

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

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

# 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

# FEBRUARY 2021 POSTINGS

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

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 2<sup>nd</sup> 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: 243548

MAIL HANDLER POSTING NUMBER: 243394

DATE AND TIME POSTED: February 3, 2021

DATE AND TIME TO BE WITHDRAWN: Midnight, February 17, 2021

PLEASE NOTE THERE WILL BE A SYSTEM OUTAGE THAT WILL EFFECT  
THE BIDDING SYSTEM FROM 6AM FEBRAURY 12<sup>TH</sup> THROUGH 6 AM FEBRUARY 16<sup>TH</sup>.



# **JOB BIDDING INFORMATION**



*Automated bidding is available 24 hrs a day during a posting bidding period.*

**To bid online go to  <http://liteblue.usps.gov>**

*Click on the eJob Bidding Quick Link found in 'Employee Apps' on the LiteBlue Homepage or click on 'Access eJob Bidding' on the right side of the LiteBlue 'MY HR' page.*

## **Telephone Job Bidding Options**

**Job Bidding Phone Line 1-800-222-2415**

**HRSSC Shared Service bidding: 1-877-477-3273 opt 2**

**PostalEASE 1-877-477-3273 opt 1**

**TDD/TTY Line: 1-800-265-7208 or 1-866-265-7505**

In addition to the on-line and phone bidding options listed above, you may also visit the Web Bidding Computer Rooms at the MKE P&DC (Room 402) or the MKE Annex to enter bids directly onto the computer.

- Your EIN (found on your earning statement) and postal PIN number are needed to access any of the automated bidding applications.
- You may quickly reset your postal PIN number by going to <http://liteblue.usps.gov>. Click on the 'click here' or 'Forgot your PIN' links near the bottom of the page, and follow the prompts.
- You may also request a new Pin number through POSTALEASE on the USPS Blue Page at: <http://blue.usps.gov/corporate/empss/welcome.htm>
- (If you can't get to a computer, call 877-477-3273 and press 1. When prompted, enter your Employee ID. When prompted for your USPS PIN, pause and then press 2. Your new PIN number will be mailed to your address of record the next business day. In most cases you will receive your PIN number in two business days.)
- **BE CAREFUL!** After 3 unsuccessful PIN entry attempts the system will lock you out for a 24 hour period. Do not attempt to try again before 24 hours has elapsed or the lock out will be reset to another 24 hours.
- **Difficulties using the system?** Communicate the following information to your Manager or District Local Services:



- **Your name and EIN, Bid Cluster, Craft, and posting number**
- **Which system?** (Phone, Kiosk, Bid Computer)
- **Note any "error" message and at what juncture the error is occurring such as:** Won't accept PIN, Call disconnects, doesn't display posting, etc.

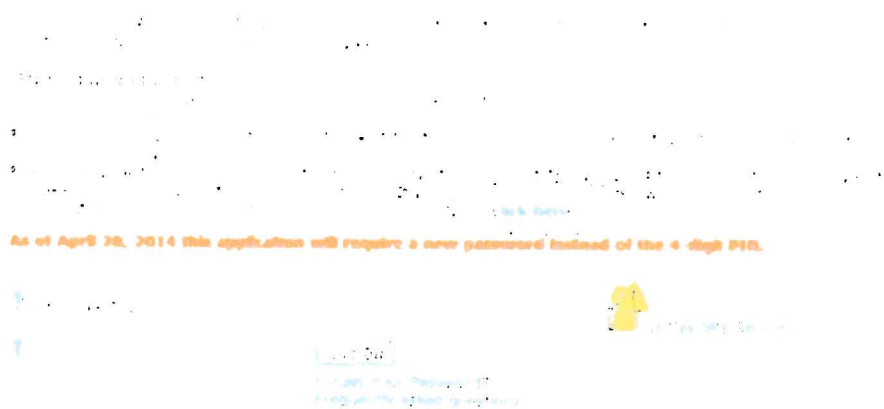
## How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

Have the letter available that was sent (around the middle of April) to your residence.

→ This letter has instructions and a Temporary Password in the upper right corner.

You will be able to set up your new password on the Self-Service Profile (SSP) Application from **any personal or USPS computer.**

1. Access the SSP Application at [www.usps.gov](http://www.usps.gov) or via links provided on Blue and LiteBlue.



2. Click on the Enter SSP button.

### Welcome to Self-Service Profile(SSP)

The portal to the tools for the management of your Self-Service Profile.

#### Important Information

Self-Service Profile is available to all USPS Employees. Use your employee id and password to access all Self-Service web applications. This is the place to manage your self-service password, PIN, and more.

Enter SSP

## How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

3. Enter your 8-digit Employee Identification Number (EIN)  
Enter your Temporary Password.

### Sign In To SSP

Employee ID

01234567

Password

ooooooooo!

Sign In

[Forgot Password?](#)

Click Sign In. The Self-Service Profile – Initial Setup screen will display.

