

The complete posting can also be found on
Lakeland's LiteBlue Web Page.

UNITED STATES POSTAL SERVICE NOTICE OF VACANCY IN ASSIGNMENTS

Post on the bulletin board in your station or unit for the full time of posting as shown on the notice. Please remove at the expiration of the time limit, and retain at your office for 30 days, then destroy.

CLERK & MAIL HANDLER

JULY 2017 POSTINGS

PHONE OR WEB BIDDING IS MANDATORY
FOR ALL APWU & MHU CRAFT EMPLOYEES

Please be aware that Internet Explorer is the only supported browser for eBidding.

ANY POSITION RESTRICTED TO "IN SECTION BIDDERS" ARE ALSO OPEN TO ANY EMPLOYEE WITH RETREAT RIGHTS TO THAT SECTION

Phone or Web Bidding must be used to bid on the assignments(s) described below. (EXCEPT for Best Qualified positions, which have separate instructions) Form 1717A will no longer be accepted for bids.

Any additional correspondence regarding bids, such as letters of applications for Best Qualified positions, must be faxed (414-287-2258), mailed, or brought to HR Local Service, Main Post Office 2nd Floor, 345 W St. Paul Ave, Milwaukee WI 53201-5020, Attn: Shelley Rome-Strong.

Under no circumstances will applications be accepted after the date specified.

Any employee desiring to cancel a bid for a posted vacancy must do so no later than the date of the closing of the posting as shown below.

ALL requests for new PIN numbers – follow the instructions on second page.

Allow sufficient time to get your new PIN number through the mail. Yellow (manual) bid cards will be accepted only if BOTH the web and phone bidding systems are not working properly on the LAST DAY of the posting.

CLERK POSTING NUMBER: 152690 MAIL HANDLER POSTING NUMBER: 152734

DATE AND TIME POSTED:
July, 5, 2017

DATE AND TIME TO BE WITHDRAWN:
Midnight July 14, 2017

U S POSTAL SERVICE

NOTICE OF VACANCY IN ASSIGNMENTS

Post on the bulletin board in your station or unit for the full time of posting as shown on the notice. Please remove at the expiration of the time limit, and retain at your office for 30 days, then destroy.

FULL-TIME, PART-TIME REGULAR, & PART-TIME FLEXIBLE EMPLOYEES
FROM ALL CRAFTS ARE ELIGIBLE TO APPLY.

SECRETARY, PS-7, 0318-0004

CLERK CRAFT

JULY 2017 POSTING

<u>JOB ID. NO.</u>	<u>ASSIGNMENT</u>	<u>SKILL</u>	<u>TOUR</u>	<u>OFF DAYS</u>	<u>P/L</u>	<u>VICE</u>
70670532	2 nd floor Finance	710	0730-1600 (T2)	SAT/SUN	509	ZAKSZEWSKI

Test Requirements: Test 710 – Clerical & Verbal Skills

THIS IS A BEST QUALIFIED MANUAL POSTING.

FOLLOW THE INSTRUCTIONS BELOW TO APPLY FOR THIS POSITION:

To be eligible for the position described above you **MUST SUBMIT** a separate letter or a PS Form 991 application or a copy of an eCareer Profile for each Best Qualified position stating in detail how you meet the proficiency requirements of the position per the attached Job Description and Qualification Standards.

Your letter or PS Form 991 application or eCareer Profile for this Best Qualified position must be received at Local Services Office located **no later than midnight of the closing date** shown below. Letters/applications may be brought, faxed (414-287-2258) or mailed (HR Local Services, PO Box 5020, Milwaukee WI 53201-5020 Attn: Shelley Rome-Strong). Applications may also be scanned via email to shelley.a.rome-strong@usps.gov prior to the closing date.

Any employee desiring to cancel their application for this vacancy must do so in writing preferably no later than the date of the closing of the posting as shown below.

Bidders in the same Occupational Code are only required to submit a letter of interest and do not need to address the requirements of the position.

ADDITIONAL SELECTION CRITERIA

SELECTION: The above position will be filled on the basis of craft seniority to full-time employees encumbered in duty assignments in the same salary level and same best qualified position, then on the basis of "BEST QUALIFIED", selected in the following order: 1. Clerk Craft, 2. Office-Wide, regardless of craft.

EXAMINATION REQUIREMENTS: Test 710 Clerical. Applicants must demonstrate clerical and verbal skills. This must be demonstrated by successful completion of Postal Service **Test 710**. Those applicants who are not currently qualified will be notified at a future date of the time and location of the examination.

