



UNITED STATES  
POSTAL SERVICE

**DATE:** May 03, 2025

**OUR REF:** JFigueroa:dmf

**SUBJECT:** FTR CLERK POSTING NOTICE #367308

**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 LEAD positions\**

*\*\*All Lead Positions are awarded "Senior Qualified"\*\*\**

*\*\*\*No 991 is involved in the bidding process for Lead 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  
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/02/2025 09:13:16  
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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: 367308 Clerk

Opening Date : 05/03/2025 Closing Date : 05/12/2025

JOB ID: 74035997 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 S&DC Clerks - NonHQ

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

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0100-0930-30L-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	01:00	09:30	030	01:00	09:30	030	01:00	09:30	030	01:00	09:30	030	01:00	09:30	030

POSTING COMMENTS :

VACATED BY : Victoria Clark

EMP ID: 4602

ON DATE: 04/30/2025

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JOB ID: 74036878 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 S&DC Clerks - NonHQ

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

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0030-0900-30L-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
00:30	09:00	030	00:30	09:00	030	00:30	09:00	030	OFF	OFF	OFF	OFF	OFF	OFF	00:30	09:00	030	00:30	09:00	030

POSTING COMMENTS :

VACATED BY : CHRISTIAN GONZALES

EMP ID: 9879

ON DATE: 05/02/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 74135901 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC

Bidding Vacant 21100311 PHOENIX RIO SALADO (AZ) S&DC PHOENIX RIO SALADO AZ S&DC Clerks - NonHQ

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0700-1600-60L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : Robert Niemann EMP ID: 9524 ON DATE: 05/02/2025

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JOB ID: 71538052 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks - NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINES; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON-PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. BACKDATED SEPARATION PROCESSED BY HRSSC 04/03/2025, EFFECTIVE 03/14/2025. WORK AREA: 391

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

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

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

POSTING COMMENTS :

VACATED BY : Blyden Boyle EMP ID: 1217 ON DATE: 03/15/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 71538069 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; 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: 893-98.  
WORK AREA: 391

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

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

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

POSTING COMMENTS :

VACATED BY : CHRISTOPHER SOLAREZ EMP ID: 8455 ON DATE: 04/04/2025

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JOB ID: 72145186 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; 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.  
Work Area: 393. TACS: 893-98

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE

1-TON LHD

PASSENGER CAR

718 BASIC COMPUTER SKILLS

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1200-2030-30L-Sa-FrS

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

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

POSTING COMMENTS :

VACATED BY : ZACHARY SANTIAGO EMP ID: 4634 ON DATE: 05/02/2025

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JOB ID: 72303241 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; 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: DBCIOSLMTABLTRTRYSTO

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 : RAYMOND MESA EMP ID: 7455 ON DATE: 05/02/2025

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JOB ID: 72793937 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -  
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINES; MANUAL OUTGOING LETTER PRIMARY,  
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS  
200; AND OTHER DUTIES AS ASSIGNED. TACS: 893-98. Work Area: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1200-2030-30L-Mo-TuS

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

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

POSTING COMMENTS :

VACATED BY : MASUD AHMED EMP ID: 6364 ON DATE: 05/02/2025

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JOB ID: 95529751 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. RELIEF EXPEDITOR GENERAL & DOCK. WILL  
ASSUME HOURS AND DAYS OFF OF PERSON RELIEVING. (WILL RECEIVE HIGHER  
LEVEL WHEN PERFORMING EXPEDITOR DUTIES). TACS: 893-98.  
WORK AREA: 390

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : TINA HEVEL EMP ID: 5733 ON DATE: 05/02/2025

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JOB ID: 95744695 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time  
Bidding Vacant 01019284 DOCK & DISPATCH TOUR - II PHOENIX 211 Clerks -  
NonHQ

JOB SLOT COMMENTS: EXPRESS MAIL P&DC; OUTGOING/INCOMING PREF OPENING, POUCH DISPATCH, AAA,  
SWYB, \*\*\*HEAVY LIFTING REQUIRED\*\*\*; DIOS/DBCS/LMLM/TABBING MACHINE;  
MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF  
DISTRIBUTION; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 233-11.

QUALIFICATIONS :

SECTION: EXPMAILP&DC

WORK SCHEDULE: 0630-1500-30L-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
06:30	15:00	030	06:30	15:00	030	06:30	15:00	030	06:30	15:00	030	06:30	15:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Michael Karlik EMP ID: 7252 ON DATE: 04/30/2025

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JOB ID: 71327574 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time  
Bidding Vacant 01019285 MANUAL OPERATIONS TOUR - II PHOENIX 269 Clerks -  
NonHQ

JOB SLOT COMMENTS: REGISTRY \*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER DUTIES AS ASSIGNED.  
TACS: 585-69.