### Self Service Profile Setup

Welcome to your Self-Service Profile (SSP) Application.

The SSP application allows employees to establish and update the identification components used to access the Postal Services Self-Service applications.

You are required to change your password and select two (2) security questions and answers. You may enter an Email address, if you would like to receive future profile modification notifications via Email. Required items have a double asterisk (\*\*).

The option to enter an Email address is also available in the Self-Service Profile pages after your initial set-up is complete.

[Set Security Questions](#) | [Set Email Address](#) | [Confirmation](#)

Set Your Secure Password:

\* Please enter a new password.

• **Strong Password Requirements:** Must contain at least one character from three of the following four types of characters:

• Numbers 0-9, English letters a-z, English letters A-Z, or special characters from !@#\$%^&\*~. (for a total length of 8 to 16 characters. No other special characters are allowed.)

New Password \*

Confirm Password \*

4. Create and confirm your self-service password.  
Your self-service password (8 to 16 characters) must contain at least one character from three of the following four types: Numbers 0-9, lowercase English letters a-z, uppercase English letters A-Z, or special characters !@#\$%^&\*~.

Click the Next button.

New Password \*

ooooooooo

Confirm Password \*

ooooooooo

[Next](#)

## How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

5. Select two Security Questions and enter you answer to each question.

Click the Next button.

6. Enter and confirm your email address. (Optional)

Click the Next button.

7. The Confirmation Tab will display.

8. The Initial Profile Setup pop-up window will display.

Click OK and the application SSP Profile page will display.

Profile Summary	Manage Password	Manage Email	Manage PIN	Manage Security C
Function			Set	Last Update
ANSWER # 1			Yes	
ANSWER # 2			Yes	
PASSWORD			Yes	
SECURITY QUESTION # 1			Yes	
SECURITY QUESTION # 2			Yes	
PIN			Yes	

**NOTE:** Use the Self-Service Profile Application (SSP) to change or reset your USPS PIN.

**The 4-digit PIN will still be used to access self-service applications (Job Bidding, Employee Self-Services, leave requests) using the telephone via the Interactive Voice Response (IVR) system.**

## How to use eBidding

### Log in to LiteBlue with EIN and Password (created in SSP)

**lite blue** United States Postal Service

#### Welcome to LiteBlue

The next generation in employee communications

LiteBlue is here to help you to communicate faster and stay connected. It's packed with the information you want about career development, revenue and service performance, products, recognition — you name it. There's even a place where you can give us feedback. You also have secure access to PostalEASE through LiteBlue to check, and during open season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that serve you better. It's the postal way!

Reminder: as of April 28, 2014, use your SSP Password for Self Service Web applications; use your USPS Personal Identification Number (PIN) for Self Service IVRS (Interactive Voice Response Systems).

#### Here's how you log on:

You'll need your Employee ID and USPS Self Service Password to log on to LiteBlue.

- Your Employee ID is easy to find — just look at the top of your earnings statement. It's the 8-digit number printed just above the words "Employee ID."
- Your USPS Self Service Password is the new security standard as of April 20, 2014 that is used to access a variety of USPS self-service applications including LiteBlue. If you have not set up your password in the Self Service Profile (SSP) application or you have forgotten your Self Service Password, [click here](#).

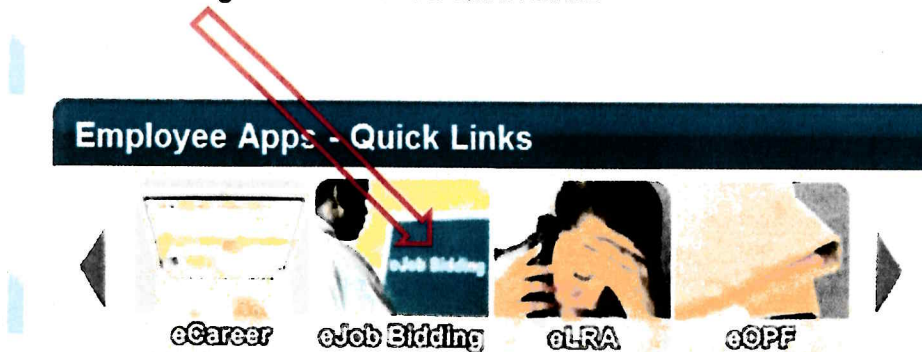
As of April 28, 2014 this application will require a new password instead of the 4-digit PIN.

Employee ID:  USPS Password:

[Forget Your Password?](#)  
[Frequently asked questions](#)

 Is this Site Secure?

### Click on eBidding in the Featured Quick Links



### Click on Enter Job Bids

# How to use eBidding

Current Open Postings will be shown

Click on the Link (red font Posting number)

# How to use eBidding

The next screen shows the list of positions for this posting.