Date Posted: July 5, 2017

Date to be Withdrawn: July 14, 2017

STD JOB DESCRIPTION

U.S.Postal Service

**SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004****FUNCTIONAL PURPOSE:**

Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

DUTIES AND RESPONSIBILITIES:

1. Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.
2. Accesses, retrieves and/or updates files and other data maintained on personal computers.
3. Sends and receives electronic messages, files and other documentation via the local area network.
4. Produces charts, tables, and other documentation using various graphics software.
5. Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.
6. Reviews materials prepared for manager's signature for accuracy, completeness, and format.
7. Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.
8. Screens, logs, and routes office mail in accordance with established procedures.
9. Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

SUPERVISION:

Manager of unit to which assigned

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

Doc Date: 11/24/2010

Occ Code: 0318-0004

QUALIFICATIONS

U.S. Postal Service

**SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004****BARGAINING UNIT QUALIFICATION STANDARD
0318
(0318-0004)****SECRETARY****DOCUMENT DATE:** December 16, 1999**FUNCTION:**

Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

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. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

Knowledge of requirements for formatting and preparing documents such as letters, reports, and presentation materials. Knowledge of English composition, grammar, punctuation, and spelling. Ability to operate computer systems or applications such as word processing, data entry, and graphics software. Ability to establish and maintain office and database filing systems and to accurately file and retrieve individual records. Ability to locate, read, and comprehend written reference materials such as handbooks, manuals, bulletins, and directives. Ability to review prepared materials for accuracy and completeness. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information. Ability to work cooperatively and interact positively with customers and co-workers, exercising courtesy, discretion, and self-control.

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Applicants will be required to hear the conversational voice; hearing aids are permitted.

Doc Date: 06/29/2015

Occ Code: 0318-0004

R0206
BC568846 Milwaukee(WI) Bid Clu
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/03/2017 06:45:37
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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.

Posting No: 152690 Clerk Opening Date : 07/05/2017 Closing Date : 07/14/2017
JOB ID: 21795154 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
Bidding Vacant 01016063 BAY VIEW STA OPRNS UNIT BAY VIEW Clerks -
SAINT NonHQ
FRANCIS

JOB SLOT COMMENTS: created per step 1 grievance settlement #67763-17. A copy of the grievance settlement was email to GLA May 22, 2017.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0500-1400-60L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 95642231 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time
Bidding Newly 01016989 ANNEX OUTG DOCK GEN/CLK MILWAUKEE Clerks -
Established TOUR II PRIORITY NonHQ
ANNEX

JOB SLOT COMMENTS: MMPA-GEN CLK-T2-WU 068. Test 718 Required: Senior Bidders will be notified of test. Annex located at 7620 S 10TH ST OAK CREEK.

QUALIFICATIONS : 718 BASIC COMPUTER SKILLS

SECTION: MMPA GEN CLK T2

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

POSTING COMMENTS :

VACATED BY : Dale Enk EMP ID: 5647 ON DATE: 05/31/2017

R0206
BC568846 Milwaukee(WI) Bid Clu
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~95544318~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 01016990 ANNEX OUTG CLERKS MH T III MILWAUKEE
PRIORITY
ANNEX Clerks -
NonHQ

JOB SLOT COMMENTS: REPLACED 8662950 ON 04CL06
ANNEX LOCATED AT 7620 S 10TH STREET IN OAK CREEK
MMPA-56-075
CMS Job Slot ID: 8703357

QUALIFICATIONS :
SECTION: MMPA OUTG CLK T3
WORK SCHEDULE: 1900-0330-30L-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	19:00 03:30 030	19:00 03:30 030	19:00 03:30 030	19:00 03:30 030	19:00 03:30 030

POSTING COMMENTS :
VACATED BY : Shannon Duke EMP ID: 9232 ON DATE: 05/26/2017

JOB ID: ~~71316372~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Newly 01016471 ANNEX SPBS TOUR III MILWAUKEE
PRIORITY
ANNEX Clerks -
NonHQ

JOB SLOT COMMENTS: SPBS-T3-WU 076; Variable Work Schedule: SA,SU 1800-0230; MO,TU,FR 1730-0200. Annex Located at 7620 S 10th Street. Oak Creek

QUALIFICATIONS : SPBS DEXTERITY
SECTION: MMPA/SPBS OPRN T3
WORK SCHEDULE: 1800/1730-30L-We-ThV

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
18:00 02:30 030	18:00 02:30 030	17:30 02:00 030	17:30 02:00 030	OFF OFF OFF	OFF OFF OFF	17:30 02:00 030

POSTING COMMENTS :
VACATED BY : JASMINE SMITH EMP ID: 4252 ON DATE: 05/26/2017

JOB ID: ~~95791284~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Newly 01016471 ANNEX SPBS TOUR III MILWAUKEE
PRIORITY
ANNEX Clerks -
NonHQ

JOB SLOT COMMENTS: MMPA-SPBS-T3-WU 76; Annex Located at 7620 S 10th Street, Oak Creek.
Variable Work Schedule: Sat/Sun 1800-0230; Mon/Tue/Fri 1730-0300

