

DATE: April 04, 2026

OUR REF: JFiguroa:dmf

SUBJECT: FTR CLERK POSTING NOTICE #394160

PLEASE POST

TO: ALL FTR CLERKS IN THE PHOENIX BID CLUSTER.

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

See attached Position Description & Requirements for Bulk Mail Tech position

All Bulk Mail Tech Positions are awarded "Senior Qualified"*

****No 991 is involved in the bidding process for Bulk Mail Tech Positions****

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

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

If you have any questions, please contact your supervisor.

Jillian Figueroa

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

United States Postal Service

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

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

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

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: 394160 Clerk Opening Date : 04/04/2026 Closing Date : 04/13/2026
JOB ID: 74035997 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:48 EG:1=Full Time
Bidding Vacant 21100349 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ S&DC Clerks - NonHQ

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

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0230-1100-30L-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					
02:30	11:00	030	02:30	11:00	030	02:30	11:00	030	OFF	OFF	OFF	OFF	OFF	02:30	11:00	030	02:30	11:00	030

POSTING COMMENTS :

VACATED BY : MELISSA HERNANDEZ EMP ID: 913 ON DATE: 04/03/2026

JOB ID: 74135887 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:48 EG:1=Full Time
ASSOCIATE
Bidding Vacant 21100311 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ S&DC Clerks - NonHQ

JOB SLOT COMMENTS: LEAD SSA; OTHER DUTIES AS ASSIGNED. ERMS/TACS:241-034 (SEE ATTACHED POSITION DESCRIPTION AND QUALIFICATION STANDARDS. APPLICANT MUST HAVE A MINIMUM OF 1 YEAR EXPERIENCE AS A WINDOW CLERK.) Created per grievance settlement 4E 21C 4E C 24 288071.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 1130-2030-60L-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			
11:30	20:30	060	OFF	OFF	OFF	OFF	OFF	OFF	11:30	20:30	060	11:30	20:30	060	11:30	20:30	060

POSTING COMMENTS :

VACATED BY : David Baumgard EMP ID: 8991 ON DATE: 03/06/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 73346985 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR III LDC:11 EG:1=Full Time
CLERK

Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks - NonHQ

JOB SLOT COMMENTS: LEAD MAIL PROCESSING CLERK. (SEE ATTACHED POSITION DESCRIPTION AND QUAL STANDARDS. APPLICANT MUST HAVE MINIMUM OF 1 YEAR EXPERIENCE IN A MAIL PROCESSING POSITION); DIOSS/DBCS/LMLM/TABBING MACHINES/LTR TRAY STORAGE PDC; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAILP&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
Work Area: 394

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1200-2030-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : ANTONIO MANANSALA EMP ID: 5653 ON DATE: 04/03/2026

JOB ID: 71336864 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: 0400-1230-30L-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			
04:00	12:30	030	04:00	12:30	030	04:00	12:30	030	04:00	12:30	030	04:00	12:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ELIZABETH SANCHEZ EMP ID: 7258 ON DATE: 04/03/2026

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JOB ID: ~~71538066~~ 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 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: 393.

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
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	OFF	OFF	OFF	OFF	OFF	OFF	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : TANIYA VANN EMP ID: 8116 ON DATE: 03/06/2026

JOB ID: ~~72793824~~ 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; REGISTRY RELIEF*** HEAVY LIFTING***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. 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
OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030
OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : SASHA GAY CARSON EMP ID: 8068 ON DATE: 04/03/2026

JOB ID: ~~72793936~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks - NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98. Work Area: 391.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
WORK SCHEDULE: 1200-2030-30L-Tu-WeS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	OFF	OFF	OFF	OFF	OFF	OFF
OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	12:00	20:30	030
OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : MARY VANG EMP ID: 23 ON DATE: 04/03/2026

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JOB ID: 72793943 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; 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.
WORK AREA: 391.