**USPS Job Bidding**

USPS Restricted Information

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First Name Last Name POSITION TITLE  
Posting 0000082624 , Milwaukee(WI) Bid Cluster POST OFFICE  
Open:05/05/2014, Close:05/14/2014

Check on the box to select each Job Slot you want to bid

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

[Submit Job Bids](#) [Cancel](#)

Position Information							
Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status	Reason
<input type="checkbox"/> 70511011			LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		
<input type="checkbox"/> 70511012			MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Cluster / Craft / Section	
<input type="checkbox"/> 70511013			LEAD MAIL PROCESSING CLERK	TOUR I	07		
<input type="checkbox"/> 70511014			SALES SVCS:DISTRIBUTION ASSOC	TOUR II	06		
<input type="checkbox"/> 70511015			MAIL PROCESSING CLERK	TOUR I	06		
<input type="checkbox"/> 70511016			LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		

**USPS Job Bidding**

USPS Restricted Information

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First Name Last Name POSITION TITLE  
Posting 0000082624 , Milwaukee(WI) Bid Cluster POST OFFICE  
Open:05/05/2014, Close:05/14/2014

Check on the box to select each Job Slot you want to bid

Only rows with checkmark will be submitted

Click on the Job Slot Number for detailed display

Indicate choice here

[Submit Job Bids](#) [Cancel](#)

Position Information							
Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status	Reason
<input checked="" type="checkbox"/> 70511011			LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		
<input type="checkbox"/> 70511012			MAIL PROCESSING CLERK	TOUR III	06	Outside Bid	
<input type="checkbox"/> 70511013			LEAD MAIL PROCESSING CLERK	TOUR I	07		
<input type="checkbox"/> 70511014			SALES SVCS:DISTRIBUTION ASSOC	TOUR II	06		
<input type="checkbox"/> 70511015			MAIL PROCESSING CLERK	TOUR I	06		
<input type="checkbox"/> 70511016			LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		

**Checkmark positions you want to bid on**



## How to use eBidding

To see more information about a position, click on the Position Number. (Scroll down to see details)

Job Slot Detail: 70767268 Click to Open or Close ⇌

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**Job Slot: 70767268**

**Job Title:**  
SALES, SVCS/DISTRIBUTION ASSOC

Level: 06

Position Type: Full Time

Location:

Tour: TOUR II

Status: Bidding

**Qualifications**

Examinations 421 SALES AND SERVICES (V3.9)

Milwaukee WI Bid Cluster Z-09

**Comments:**

**Job Schedules**

Work Schedule	Week Number	Day of Week	Start Time	End Time
06006024	001	1	06:00	15:00
06006024	001	2	00:00	00:00
06006024	001	3	06:00	15:00
06006024	001	4	00:00	00:00
06006024	001	5	06:00	15:00
06006024	001	6	06:00	15:00

**Position Information**

Job Slot	Choice	Closer to home	Title	Tour	Level	Bid Status	Reason
<input type="checkbox"/> 70767268			LEAD SALES & SERVICES ASSOCIATE	TOUR II	07		
<input type="checkbox"/> 70767269			MAIL PROCESSING CLERK	TOUR III	06	Outside Bid Cluster	
<input type="checkbox"/> 70767270			LEAD MAIL PROCESSING CLERK	TOUR I	07		
<input type="checkbox"/> 70767271	<input checked="" type="checkbox"/>		SALES, SVCS/DISTRIBUTION ASSOC	TOUR II	06		
<input type="checkbox"/> 70767272			MAIL PROCESSING CLERK				
<input type="checkbox"/> 70767273			LEAD SALES & SERVICES AS				

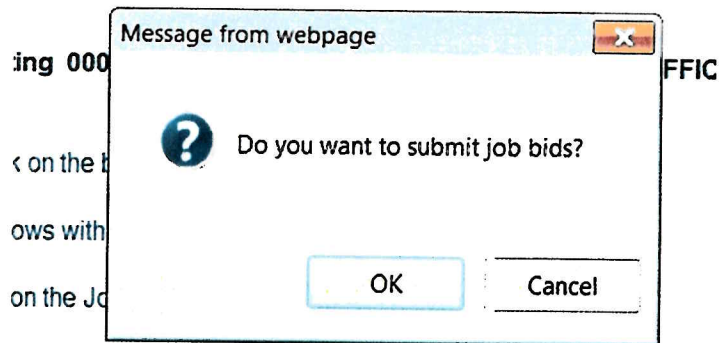
Checkmark here when the position is closer to home than your current position

When you have finished bidding, click the Submit Job Bids

## How to use eBidding

Position Information				
	Job Slot	Choice	Closer to home	Title
<input type="checkbox"/>	<a href="#">70501907</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input type="checkbox"/>	<a href="#">70508932</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK
<input type="checkbox"/>	<a href="#">70702722</a>		<input type="checkbox"/>	LEAD MAIL PROCESSING CL
<input checked="" type="checkbox"/>	<a href="#">70767268</a>	1	<input type="checkbox"/>	SALES.SVCS/DISTRIBUTION
<input type="checkbox"/>	<a href="#">71088464</a>		<input type="checkbox"/>	MAIL PROCESSING CLERK
<input type="checkbox"/>	<a href="#">71097941</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input type="checkbox"/>	<a href="#">71114891</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS
<input checked="" type="checkbox"/>	<a href="#">71114892</a>	2	<input type="checkbox"/>	LEAD SALES & SERVICES A
<input type="checkbox"/>	<a href="#">71114893</a>		<input type="checkbox"/>	LEAD SALES & SERVICES AS

A window pops up



Then your confirmation appears:

## How to use eBidding

You successfully submitted the job bid 70767268!