QUALIFICATIONS :

SECTION: REGISTRY

WORK SCHEDULE: 0615-1445-30L-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	06:15	14:45	030	06:15	14:45	030	06:15	14:45	030	06:15	14:45	030	06:15	14:45	030

POSTING COMMENTS :

VACATED BY : Dennis Oldre EMP ID: 471 ON DATE: 02/28/2025

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JOB ID: 71819461 0203-0014 HR CLERK - LABOR P7 06 TOUR II LDC:61 EG:1=Full Time  
RELATIONS  
Bidding Vacant 00044982 AZ-NM LR CRAFT - PHOENIX BC AZ-NM Clerks -  
NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS : 718 BASIC COMPUTER SKILLS

SECTION:

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

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

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

POSTING COMMENTS :

VACATED BY : Cecilia Arvizu EMP ID: 6455 ON DATE: 04/30/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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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 : ARIAL ACOSTA EMP ID: 1630 ON DATE: 05/02/2025

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JOB ID: 74190488 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:

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 : MICHAEL BIGLER EMP ID: 4065 ON DATE: 05/02/2025

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JOB ID: 70345851 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; AND  
OTHER DUTIES AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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

POSTING COMMENTS :

VACATED BY : MICHAEL MOODIE EMP ID: 5996 ON DATE: 05/02/2025

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 72795442 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; AND  
OTHER DUTIES AS ASSIGNED. TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

WORK SCHEDULE: 1630-0100-30L-Th-FrS

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

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

POSTING COMMENTS :

VACATED BY : PATRICIA CODY EMP ID: 8811 ON DATE: 05/02/2025

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JOB ID: 95529203 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; AND  
OTHER DUTIES AS ASSIGNED.  
TACS: 403-07.

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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 : SANDRA CHAVEZ EMP ID: 9768 ON DATE: 05/02/2025

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JOB ID: 72983625 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: MON night off for Tuesday & TUE night off for  
Wednesday.) (PSA MOU)

QUALIFICATIONS :

SECTION: SPBS/APBS-WVL&DC

WORK SCHEDULE: 2030-0500-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : KRISTEN JOHNSON EMP ID: 5226 ON DATE: 05/02/2025

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R0206  
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YGW4C0

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REQUESTED: 05/02/2025 09:13:16  
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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 : EREEN SALAMA EMP ID: 3742 ON DATE: 05/02/2025

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JOB ID: 72841133 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-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 : JOSE CHAVEZ EMP ID: 9696 ON DATE: 05/02/2025

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JOB ID: 71585216 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -  
NonHQ

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

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 1630-0100-30L-Sa-FrS

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

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

POSTING COMMENTS :

VACATED BY : Kevin Rex EMP ID: 8333 ON DATE: 05/02/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 71917855 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 151 Clerks -  
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC  
\*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER DUTIES AS ASSIGNED. TACS:  
138-51. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: FRI NIGHT OFF FOR SATURDAY  
& THU NIGHT OFF FOR FRIDAY.) WORK AREA 151.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 2030-0500-30L-Sa-FrS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	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 : CLIFFORD GAVIN EMP ID: 4083 ON DATE: 05/02/2025

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JOB ID: 71917860 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. (TOUR 1 JOBS ARE POSTED IN TOUR  
DAYS: SUN NIGHT OFF FOR MONDAY & MON NIGHT OFF FOR TUESDAY.) TACS:  
138-51.

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 : EMILY BETANCOURT EMP ID: 4983 ON DATE: 04/04/2025

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JOB ID: 71973856 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 251 Clerks -  
NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC \*\*\*HEAVY LIFTING  
REQUIRED\*\*\*; EXPEDITOR RELIEF (MUST ASSUME HOURS AND DAYS OFF OF PERSON  
RELIEVING AND WILL RECEIVE H/L PAY WHEN PERFORMING EXPEDITOR DUTIES);  
NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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

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

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

POSTING COMMENTS :

VACATED BY : SUROJIT FOUZDER EMP ID: 2741 ON DATE: 04/04/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: 72616393 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -  
NonHQ

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

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

WORK SCHEDULE: 1630-0100-30L-Tu-WeS

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

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

POSTING COMMENTS :

VACATED BY : BIANCA PARRA EMP ID: 5410 ON DATE: 04/04/2025

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JOB ID: 72616498 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-SuS

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

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

POSTING COMMENTS :

VACATED BY : Margarita Suarez EMP ID: 8051 ON DATE: 05/02/2025

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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 : NICHOLAS SCOTT EMP ID: 5652 ON DATE: 05/02/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/02/2025 09:13:16  
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JOB ID: 71849874 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time  
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 153 Clerks -  
NonHQ

JOB SLOT COMMENTS: MANUAL OPERATIONS - WVL&DC \*\*\*HEAVY LIFTING REQUIRED\*\*\*; EXPEDITOR  
RELIEF. (WILL RECEIVE H/L PAY WHEN PERFORMING EXPEDITOR DUTIES); AND  
OTHER DUTIES AS ASSIGNED. TACS: 321- 53. (TOUR 1 JOBS ARE POSTED IN TOUR  
DAYS: WED NIGHT OFF FOR THURSDAY & THU NIGHT OFF FOR FRIDAY.)