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 : MARIAN REZK EMP ID: 8026 ON DATE: 03/06/2026

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

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS
200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-93. WORK AREA: 393.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
WORK SCHEDULE: 1200-2030-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	OFF	OFF	OFF	OFF	OFF	OFF	12:00	20:30	030	12:00	20:30	030

POSTING COMMENTS :
VACATED BY : SHAHANA CHOWDHURY EMP ID: 2385 ON DATE: 04/03/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72983398 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: 193.
DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (Tour 1 jobs are posted in TOUR DAYS: FRI night off for Saturday & SAT night off for Sunday.) (PSA MOU)

QUALIFICATIONS :
SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 2030-0500-30L-Sa-SuS

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

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

POSTING COMMENTS :
VACATED BY : BROOKE BOST EMP ID: 2004 ON DATE: 04/03/2026

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

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

QUALIFICATIONS :
SECTION:
WORK SCHEDULE: 2030-0500-30L-Su-MoS

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

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

POSTING COMMENTS :
VACATED BY : TINA HEVEL EMP ID: 5733 ON DATE: 04/03/2026

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BC036364 Phoenix(AZ) Bid Clust
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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** *; NIXIE RELIEF; 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	20:30	05:00	030

POSTING COMMENTS :
VACATED BY : MD AMIN EMP ID: 9416 ON DATE: 04/03/2026

JOB ID: 71385912 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: AFMSM 100 FLATS OPERATIONS, FSM MAZE; AFMSM MANUAL FLATS; AND OTHER DUTIES
AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :
SECTION: AFMSM100/MAZE/FSS
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 : LARISSA CANTLEY EMP ID: 3633 ON DATE: 03/06/2026

JOB ID: 71585156 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: AFMSM 100 FLATS OPERATIONS, FSM MAZE; AFMSM MANUAL FLATS; AND OTHER DUTIES
AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :
SECTION: AFMSM100/MAZE/FSS
WORK SCHEDULE: 0800-1630-30L-Tu-WeS

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

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

POSTING COMMENTS :
VACATED BY : NAOMI DIAZ EMP ID: 3508 ON DATE: 03/06/2026

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JOB ID: 72795439 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 307 Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

WORK SCHEDULE: 1630-0100-30L-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 : ERICK URIAS SANCHEZ EMP ID: 1046 ON DATE: 04/03/2026

JOB ID: 72841118 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-WVL&DC

WORK SCHEDULE: 0800-1630-30L-We-ThS

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

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

POSTING COMMENTS :

VACATED BY : TANIA SULTANA EMP ID: 9154 ON DATE: 04/03/2026

JOB ID: 72841137 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVL&DC

WORK SCHEDULE: 1630-0100-30L-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 : MD RAHMAN EMP ID: 1229 ON DATE: 04/03/2026

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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
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 : BIANCA PARRA EMP ID: 5410 ON DATE: 03/06/2026

JOB ID: 71917851 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: SAT NIGHT OFF FOR SUNDAY & SUN NIGHT OFF FOR
MONDAY.)

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
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
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 : ABRAHAM JASON ACOSTA EMP ID: 1111 ON DATE: 04/03/2026

JOB ID: 71917861 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.)

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
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 : NOTE BONEYA EMP ID: 9284 ON DATE: 03/06/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

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

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

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 1630-0100-30L-Su-MoS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030

POSTING COMMENTS :
VACATED BY : MICHAEL BIGLER EMP ID: 4065 ON DATE: 04/03/2026

JOB ID: 71973852 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 251 Clerks - NonHQ

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

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 : MD ABUL AZAD EMP ID: 2739 ON DATE: 04/03/2026

JOB ID: 72616386 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 151 Clerks - NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC ***HEAVY LIFTING
REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 138-51. (TOUR 1 JOBS
ARE POSTED IN TOUR DAYS: FRI NIGHT OFF FOR SATURDAY & SAT NIGHT OFF FOR
SUNDAY.)

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

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

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

POSTING COMMENTS :
VACATED BY : NAKISHA WARDLOW EMP ID: 4406 ON DATE: 03/06/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: ~~72616399~~ 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: FRI NIGHT OFF FOR SATURDAY & SAT NIGHT OFF FOR
SUNDAY.)

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

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

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

POSTING COMMENTS :

VACATED BY : WILLIAM VINEY EMP ID: 5830 ON DATE: 04/03/2026

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

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC; NIXIE RELIEF; ***
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 : HIRUT TAYE EMP ID: 1783 ON DATE: 03/06/2026

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JOB ID: 72616494 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 : CHRISTOPHER DOWNING EMP ID: 3004 ON DATE: 03/06/2026

JOB ID: 72616527 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 : DILIR ALI EMP ID: 2872 ON DATE: 03/06/2026

JOB ID: 72616532 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***; EXPEDITOR RELIEF (WILL RECEIVE H/L PAY WHEN PERFORMING
EXPEDITOR DUTIES); AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 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 : MD MOJIDUL CHAUDHURY EMP ID: 8432 ON DATE: 04/03/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72616540 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: 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 : KEVYN BONNER EMP ID: 5084 ON DATE: 03/06/2026

JOB ID: 72616555 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-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 : MOHEMMAD TAHER EMP ID: 8066 ON DATE: 03/06/2026

JOB ID: 72616628 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***; NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 0800-1630-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : TASLIMA CHOWDHURY EMP ID: 4259 ON DATE: 04/03/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID:~~72616635~~ 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-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	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 : John Pekovich EMP ID: 6009 ON DATE: 03/06/2026

JOB ID:~~72795369~~ 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

JOB SLOT COMMENTS: LEAD MAIL PROCESSING CLERK. SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS
- WVL&DC ***HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS ASSIGNED.
TACS: 439-51. (SEE ATTACHED POSITION DESCRIPTION AND QUAL STANDARDS.
APPLICANT MUST HAVE A MINIMUM OF 1 YEAR EXPERIENCE IN MAIL PROCESSING.)

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 1630-0100-30L-Su-MoS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
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 : Bethany Chadwick EMP ID: 9087 ON DATE: 04/03/2026

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

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

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

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

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

POSTING COMMENTS :

VACATED BY : KRISTEN JOHNSON EMP ID: 5226 ON DATE: 04/03/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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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: 0845-1745-60L-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	OFF	08:45	17:45	060	08:45	17:45	060	08:45	17:45	060

POSTING COMMENTS :

VACATED BY : Ethel Randall EMP ID: 1962 ON DATE: 03/06/2026

JOB ID: 70878089 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 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: 0800-1700-60L-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
08:00	17:00	060	OFF	OFF	OFF	08:00	17:00	060	OFF	OFF	OFF	08:00	17:00	060

POSTING COMMENTS :

VACATED BY : EMILY BETANCOURT EMP ID: 4983 ON DATE: 03/06/2026

JOB ID: 73872165 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 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: 0500-1330-30L-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
05:00	13:30	030	OFF	OFF	OFF	05:00	13:30	030	OFF	OFF	OFF	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : GREGORY AUST EMP ID: 4986 ON DATE: 03/06/2026

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JOB ID: 71785995 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

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

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 1030-1930-60L-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	From	To	Brk			
10:30	19:30	060	OFF	OFF	OFF	10:30	19:30	060	10:30	19:30	060	OFF	OFF	OFF	10:30	19:30	060	10:30	19:30	060

POSTING COMMENTS :

VACATED BY : CERINA PASTRANO EMP ID: 5961 ON DATE: 03/20/2026

JOB ID: 71328001 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

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

JOB SLOT COMMENTS: DISTRIBUTION, WINDOW; AND OTHER DUTIES AS ASSIGNED. ***HEAVY LIFTING REQUIRED*** TACS: 241-13

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0700-1600-60L-Su-TuS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
07:00	16:00	060	OFF	OFF	OFF	07:00	16:00	060	OFF	OFF	OFF	07:00	16:00	060	07:00	16:00	060	07:00	16:00	060

POSTING COMMENTS :

VACATED BY : Patricia Seebeck EMP ID: 2336 ON DATE: 03/06/2026

JOB ID: 75147831 2320-0008 LEAD CUSTOMER SERVICE KP0013 P7 07 TOUR III LDC:49 EG:1=Full Time
CLERK

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

JOB SLOT COMMENTS: LEAD POSITION REQUIRES 1-YEAR CUSTOMER SERVICE EXPERIENCE.