You successfully submitted the job bid 71114892!

**Please check following table for just updated bid statuses**

### Position Information

Job Slot	Choice	Closer to home	Bid Status	Bid Status Reason
70767268001			ELG	Eligible
71114892002			ELG	Eligible

Print the page, if desired.

# 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

February 2021 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>
72567208	POOM 7&9 Domiciled at the Libertyville Post Office 1520 Aratus Pkwy Libertyville IL 60048	710 & 713	0800-1700 (T2)	SAT/SUN	600	New
72567209	POOM 1&2 Domiciled at the Hales Corners Post office 5444 S 108th St Hales Corners WI 53130	710 & 713	0800-1700 (T2)	SAT/SUN	600	New

### **Test Requirements:**

Test 710 – Clerical & Verbal Skills

Test 713 – Typing – 30 WPM

**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](mailto: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 abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 713. Those applicants who are not currently qualified will be notified at a future date of the time and location of the examination.

**Date Posted: February 3, 2021**

**Date to be Withdrawn: February 17 2021**

[Description](#)

[Qualifications](#)

[Criteria](#)

[Print](#)

Occupation Code: 0318-0004

**STD JOB DESCRIPTION**

U.S.Postal Service

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

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**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

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**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. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 713.

**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: 08/18/2018****Occ Code: 0318-0004**

[Description](#)

[Qualifications](#)

[Criteria](#)

[Print](#)

Occupation Code: 0318-0004

CRITERIA

U.S.Postal Service

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

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**FUNCTION:**

Administrative & Clerical

**CRITERIA:**

These jobs are covered under the American Postal Workers Union (APWU) collective bargaining agreement ([Handbook EL-912](#)). Bargaining unit jobs may only be filled, withheld, abolished or reverted in accordance with the national collective bargaining agreement and any relevant provisions of the local memorandum of understanding.

Position authorized in the Field as a direct report to District managers of Finance, Marketing, Operations Program Support, and Post Office Operations Managers (POOMs are expected to share resources where geographically possible). Position may be authorized as a direct report to Plant Managers, EAS-24 and Postmasters, EAS-24.

Additional information available on Organization Design webpage <http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm>. Questions may be directed to Organization Design via email ([BGFHM0@usps.gov](mailto:BGFHM0@usps.gov)).

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**STD JOB DESCRIPTION**

U.S.Postal Service

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**GENERAL CLERK (P7-06)  
OCCUPATION CODE: 2340-01XX**

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**FUNCTIONAL PURPOSE:**

Performs a variety of office clerical duties using postal knowledges or experience at a post office or installation such as a transfer office, station, AMF, etc.

**DUTIES AND RESPONSIBILITIES:**

1. Maintains information books, manuals, transportation schedules, directories of post offices, etc., with information furnished by Headquarters, regional office, or others such as may be found in a scheme examination program at a post office, or in compiling schedules at a truck terminal.
2. Provides routine information to the public concerning postal rates, mailing information, etc. when no other source of information is available, such as information pertaining to the examination program.
3. Adjusts minor service complaints, referring others to the appropriate superior.
4. Verifies time records, keeps records of carfare expenditures, registered, insured and C.O.D. mail, and completes such reports as required.
5. Prepares holiday, compensatory time and daily work schedules, and maintains the necessary records for leave assignments in accordance with instructions and information furnished by a supervisor.
6. Distributes mail in accordance with established schemes.
7. Corrects and maintains mailing lists, indicating the correct ZIP Code and mailing address, which requires a thorough knowledge of a primary scheme.
8. In addition, may perform but not for substantial periods of time, any of the following duties: types correspondence and memoranda from rough drafts, general information, etc.; operates copy machines; files copies of correspondence; performs duties at a public window.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0013

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**Doc Date: 11/02/1994****Occ Code: 2340-01XX**



**QUALIFICATIONS**

U.S.Postal Service

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**GENERAL CLERK (P7-06)  
OCCUPATION CODE: 2340-01XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**

Q2340v

(2340-01XX)  
GENERAL CLERK**DOCUMENT DATE:** MARCH 16, 2019**FUNCTION:**

Performs a variety of office clerical duties utilizing postal knowledge or experience at a post office or installation such as a transfer office, station, AMF, etc.

**DESCRIPTION OF WORK:**

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

**KNOWLEDGE, SKILLS, & ABILITIES 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.

1. Knowledge of postal regulations and procedures governing the use of mails
2. Ability to maintain records and prepare reports.
3. Ability to interpret instructions and specifications.
4. Ability to perform basic arithmetic computations.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

**EXAMINATION REQUIREMENTS:**

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

**PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.

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**Doc Date: 03/16/2019****Occ Code: 2340-01XX**

**STD JOB DESCRIPTION**

U.S.Postal Service

**GENERAL EXPEDITOR (P7-07)  
OCCUPATION CODE: 2315-11XX****FUNCTIONAL PURPOSE:**

Arranges for the proper transfer for mail which may require the knowledge of incoming and/or outgoing schemes, transportation schedules, and receipt and dispatch information in performing mail distribution between highway contract routes, mail messengers and truck routes, and other mail units; and the separating, loading, and unloading of railway storage cars, flexi-vans and piggy-back trailers, by contractors and postal employees to ensure proper and expeditious handling.

**DUTIES AND RESPONSIBILITIES:**

1. Expedites the distribution and dispatch of all mails processed in the assigned work areas.
2. Coordinates the dispatch of mail from cases, registry section, and/or other areas by giving timely notice of regular and emergency dispatches to ensure expeditious handling of mail. Coordinates the movement of mails from the platform (or related receipt point) to processing areas or from cases to pouches, and pouches to dispatch points or platform.
3. Recommends changes in pouch and sack racks, pouch authorization, and work assignments as changes in distribution and dispatch schedules dictate.
4. Assists supervisor in carrying out special assignments, such as, mail volume counts, information for surveys, observing handling of selected mail matter, and other similar duties. May maintain records of mail volumes, work hours, and other record keeping; assists with on-the-job training.
5. Ensures proper labeling, timely closing, routing and dispatch of all pouches and sacks within the assigned work area; arranges for equipment.
6. Keeps informed on contract provisions for routes serving the facility such as, loading agreements, correct sized vehicles, proper protection of the mail and other special conditions. Periodically inspects contract vehicles and reports deficiencies or irregularities to supervisor.
7. Keeps informed of all scheduled arrivals and departures at the duty station, and has knowledge of the most expeditious dispatches to ensure an alternative rerouting of preferential mails due to unusual circumstances; determines whether mail should be held for alternate connections.
8. Examines outgoing and incoming vehicles to determine degree of utilization and adherence to highway safety regulations and reports irregularities to supervisor.
9. Recommends arrangements for extra trips of service when necessitated by volume or unusual circumstances.
10. Oversees the loading and unloading of storage cars, flexi- vans, piggy-back trailers, or other mail containers intended for transportation by rail when such activities are performed at the facility.
11. Maintains close contact with supervisor in the distribution and vehicle service units to assure close coordination of all mail handling operations.
12. Performs manual distribution of all classes of mail.
13. Performs other job related tasks in support of primary duties.

**SUPERVISION:**

Manager, Airport Mail Center/Facility or other designated supervisor.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0015

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Doc Date: 11/02/1994

Occ Code: 2315-11XX

**QUALIFICATIONS**

U.S.Postal Service

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**GENERAL EXPEDITOR (P7-07)  
OCCUPATION CODE: 2315-11XX**

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These jobs do not have national qualification standards; therefore requirements must be developed locally. These are then included in the vacancy announcement or job posting to indicate the requirements which all applicants or bidders must meet. Human Resources officials or persons handling personnel functions must keep appropriate documentation used to develop requirements for a period of 2 years from the date used for selection. The documentation may be kept in the vacancy file. (Handbook EL-312 Employment and Placement, section 727.2)

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**Doc Date: 08/12/2010****Occ Code: 2315-11XX**

**STD JOB DESCRIPTION**

U.S.Postal Service

**GRP LDR MAIL HANDLER (M7-05)  
OCCUPATION CODE: 2315-02XX****FUNCTIONAL PURPOSE:**

Serves as working leader of a group of a least five mail handlers in an assigned work unit engaged in separating, piling, loading, and unloading of incoming and outgoing bulk mails and outside parcels on post office platforms, and at other points where bulk mails are separated, or work units assigned to culling, facing, or canceling pieces of mail.

**DUTIES AND RESPONSIBILITIES:**

1. Controls and guides a work unit of mail handlers and participates in the nonscheme separation of incoming or outgoing bulk mails, the dumping and sorting of incoming and outgoing bulk mails at primary handling units, the loading and unloading of motor vehicles and platform trucks, and the operation of materials-handling equipment. Controls nondistribution work units requiring mail handlers, such as the culling area, facing tables and canceling operation.
2. Assures that bins, skids, or hampers are available and full loads are promptly moved, that each mail handler is assigned a fair share of the load, and that each mail handler understands the work to be done.
3. Receives assignments and well-defined work plans and instructions on a job-by-job or day-to-day basis; ensures that work is carried through to completion efficiently and effectively.
4. Assigns employees in the group, as instructed by a supervisor, to individual tasks, and shifts employees from one assignment to another to meet fluctuating workloads; requires proper performance of employees in their assigned duties and responsibilities in accordance with prescribed methods, procedures, and safety practices.
5. Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to supervisor.
6. Instructs new employees in the various aspects of their assignments and assures that adequate on-the-job training is carried out to promote employee efficiency.
7. Provides immediate supervisor with information for personnel actions affecting members of the group; maintains morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.
8. Performs nonsupervisory duties identical with those of employees in the group.