QUALIFICATIONS : SPBS DEXTERITY
SECTION: MMPA/SPBS OPRN T3
WORK SCHEDULE: 1800/1730-30L-We-ThV

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
18:00 02:30 030	18:00 02:30 030	17:30 02:00 030	17:30 02:00 030	OFF OFF OFF	OFF OFF OFF	17:30 02:00 030

POSTING COMMENTS :
VACATED BY : PAMELA MONK EMP ID: 5059 ON DATE: 05/26/2017

R0206
BC568846 Milwaukee(WI) Bid Clu
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~95641155~~ 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01016470 TRUCK TERMINAL DOCK TOUR III MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: PDC-DOCK-T3-WU 303

QUALIFICATIONS :

SECTION: DOCK EXPEDITOR T3

WORK SCHEDULE: 1330-2200-30L-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
13:30	22:00	030	13:30	22:00	030	OFF	OFF	OFF	OFF	OFF	OFF	13:30	22:00	030	13:30	22:00	030

POSTING COMMENTS :

VACATED BY : Margaret Nichols-Carter EMP ID: 6720 ON DATE: 05/26/2017

JOB ID: ~~Z0941281~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 01019909 BOX PRIM NIXIE GENCK EXP T II MILWAUKEE Clerks -
NonHQ

JOB SLOT COMMENTS: BOX-T2-WU 218##

QUALIFICATIONS :

SECTION: M O BOX UNIT T2

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

POSTING COMMENTS :

VACATED BY : Mark Christie EMP ID: 33 ON DATE: 05/31/2017

JOB ID: ~~95673466~~ 2320-28XX BULK MAIL TECH KP0015 P7 07 LDC:79 EG:1=Full Time
Bidding Vacant 01019073 BUSINESS MAIL ACCEPTANCE LAKELAND
UNIT DISTRICT Clerks -
NonHQ

JOB SLOT COMMENTS: REPLACED JOB 2547124 5/00-MUST BE CERT TO OPERATE APPROPRIAT
GOV'T VEHICLES OR PROVIDE DRIVERS LICENSE NUMBER TO LOCAL
SERVICES. SEE ATTACHED JOB DESCRIPT & QUALS FOR FURTHER INFO.
CMS Job Slot ID: 8464810

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
PASSENGER CAR
425 BUSINESS MAIL ENTRY PREREQ (V1.2)
427 BUSINESS MAIL ACADEMY EXAM

SECTION: BMEU T2

WORK SCHEDULE: 1000-1830-30L-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
OFF	OFF	OFF	OFF	OFF	OFF	10:00	18:30	030	10:00	18:30	030	10:00	18:30	030	10:00	18:30	030

POSTING COMMENTS :

VACATED BY : Jeffrey Harris EMP ID: 8651 ON DATE: 05/26/2017

R0206
BC568846 Milwaukee(WI) Bid Clu
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~95489024~~ 2320-28XX BULK MAIL TECH KP0015 P7 07 TOUR III LDC:79 EG:1=Full Time
Bidding Vacant 01019075 BUSINESS MAIL ACCEPT UNITS LAKELAND
MGMT UNIT DISTRICT Clerks -
NonHQ

JOB SLOT COMMENTS: NEW POSITION-PRIMARY FUNCTION-CHECK ACCEPTANCE-MUST BE
CERT TO OPERATE APPROPRIATE BOV'T VEHICLES.
CMS Job Slot ID: 8748380

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
PASSENGER CAR
425 BUSINESS MAIL ENTRY PREREQ (V1.2)
427 BUSINESS MAIL ACADEMY EXAM

SECTION: BMEU T3

WORK SCHEDULE: 1205-2035-30L-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	06:00 15:00 060 OFF OFF OFF 06:00 15:00 060 06:00 15:00 060 06:00 15:00 060 OFF OFF OFF 06:00 15:00 060	12:05 20:35 030	12:05 20:35 030	12:05 20:35 030	12:05 20:35 030	12:05 20:35 030

POSTING COMMENTS :

VACATED BY : Arlene Sheahan EMP ID: 5182 ON DATE: 06/23/2017

JOB ID: ~~71795155~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 01015564 NORTH SHORE BR OPRNS UNIT NORTH SHORE Clerks -
NonHQ

JOB SLOT COMMENTS: (NSK 421) 421 SALES AND SERVICES (V3.9) Position created per Step 1 Grievance S
ettlement. #67881-17.
A copy of the grlevance settlement was email to GLA May 22, 2017.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0600-1500-60L-Su-ThS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From To Brk From To Brk From To Brk From To Brk From To Brk From To Brk	06:00 15:00 060 OFF OFF OFF 06:00 15:00 060 06:00 15:00 060 06:00 15:00 060 OFF OFF OFF 06:00 15:00 060	06:00 15:00 060	06:00 15:00 060	06:00 15:00 060	06:00 15:00 060	06:00 15:00 060

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE: