



DATE: July 25, 2026

OUR REF: JFigueroa:dmf

SUBJECT: FTR CLERK POSTING NOTICE #402209

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 a screenshot or printout of 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
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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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: 402209 Clerk

Opening Date : 07/25/2026 Closing Date : 08/03/2026

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: 0130-1000-30L-SA-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
OFF	OFF	OFF	01:30	10:00	030	OFF	OFF	OFF	01:30	10:00	030	01:30	10:00	030	01:30	10:00	030	01:30	10:00	030

POSTING COMMENTS :

VACATED BY : Gayle Bussert

EMP ID: 7909

ON DATE: 07/24/2026

JOB ID: 74036891 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 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: SSDA Pool and Relief for all city stations to include Ahwatukee, Arcadia, Boulder Hills, Cactus, Capitol, Daisy Mountain, Downtown, Maryvale, MOW, Northeast, Northwest, Osborn, Pecos, Rio Salado S&DC, Shaw Butte, Sierra Adobe, South Mountain, Sunnyslope and Washington stations. Window; Distribution and other duties as assigned. *** HEAVY Lifting required***. Assumes hours and days off while in relief.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

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 : DIAMOND HUDSON

EMP ID: 6260

ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 72116877 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION:

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

POSTING COMMENTS :

VACATED BY : Jorge Reyna EMP ID: 7886 ON DATE: 07/24/2026

JOB ID: 72394204 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1830-0300-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : NAJNEEN AHMED EMP ID: 9156 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 73346985 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR III LDC:12 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
QUALIFICATION STANDARDS. APPLICANT MUST HAVE MINIMUM OF 1 YEAR
EXPERIENCE IN MAIL PROCESSING POSITION.) DIOSS/DBCS/LMLM/TABBING
MACHINES/LTR TRAY STORAGE PDC; MANUAL OUTGOING LETTER PRIMARY,
SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; EXPRESS MAIL P&DC; AFCS
200; AND OTHER DUTIES AS ASSIGNED. TACS: 918-94.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : KIMBERLY FRASER EMP ID: 4447 ON DATE: 06/26/2026

JOB ID: 71337031 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; GENERAL CLERK
RELIEF IN TOUR SUPERINTENDENTS OFFICE; 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. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : EVELYN PURSER EMP ID: 940 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71337034 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : THOMAS ANDERS EMP ID: 9503 ON DATE: 07/24/2026

JOB ID: 71538053 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : WHITNEY JACKSON EMP ID: 3247 ON DATE: 07/24/2026

JOB ID: 71538055 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; 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: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : BONNIE CLENDENIN EMP ID: 3074 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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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/LETTER TRAY STORAGE P&DC; 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: 918-98. WORK AREA: 391.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : MASUD AHMED EMP ID: 6364 ON DATE: 07/24/2026

JOB ID: 71538086 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : Demetrius Perry EMP ID: 523 ON DATE: 07/24/2026

JOB ID: 71538088 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : MARIA ATAYDE EMP ID: 1237 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 71538093 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : MABI HERNANDEZ EMP ID: 372 ON DATE: 07/24/2026

JOB ID: 71538094 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : Maryjane Gamboa EMP ID: 558 ON DATE: 07/24/2026

JOB ID: 71538097 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : NATLENA WALLS EMP ID: 5159 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71538104 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : IRVIN AGUILAR EMP ID: 9198 ON DATE: 07/24/2026

JOB ID: 71538110 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; 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: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : SEASON CRANE EMP ID: 5270 ON DATE: 07/24/2026

JOB ID: 71538116 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/LETTER TRAY STORAGE P&DC; 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. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : Oscar Adame EMP ID: 8403 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 71538117 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : SALOMON CARAVEO EMP ID: 5635 ON DATE: 07/24/2026

JOB ID: 71538118 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : MICHAEL MOODIE EMP ID: 5996 ON DATE: 07/24/2026

JOB ID: 71538120 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/LETTER TRAY STORAGE P&DC; 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. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : James De Palma EMP ID: 3667 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 71623122 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : TITO MERCADO EMP ID: 5280 ON DATE: 07/24/2026

JOB ID: 71623124 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : ABUL HASIB EMP ID: 5832 ON DATE: 07/24/2026

JOB ID: 71623325 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

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

POSTING COMMENTS :

VACATED BY : Anthony Ramirez EMP ID: 2253 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 71623336 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : BRUCE WILLARD EMP ID: 7116 ON DATE: 07/24/2026

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/LETTER TRAY STORAGE P&DC; 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. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : BARBARA ESCALANTE EMP ID: 7453 ON DATE: 07/24/2026

JOB ID: 72145189 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : DIEDRE HILL EMP ID: 2069 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 72616585 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : Ricardo Padilla EMP ID: 5930 ON DATE: 07/24/2026

JOB ID: 72616586 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : EUGENA YAZZIE EMP ID: 3008 ON DATE: 07/24/2026

JOB ID: 72616588 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : LONDA CHIEF EMP ID: 7885 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 72616589 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : ROBERT GOMEZ EMP ID: 4300 ON DATE: 07/24/2026

JOB ID: 72616590 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : NAZIM SARDER EMP ID: 5786 ON DATE: 07/24/2026

JOB ID: 72616593 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : DEVYN SILVESTRO EMP ID: 5308 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72793689 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : MARIANA RODRIGUEZ EMP ID: 5103 ON DATE: 07/24/2026

JOB ID: 72793690 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 391.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : MIESHA MOODIE EMP ID: 9711 ON DATE: 07/24/2026

JOB ID: 72793691 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : AIDA SMITH EMP ID: 5915 ON DATE: 07/24/2026

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B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 72793692 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 391.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 1830-0300-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : AMY DIEP EMP ID: 2970 ON DATE: 07/24/2026

JOB ID: 72793826 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : DANIELLE CRECELIUS EMP ID: 9413 ON DATE: 07/24/2026

JOB ID: 72793927 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLTRTRYSTO
WORK SCHEDULE: 1830-0300-30L-Tu-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : ANDY CHENG EMP ID: 4466 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72793938 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : SM GOLAM KUDDUS EMP ID: 8433 ON DATE: 06/26/2026

JOB ID: 72794047 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : GOLAM MOHIUDDIN EMP ID: 4637 ON DATE: 07/24/2026

JOB ID: 72983144 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : MONIRA SULTANA EMP ID: 8436 ON DATE: 07/24/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 95569276 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 392.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : Rosemarie Sapien EMP ID: 2443 ON DATE: 07/24/2026

JOB ID: 95631346 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

WORK SCHEDULE: 1830-0300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : Bo Oun EMP ID: 7420 ON DATE: 07/24/2026

JOB ID: 95671018 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 393.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : BONIFACIO BARRERA EMP ID: 4241 ON DATE: 07/24/2026
OLIVER

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 95856856 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01019343 AUTOMATION TOUR - III PHOENIX Clerks -
NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL
OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF, AND NON PREF
DISTRIBUTION; EXPRESS MAIL P&DC; AFCS 200; AND OTHER DUTIES AS ASSIGNED.
TACS: 918-98. WORK AREA: 394.

QUALIFICATIONS :

SECTION: DBCIOSLMTABLTRTRYSTO

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

POSTING COMMENTS :

VACATED BY : MICHAEL WATSON EMP ID: 6069 ON DATE: 07/24/2026

JOB ID: 74190884 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 253 Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION:

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 : ANTONIO MANANSALA EMP ID: 5653 ON DATE: 07/01/2026

JOB ID: 71385913 2315-7153 LEAD MAIL PROCESSING CLERK KP0013 P7 07 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 307 Clerks -
NonHQ

JOB SLOT COMMENTS: LEAD MAIL PROCESSING CLERK. (SEE ATTACHED POSITION DESCRIPTION &
QUALIFICATION STANDARDS. APPLICANT MUST HAVE MINIMUM OF 1 CONSECUTIVE
YEAR EXPERIENCE IN A MAIL PROCESSING POSITION); 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-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 : ARIAL ACOSTA EMP ID: 1630 ON DATE: 07/10/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 95875716 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; GENERAL CLERK
RELIEF; AND OTHER DUTIES AS ASSIGNED. TACS: 403-07

QUALIFICATIONS :

SECTION: AFSM100/MAZE/FSS

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 : Patty Chan EMP ID: 861 ON DATE: 06/30/2026