**SUPERVISION:**

Manager, Airport Mail Center/Facility or other designated supervisor.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

MAIL HANDLER

**KEY POSITION REFERENCE:**

KP-0012

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**Doc Date: 11/02/1994**

**Occ Code: 2315-02XX**

**QUALIFICATIONS**

U.S.Postal Service

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**GRP LDR MAIL HANDLER (M7-05)  
OCCUPATION CODE: 2315-02XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**2300n  
(2315-02XX)

GROUP LEADER, MAIL HANDLERS

**DOCUMENT DATE:** November 30, 1987**FUNCTION:**

Serves as working leader of a group of at least five mail handlers as an assigned work unit engaged in separating, piling, loading, and unloading of incoming and outgoing bulk mails and outside parcels on post office platforms, and at other points where bulk mails are separated, or work units assigned to culling, facing, or canceling pieces of mail. (This position is authorized only where the work performed by the group is physically separated from the immediate area of the assigned foreman or designated supervisor.)

**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.

**General**

B-4. Ability to work without immediate supervision.

B-9. Dexterity and safety. This will include the employee's safety record and safety training.

B-19. Ability to instruct.

B-53. Ability to work with others.

Special Applicants must have potential ability to coordinate the activities of mail handlers as demonstrated by experience in all phases of mail handler work that are performed in the local post office and by ability to work with others and to transmit instructions.

**PHYSICAL REQUIREMENTS:**

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

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**Doc Date: 06/01/2005****Occ Code: 2315-02XX**

R0206  
BC568846 Milwaukee(WI) Bid Clu  
QTYHFO

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/02/2021 08:23:45  
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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: 243548 Clerk Opening Date : 02/03/2021 Closing Date : 02/17/2021  
JOB ID: 70434408 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE  
Bidding Vacant 01016063 BAY VIEW STA OPRNS UNIT BAY VIEW Clerks -  
SAINT NonHQ  
FRANCIS

JOB SLOT COMMENTS: CITY WIDE POOL CLERK

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE  
PASSENGER CAR  
421 SALES AND SERVICES (V3.9)

SECTION: POOL/RELIEF T2

WORK SCHEDULE: 0900-1800-60L-Sa-SuS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060

POSTING COMMENTS :

VACATED BY : JOSHUA DEVONISH EMP ID: 4158 ON DATE: 01/29/2021

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JOB ID: 71081371 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:2=Non-Trad  
Full Time  
Bidding Vacant 01016064 BRADLEY STA OPRNS UNIT BRADLEY Clerks -  
CARRIER NonHQ  
ANNEX

JOB SLOT COMMENTS: NON TRADITIONAL FULL TIME

QUALIFICATIONS :

SECTION: BRADLEY

WORK SCHEDULE: 0430-0930-00L-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
04:30	09:30		OFF	OFF	OFF	04:30	09:30		04:30	09:30		04:30	09:30		04:30	09:30	

POSTING COMMENTS :

VACATED BY : Mary Gravning EMP ID: 9646 ON DATE: 01/01/2021

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 95859568 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time  
Bidding Vacant 01016993 ANNEX OUTG DOCK GEN/CLKS MILWAUKEE Clerks -  
TOUR I PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-EXPEDITOR-T1-WU 091; ANNEX LOCATED AT 7620 S 10TH STREET OAK CREEK

QUALIFICATIONS :

SECTION: MMPA EXPEDITOR T1

WORK SCHEDULE: 2230-0700-30L-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
22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	OFF	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : ISAAC HARRIS EMP ID: 3722 ON DATE: 01/15/2021

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JOB ID: 95791754 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 01016989 ANNEX OUTG DOCK GEN/CLK MILWAUKEE Clerks -  
TOUR II PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-EXPEDITOR-T2-WU 068; ANNEX LOCATED AT 7620 S 10TH STREET OAK CREEK

QUALIFICATIONS :

SECTION: MMPA EXPEDITOR T2

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

POSTING COMMENTS :

VACATED BY : Karyl Lawson EMP ID: 928 ON DATE: 01/29/2021

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JOB ID: 95584318 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 Clerks -  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-OUTG-T3-WU 075; ANNEX LOCATED AT 7620 S 10TH STREET, OAK CREEK.