QUALIFICATIONS :

SECTION:

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

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/03/2026 11:10:31
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JOB ID: 75147833 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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
15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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
15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75147840 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-Su-WeS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/03/2026 11:10:31
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JOB ID: 75147841 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-Su-WeS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75147842 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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			
15:00	23:30	030	OFF	OFF	OFF	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75147843 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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			
15:00	23:30	030	OFF	OFF	OFF	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/03/2026 11:10:31
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JOB ID: 75147844 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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
15:00 23:30 030	OFF OFF	OFF OFF	15:00 23:30 030	15:00 23:30 030	OFF OFF	OFF OFF
15:00 23:30 030	OFF OFF	OFF OFF	15:00 23:30 030	15:00 23:30 030	OFF OFF	OFF OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75147845 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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
15:00 23:30 030	OFF OFF	OFF OFF	15:00 23:30 030	15:00 23:30 030	OFF OFF	OFF OFF
15:00 23:30 030	OFF OFF	OFF OFF	15:00 23:30 030	15:00 23:30 030	OFF OFF	OFF OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 75147846 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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
15:00 23:30 030	OFF OFF	OFF OFF	15:00 23:30 030	15:00 23:30 030	15:00 23:30 030	OFF OFF
15:00 23:30 030	OFF OFF	OFF OFF	15:00 23:30 030	15:00 23:30 030	15:00 23:30 030	OFF OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/03/2026 11:10:31
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JOB ID: 75147847 2340-0033 MARKUP CLERK - AUTOMATED P7 06 TOUR III LDC:49 EG:1=Full Time

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

JOB SLOT COMMENTS: Mark-up Clerk
QUALIFICATIONS : 715 AUTOMATED MARK-UP (1.0)
SECTION:
WORK SCHEDULE: 1500-2330-30L-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
15:00 23:30 030	OFF OFF	15:00 23:30 030	15:00 23:30 030	15:00 23:30 030	15:00 23:30 030	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 95667207 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: 0600-1430-30L-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
06:00 14:30 030	OFF OFF	06:00 14:30 030	OFF OFF	06:00 14:30 030	06:00 14:30 030	06:00 14:30 030

POSTING COMMENTS :

VACATED BY : GENESIS MULLINS EMP ID: 4296 ON DATE: 04/03/2026

JOB ID: 95517330 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time

Bidding Vacant 21104040 GENERAL EXPEDITORS - TOUR 3 LOG PHOENIX Clerks - NonHQ

JOB SLOT COMMENTS: EXPEDITOR, GENERAL & DOCK; 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; AND OTHER DUTIES AS ASSIGNED. TACS: 231-50. Work Area: 500.

QUALIFICATIONS :
SECTION: EXPGENDCPL
WORK SCHEDULE: 1600-0030-30L-Su-MoS

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

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

POSTING COMMENTS :

VACATED BY : SHERECE LUCAS EMP ID: 353 ON DATE: 04/03/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/03/2026 11:10:31
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JOB ID: 72651231 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 21104089 GENERAL EXPEDITORS - TOUR 3 LOG WEST VALLEY Clerks - NonHQ

JOB SLOT COMMENTS: EXPEDITOR, GENERAL & DOCK; MANUAL OPERATIONS - WVL&DC; AND OTHER DUTIES AS ASSIGNED. TACS: 231-50. WORK AREA 500.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-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
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : KISHA SAMPSON EMP ID: 8689 ON DATE: 04/03/2026

JOB ID: 74592473 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time
Bidding Vacant 21103573 GENERAL EXPEDITORS - TOUR 1 LOG WEST VALLEY Clerks - NonHQ

JOB SLOT COMMENTS: WORK AREA: 500
EXPEDITOR, GENERAL & DOCK; AND OTHER DUTIES AS ASSIGNED. TACS: 231-50.
(TOUR 1
JOBS ARE POSTED IN TOUR DAYS: WED NIGHT OFF FOR THURSDAY & THU NIGHT OFF FOR FR IDAY.)

