RETAIL BRANCH NORTHWEST 017 Clerks -  
NonHQ

JOB SLOT COMMENTS: WINDOW \*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER DUTIES AS ASSIGNED.  
TACS: 355-17.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0815-1715-60L-Su-FrS

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

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

POSTING COMMENTS :

VACATED BY : Linda Hernandez EMP ID: 4348 ON DATE: 01/31/2025

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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 &amp; 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.