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 : BREANNA PIERSON EMP ID: 2156 ON DATE: 01/29/2021

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 95550175 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01016985 ANNEX SPBS TOUR II MILWAUKEE Clerks -  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-SPBS-T2-WU 061; ANNEX LOCATED AT 7620 S 10TH STREET OAK CREEKK  
QUALIFICATIONS : SPBS DEXTERITY  
SECTION: MMPA/SPBS OPRN T2  
WORK SCHEDULE: 0900-1730-30L-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	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030

POSTING COMMENTS :

VACATED BY : Robert Magister EMP ID: 3894 ON DATE: 11/27/2020  
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JOB ID: 95472078 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 01016471 ANNEX SPBS TOUR III MILWAUKEE Clerks -  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-SPBS-T3-WU 076; ANNEX LOCATED AT 7620 S 10TH STREET, OAK CREEK  
QUALIFICATIONS : SPBS DEXTERITY  
SECTION: MMPA/SPBS OPRN T3  
WORK SCHEDULE: 1730-0200-30L-Su-MoS

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

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

POSTING COMMENTS :

VACATED BY : KRISTOPHER JOHNSON EMP ID: 3483 ON DATE: 01/01/2021  
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JOB ID: 95737452 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time  
Bidding Vacant 01016476 A FSM 100 TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AFSM-T3-WU 386  
QUALIFICATIONS :  
SECTION: FSM NON-SCHEME T3  
WORK SCHEDULE: 1600-0030-30L-Su-MoS

**CANCELLED**

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

POSTING COMMENTS :

VACATED BY : JAWUAN TUNSTALL EMP ID: 3624 ON DATE: 01/01/2021  
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QTYHF0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 02/02/2021 08:23:45  
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JOB ID: 95779717 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time  
Bidding Vacant 01016476 A FSM 100 TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AFSM-T3-WU 386

QUALIFICATIONS :

SECTION: FSM NON-SCHEME T3

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

POSTING COMMENTS :

VACATED BY : LATISHA GLENN EMP ID: 7442 ON DATE: 01/01/2021

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JOB ID: 95565950 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time  
Bidding Vacant 01016484 GENERAL CLERKS TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: GEN CLK-T3-WU 365; TEST 718 REQUIRED.

QUALIFICATIONS :

SECTION: GEN CLK/OPRNS MP T3

WORK SCHEDULE: 1430-2300-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	OFF	OFF	OFF	OFF	OFF	OFF	14:30	23:00	030

POSTING COMMENTS :

VACATED BY : Marisol Colon EMP ID: 5414 ON DATE: 06/13/2020

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JOB ID: 95514775 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time  
Bidding Vacant 01019916 BOX MAIN OFC OPRN T I MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: MO BOX UNIT-T1-WU 118

QUALIFICATIONS :

SECTION: M O BOX UNIT T1

WORK SCHEDULE: 2230-0700-30L-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
22:30	07:00	030	22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	OFF	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : TAMARRA NELSON EMP ID: 8022 ON DATE: 01/29/2021

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QTYHF0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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REQUESTED: 02/02/2021 08:23:45  
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JOB ID:95501555 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: MO BOX UNIT-T2-WU 218

QUALIFICATIONS :

SECTION: M O BOX UNIT T2

WORK SCHEDULE: 0500-1330-30L-We-ThS

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

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

POSTING COMMENTS :

VACATED BY : Susan Robb EMP ID: 5827 ON DATE: 01/29/2021

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JOB ID:95718834 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: MO BOX UNIT-T2-WU 218

QUALIFICATIONS :

SECTION: M O BOX UNIT T2

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

POSTING COMMENTS :

VACATED BY : Catherine Dionne EMP ID: 6569 ON DATE: 01/01/2021

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JOB ID:71152716 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time  
Bidding Vacant 01016694 AUTO OCR BCS OPRNS C TOUR I MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU 130

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T1

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : Deirdre Wilson EMP ID: 4837 ON DATE: 01/29/2021

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QTYHF0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 71504291 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time  
Bidding Vacant 01016694 AUTO OCR BCS OPRNS C TOUR I MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU-129

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T1

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : RENESHA BUNCH EMP ID: 5923 ON DATE: 01/29/2021

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JOB ID: 95689438 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time  
Bidding Vacant 01016693 AUTO OCR BCS OPRN B TOUR I MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T1-WU 128

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T1

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : KYESHIA BROWN EMP ID: 3261 ON DATE: 01/29/2021

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JOB ID: 71236166 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time  
Bidding Vacant 01019539 OCR/BCS OPERN UNIT T II MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T2-WU 294; UTILITY REGISTRY; MUST BE CERTIFIED TO OPERATE GOV  
VEHICLES AND POWERED INDUSTRIAL EQUIPMENT; MULE. SUCCESSFUL BIDDER WILL  
COMPLETE REGISTERED MAIL TRAINING COURSE 31510-01. GENERAL CLERK UTILITY  
- TEST 718 REQUIRED; UTILITY EXPEDITOR AND EXPRESS UNIT.