QUALIFICATIONS :

SECTION: WVLDCMAN

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 : AMY VARELAS EMP ID: 9260 ON DATE: 05/02/2025

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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 : Tracy Ferguson EMP ID: 6276 ON DATE: 05/02/2025

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JOB ID: 72015183 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC  
Bidding Vacant 01018242 BOULDER HILLS BOULDER 024 Clerks -  
NonHQ

JOB SLOT COMMENTS: Comments to READ: Distribution; Window and other duties as assigned. \*\*\* HEAVY  
LIFTING REQUIRED\*\*\*. TACS:241-24

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0400-1230-30L-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	From	To	Brk
04:00	12:30	030	OFF	OFF	OFF	04:00	12:30	030	04:00	12:30	030	OFF	OFF	OFF	04:00	12:30	030	04:00	12:30	030

POSTING COMMENTS :

VACATED BY : MEGAN VICTORY EMP ID: 7116 ON DATE: 04/18/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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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	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	04:00	13:00	060	04:00	13:00	060

POSTING COMMENTS :

VACATED BY : DANIELLE GULICK EMP ID: 2368 ON DATE: 04/09/2025

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JOB ID: 71971685 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 01018209 DOWNTOWN DOWNTOWN 004 Clerks -  
RETAIL/DISTRIBUTION PHOENIX NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION \*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER DUTIES AS  
ASSIGNED. TACS: 355-04.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0725-1625-60L-Sa-SuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	07:25	16:25	060	07:25	16:25	060	07:25	16:25	060	07:25	16:25	060	07:25	16:25	060

POSTING COMMENTS :

VACATED BY : Charles Jones EMP ID: 3441 ON DATE: 04/30/2025

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JOB ID: 72841111 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:44 EG:1=Full Time

Bidding Vacant 00001083 MOWCOLLAMF PHOENIX 046 Clerks -  
DLVY/COLLECTION UNIT NonHQ

JOB SLOT COMMENTS: (Function 4) Main Office Box Section; and other duties as assigned.  
TACS:796-46. Tour 1 jobs are posted in TOUR DAYS: Monday night for  
Tuesday & Tuesday night off for Wednesday.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0000-0830-30L-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
00:00	08:30	030	00:00	08:30	030	00:00	08:30	030	OFF	OFF	OFF	OFF	OFF	OFF	00:00	08:30	030	00:00	08:30	030

POSTING COMMENTS :

VACATED BY : Stephanie Vasquez EMP ID: 4714 ON DATE: 05/02/2025

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R0206  
BC036364 Phoenix(AZ) Bid Clust  
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/02/2025 09:13:16  
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JOB ID: 95738593 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC

Bidding Vacant 01018405 DAISY MOUNTAIN DAISY 087 Clerks -  
RETAIL/DISTRIBUTION MOUNTAIN NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION \*\*\*HEAVY LIFTING REQUIRED\*\*\*; AND OTHER DUTIES AS  
ASSIGNED. TACS: 355-87.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 1030-1900-30L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : BIANCA PARRA EMP ID: 5410 ON DATE: 05/02/2025

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JOB ID: 70809475 2330-42XX RAMP CLK AMF KP0015 P7 08 TOUR II LDC:48 EG:1=Full Time  
Bidding Vacant 00044591 LOG-PHOENIX AZ P&DC - INSHD LOG PHOENIX Clerks -  
NonHQ

JOB SLOT COMMENTS: RAMP CLERK, REGISTRY RELIEF, \*\*\*HEAVY LIFTING REQUIRED\*\*\* OUTDOOR  
EXPOSURE TO HIGH TEMPS/AIRPORT RAMP. SKY HARBOR AIRPORT SECURITY ACCESS  
BADGE. DURING DAYLIGHT SAVINGS TIME START TIME WILL CHANGE TO 0430; ALSO  
REQUIRED ARE: PASSENGER CAR; 1 TON LHD; DDC DEBRIEF & COURSE # 4360106;  
AND DRIVING ABSTRACT. AND OTHER DUTIES AS ASSIGNED. TACS: 188-00.  
Work Area: 052.

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

SECTION: RAMPCLKS

WORK SCHEDULE: 0530-1400-30L-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
05:30	14:00	030	OFF	OFF	OFF	OFF	OFF	05:30	14:00	030	05:30	14:00	030

POSTING COMMENTS :

VACATED BY : Marvin Espinoza EMP ID: 8874 ON DATE: 04/01/2025

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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.