QUALIFICATIONS :

SECTION:

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 : ALEX TOMLIN EMP ID: 3246 ON DATE: 04/03/2026

JOB ID: 95871388 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time
Bidding Vacant 21103831 GENERAL EXPEDITORS - TOUR 2 LOG WEST VALLEY 250 Clerks - NonHQ

JOB SLOT COMMENTS: EXPEDITORS, GENERAL AND DOCK; MANUAL OPERATIONS - WVL&DC; AND OTHER DUTIES AS ASSIGNED. TACS: 231-50. BACKDATED SEPARATION PROCESSED 03/17/2026, EFFECTIVE 02/18/2026.
Work Area: 500

QUALIFICATIONS :

SECTION: EXPGENDCPL

WORK SCHEDULE: 0500-1330-30L-Su-MoS

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

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

POSTING COMMENTS :

VACATED BY : Paul Jaramillo EMP ID: 5600 ON DATE: 02/18/2026

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

FUNCTIONAL PURPOSE:

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

DUTIES AND RESPONSIBILITIES:

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

SUPERVISION:

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

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk SP-2644; KP-0013

Doc Date: 05/20/2015

Occ Code: 2315-7153

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

BARGAINING UNIT QUALIFICATION STANDARD

(2315-7153)

MAIL PROCESSING CLERK

DOCUMENT DATE: March 16, 2019

FUNCTION:

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

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. The KSAs are demonstrated by successful completion of tests and specified training, unless otherwise noted. Failure to demonstrate any KSA is disqualifying.

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

EXAMINATION REQUIREMENTS:

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

EXPERIENCE REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

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

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

Doc Date: 03/22/2019

Occ Code: 2315-7153

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

FUNCTIONAL PURPOSE:

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

OPERATIONAL REQUIREMENTS:

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

DUTIES AND RESPONSIBILITIES:

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

SUPERVISION:

Supervisor, Customer Services or other designated supervisor

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk STANDARD POSITION REFERENCE SP-2621

Doc Date: 05/18/2013

Occ Code: 2320-0008

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

BARGAINING UNIT QUALIFICATION STANDARD

(2320-0008)

CUSTOMER SERVICE CLERK

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

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

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. The KSAs are demonstrated by successful completion of tests and specified training, unless otherwise noted. Failure to demonstrate any KSA is disqualifying.

1. Ability to provide oversight, direction and support of co-workers in the absence of a supervisor.
2. Ability to communicate orally (refers to expressing spoken ideas or facts clearly and logically when answering questions, giving instructions, and providing information).
3. Ability to perform basic mathematical computations (refers to performing basic calculations such as addition, subtraction, multiplication, and division with whole numbers).
4. Ability to identify and analyze problems by gathering information from both oral and written sources and develop an appropriate course of action to resolve the situation.
5. Ability to follow instructions refers to comprehending and executing either spoken or written instructions or directions sufficient to perform work assignments, follow procedural directions or instructions either with or without direct supervision.
6. Ability to coordinate, open and close, and operate a postal unit. This includes planning and organizing the work of a small group of employees to achieve unit goals.
7. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

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

EXPERIENCE REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

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

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

Doc Date: 03/16/2019

Occ Code: 2320-0008

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

FUNCTIONAL PURPOSE:

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

OPERATIONAL REQUIREMENTS:

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

DUTIES AND RESPONSIBILITIES:

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

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

SUPERVISION:

Supervisor, Customer Services or other designated supervisor

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Clerk STANDARD POSITION REFERENCE SP-2642

Doc Date: 09/28/2019

Occ Code: 2320-0009

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

BARGAINING UNIT QUALIFICATION STANDARD

(2320-0009)

LEAD SALES & SERVICES ASSOCIATE

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

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

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. The KSAs are demonstrated by successful completion of tests and specified training, unless otherwise noted. Failure to demonstrate any KSA is disqualifying.

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

appropriate course of action to resolve the situation.

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

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

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

EXAMINATION REQUIREMENTS:

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

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

TRAINING REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

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

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

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

Doc Date: 03/16/2019

Occ Code: 2320-0009
