



DATE: May 30, 2026

OUR REF: JFiguroa:dmf

SUBJECT: FTR CLERK POSTING NOTICE #398073

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**

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: 398073 Clerk Opening Date : 05/30/2026 Closing Date : 06/08/2026
JOB ID: ~~74035991~~ 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

Work schedule: 0130-1000-30L; Days off: Sat, Mon

Work schedule rule 01303013 ordered from EAGAN on 05-27-2026

QUALIFICATIONS :
SECTION:
WORK SCHEDULE:

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

POSTING COMMENTS :

VACATED BY : BIANCA PARRA EMP ID: 5410 ON DATE: 05/08/2026

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

JOB SLOT COMMENTS: REGISTRY ***HEAVY LIFTING REQUIRED***; EXPRESS MAIL P&DC; OUTGOING/INCOMING PREF OPENING, POUCH DISPATCH, AAA, SWYB; DIOSS/DBCS/LMLM/TABBING MACHINE; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; AFCS 200; AND OTHER DUTIES AS ASSIGNED. TACS: 585-15. (TOUR 1 JOBS ARE POSTED IN TOUR DAYS: SAT NIGHT OFF FOR SUNDAY & SUN NIGHT OFF FOR MONDAY.)

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

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
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 : MONIKA WROBEL EMP ID: 4069 ON DATE: 05/15/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72795372 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 207 Clerks -
NonHQ

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

QUALIFICATIONS :
SECTION: AFSM100/MAZE/FSS
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 : NOTE BONEYA EMP ID: 9284 ON DATE: 05/29/2026

JOB ID: 72795434 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:18 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-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 : HIRUT TAYE EMP ID: 1783 ON DATE: 05/29/2026

JOB ID: 71585214 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 LIFTNG
REQUIRED***; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51.

QUALIFICATIONS :
SECTION: SPBS/APBS-WVL&DC
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 : TAMANNA SHAMPA EMP ID: 1773 ON DATE: 05/29/2026

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JOB ID: 71295269 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); NIXIE RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS: 439-51

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 0800-1630-30L-Su-MoS

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

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

POSTING COMMENTS :

VACATED BY : MANUELA MARQUEZ EMP ID: 7216 ON DATE: 05/29/2026

JOB ID: 71584828 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks - NonHQ

JOB SLOT COMMENTS: SPBS/APBS/SPSS - WVL&DC; MANUAL OPERATIONS - WVL&DC; ***HEAVY LIFTING
REQUIRED***; 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 : IVAN JAJO EMP ID: 9725 ON DATE: 05/29/2026

JOB ID: 71585212 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; 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: 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 : TEZERA CHALA EMP ID: 8955 ON DATE: 05/29/2026

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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	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 : KRISTEN JOHNSON EMP ID: 5226 ON DATE: 05/29/2026

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	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 : STEPHANIE ALVAREZ EMP ID: 8560 ON DATE: 05/29/2026

JOB ID: 72616525 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	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 : Cindy Acosta EMP ID: 4215 ON DATE: 05/29/2026

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JOB ID: 72616538 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

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

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 1630-0100-30L-Mo-TuS

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

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

POSTING COMMENTS :
VACATED BY : RACHEL COPELAND EMP ID: 1418 ON DATE: 05/29/2026

JOB ID: 72616549 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

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

QUALIFICATIONS :
SECTION: SPBS/APBS/SPSS-WVLDC
WORK SCHEDULE: 1630-0100-30L-We-ThS

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

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

POSTING COMMENTS :
VACATED BY : EMILIO MEZA ROMAN EMP ID: 9045 ON DATE: 05/29/2026

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	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	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF

POSTING COMMENTS :
VACATED BY : JESSICA PHAN NGUYEN EMP ID: 3023 ON DATE: 05/29/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72795365 2315-7153 LEAD MAIL PROCESSING CLERK KP0013 P7 07 TOUR II LDC:13 EG:1=Full Time

Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 251 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.) BACKDATED SEPARATION PROCESSED 05/12/2026, EFFECTIVE 04/06/2026.

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
OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30
												OFF	OFF
												OFF	OFF

POSTING COMMENTS :
VACATED BY : Melie Southerland EMP ID: 561 ON DATE: 04/06/2026

JOB ID: 71849852 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 GENERAL & DOCK. (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: SUN NIGHT OFF FOR MONDAY & MON NIGHT OFF FOR TUESDAY.)

QUALIFICATIONS :
SECTION: WVLDCMAN
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
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

POSTING COMMENTS :
VACATED BY : TROY JARRETT EMP ID: 7147 ON DATE: 05/29/2026

JOB ID: 71973618 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time

Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 208 Clerks - NonHQ

JOB SLOT COMMENTS: MANUAL FLATS - AFSM; AFSM 100 FLATS OPERATIONS, FSM MAZE; AND OTHER DUTIES AS ASSIGNED. TACS: 073-08.
QUALIFICATIONS :
SECTION: WVLDCMAN
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
08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	OFF	OFF	OFF	08:00	16:30
												030	08:00
												16:30	030

POSTING COMMENTS :
VACATED BY : David Lim EMP ID: 3002 ON DATE: 05/29/2026

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

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

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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

POSTING COMMENTS :

VACATED BY : JOSE CHAVEZ EMP ID: 9696 ON DATE: 05/29/2026

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
10:30	19:30	060	OFF	OFF	OFF	10:30	19:30	060	10:30	19:30	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : GREGORY AUST EMP ID: 4986 ON DATE: 05/29/2026

JOB ID: 70566575 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 ***HEAVY LIFTING REQUIRED***; WINDOW; AND OTHER DUTIES AS ASSIGNED. TACS: 241-13.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0500-1400-60L-Su-ThS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060	05:00	14:00	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : HUGO MARTINEZ EMP ID: 4663 ON DATE: 05/29/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
T2QWQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/28/2026 09:31:58
Page: 8 of 8

JOB ID: 70757941 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01018302 SHAW BUTTE SHAW BUTTE 029 Clerks -
RETAIL/DISTRIBUTION NonHQ

JOB SLOT COMMENTS: Window and other duties as assigned. ***HEAVY LIFTING REQUIRED***. Shaw
Butte-Saturday, Tuesday, Friday. Sunnyslope -Monday, Wednesday. 355-29

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0800-1700-60L-Su-ThS

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

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

POSTING COMMENTS :

VACATED BY : Lisa Arce EMP ID: 4001 ON DATE: 05/29/2026

JOB ID: 70176108 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

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

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

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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

POSTING COMMENTS :

VACATED BY : EBONY SMITH EMP ID: 2707 ON DATE: 05/29/2026

JOB ID: 70160210 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

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

JOB SLOT COMMENTS: WINDOW, DISPATCH, DISTRIBUTION, REDROOM; AND OTHER DUTIES AS ASSIGNED.
TACS: 355-87

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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

POSTING COMMENTS :

VACATED BY : Sheila Magray EMP ID: 2267 ON DATE: 02/06/2026

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