JOB ID: 71584826 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01021942 MAIL PROCESSING WEST VALLEY 351 Clerks -
NonHQ

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

QUALIFICATIONS :

SECTION: SPBS/APBS-WVL&DC

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

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

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

POSTING COMMENTS :

VACATED BY : ALI BUNI EMP ID: 9336 ON DATE: 05/29/2026

JOB ID: 72841117 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; NIXIE RELIEF; ***
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: 05/29/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72841121 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-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 : Maria Monroy EMP ID: 7876 ON DATE: 05/29/2026

JOB ID: 71585209 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-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 : MIR HAQUE EMP ID: 5963 ON DATE: 05/29/2026

JOB ID: 71585210 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 : MOULUDA PARVEEN EMP ID: 7216 ON DATE: 05/29/2026

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71958427 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); AN
D 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 : ABDULLAH MASUD EMP ID: 9042 ON DATE: 05/29/2026

JOB ID: 71973854 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 HIGHER LEVEL 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 : DENNY MARTENS EMP ID: 335 ON DATE: 07/24/2026

JOB ID: 71991820 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 GENERAL & DOCK. (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-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	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : MD ABUL AZAD EMP ID: 2739 ON DATE: 07/24/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72616479 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.) BACKDATED SEPARATION EFFECTIVE 05/29/2026.

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	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 : David Granger EMP ID: 7562 ON DATE: 05/29/2026

JOB ID: 72616486 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: MON NIGHT OFF FOR TUESDAY & TUE
NIGHT OFF FOR WEDNESDAY.)
WORK AREA: 151.

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 : CLARIBEL VILLANUEVA EMP ID: 5773 ON DATE: 05/29/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 72616491 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: 138-51.
(TOUR 1 JOBS ARE POSTED IN TOUR DAYS: TUE NIGHT OFF FOR WEDNESDAY & WED
NIGHT OFF FOR THURSDAY.)

QUALIFICATIONS :

SECTION: SPBS/APBS/SPSS-WVLDC

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

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

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

POSTING COMMENTS :

VACATED BY : MICHELE LARUSSA EMP ID: 2179 ON DATE: 05/29/2026
CHAPPELL

JOB ID: 72616499 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. BACKDATED
SEPARATION EFFECTIVE 05/29/2026.

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 : Robert Cender EMP ID: 2212 ON DATE: 05/29/2026

JOB ID: 72616526 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; NIXIE RELIEF; ***
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 : Patricia Dominguez EMP ID: 4614 ON DATE: 05/29/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72616543 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-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 : ALMA GARCIA QUIROZ EMP ID: 1206 ON DATE: 05/29/2026

JOB ID: 72616637 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 : Patricia Seebeck EMP ID: 2336 ON DATE: 05/29/2026

JOB ID: 70806364 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 01018305 SIERRA ADOBE SIERRA 027 Clerks -
RETAIL/DISTRIBUTION ADOBE NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION ***HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-27.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0815-1645-30L-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
08:15	16:45	030	OFF	OFF	OFF	08:15	16:45	030	OFF	OFF	OFF	08:15	16:45	030	08:15	16:45	030	08:15	16:45	030

POSTING COMMENTS :

VACATED BY : Kheim Nguyen EMP ID: 8457 ON DATE: 07/24/2026

R0206
BC036364 Phoenix(AZ) Bid Clust
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/24/2026 08:20:02
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JOB ID: 75188219 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Vacant 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ NORTH VALLEY SDC
- DIST UNIT

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0300-1130-30L-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
03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030	03:00	11:30	030	03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030

POSTING COMMENTS :

VACATED BY : HUGO MARTINEZ EMP ID: 4663 ON DATE: 07/24/2026

JOB ID: 75188223 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
Bidding Vacant 21106448 PHOENIX AZ NORTH VALLEY SDC PHOENIX AZ NORTH VALLEY SDC
- DIST UNIT

JOB SLOT COMMENTS: PAA - PHX AZ NORTH VALLEY S&DC. DISTRIBUTION AND OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1100-1930-30L-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	11:00	19:30	030	11:00	19:30	030	11:00	19:30	030	11:00	19:30	030	11:00	19:30	030

POSTING COMMENTS :

VACATED BY : Ralph Nuanez EMP ID: 5150 ON DATE: 07/24/2026

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