QUALIFICATIONS : 718 BASIC COMPUTER SKILLS

SECTION: OCR/BCS/DBCS/LMLM T2

WORK SCHEDULE: 0600-1430-30L-Th-FrS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Julie Slotty-Williams EMP ID: 2978 ON DATE: 01/29/2021

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R0206  
BC568846 Milwaukee(WI) Bid Clu  
QTYHF0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID:70785024 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 21080289 AUTO AFCS TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 394; PRIMARY JOB ASSIGNMENT AFCS

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1700-0130-30L-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
17:00	01:30	030	OFF	OFF	OFF	OFF	OFF	OFF	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030

POSTING COMMENTS :

VACATED BY : LASHANDA MCDANIEL EMP ID: 6071 ON DATE: 01/29/2021  
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JOB ID:71272501 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01016482 AUTO EAST END TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 397

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1400-2230-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : REGINA KIMBLE EMP ID: 8578 ON DATE: 01/29/2021  
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JOB ID:71276451 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01016791 AUTO CENTRAL TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 395

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1400-2230-30L-We-ThS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : DOMINIQUE QUANTRELL EMP ID: 3629 ON DATE: 01/29/2021  
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QTYHFO

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: ~~71395468~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 21080289 AUTO AFCS TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 394; PRIMARY JOB ASSIGNMENT AFCS

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

WORK SCHEDULE: 1700-0130-30L-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			
17:00	01:30	030	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030	OFF	OFF	OFF	OFF	OFF	OFF	17:00	01:30	030

POSTING COMMENTS :

VACATED BY : EBONY GAINES EMP ID: 2673 ON DATE: 01/29/2021

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JOB ID: ~~71608788~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01016482 AUTO EAST END TOUR III MILWAUKEE Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTO-T3-WU 397

QUALIFICATIONS :

SECTION: OCR/BCS/DBCS/LMLM T3

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

POSTING COMMENTS :

VACATED BY : Susan Struck EMP ID: 9616 ON DATE: 01/29/2021

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JOB ID: ~~95482633~~ 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: ASSIGNED-QUAD GRAPHICS-555 S 108TH ST, WEST ALLIS, WI. WILL  
REPORT TO BMEU AS NEEDED(SEE DRIVING REQ.PAGE 2. PROVIDE  
DRIVERS LIC # TO LOCAL SERVICES. SEE JOB DESCRIPT/QUAL STAND  
FOR TRAINING INFO. WAS 8452380 PRIOR TO RESTRUCTURE. This position will  
report to the Milwaukee West Allis PO.  
CMS Job Slot ID: 8465105

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: 0900-1730-30L-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	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030

POSTING COMMENTS :

VACATED BY : William Polacheck EMP ID: 2453 ON DATE: 12/04/2020

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 70767020 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC  
Bidding Vacant 01015566 SHOREWOOD BR OPRNS UNIT SHOREWOOD Clerks -  
NonHQ

JOB SLOT COMMENTS:  
QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)  
Z-11  
SECTION: SHOREWOOD  
WORK SCHEDULE: 0530-1430-60L-Su-TuS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
05:30 14:30 060	OFF OFF	05:30 14:30 060	OFF OFF	05:30 14:30 060	05:30 14:30 060	05:30 14:30 060

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:030  
VACATED BY : DIAMOND MCCALL EMP ID: 6230 ON DATE: 12/18/2020

JOB ID: 70767519 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC  
Bidding Vacant 01015569 WAUWATOSA BRANCH OPRNS UNIT WAUWATOSA Clerks -  
NonHQ

JOB SLOT COMMENTS:  
QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)  
Z-13  
SECTION: WAUWATOSA  
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	From To Brk	From To Brk
OFF OFF	OFF OFF	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 :

TOTAL SCHEME DEFERMENT DAYS:030  
VACATED BY : Richard Arndt EMP ID: 4780 ON DATE: 01/29/2021

JOB ID: 70767026 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC  
Bidding Vacant 01015570 WEST ALLIS BRANCH OPRNS UNIT WEST ALLIS Clerks -  
NonHQ

JOB SLOT COMMENTS:  
QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)  
Z-14  
SECTION: WEST ALLIS  
WORK SCHEDULE: 0800-1700-60L-Su-TuS

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

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

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:038  
VACATED BY : MONAE WILLIAMS EMP ID: 4916 ON DATE: 01/29/2021



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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 71731710 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC  
Bidding Vacant 01015573 WEST MILWAUKEE BRANCH WEST MILWAUKEE Clerks - NonHQ  
OPRNS III

JOB SLOT COMMENTS:

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0430-1330-60L-Su-WeS

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

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
04:30	13:30	060	OFF	OFF	OFF	04:30	13:30	060	04:30	13:30	060	OFF	OFF	OFF	04:30	13:30	060	04:30	13:30	060

POSTING COMMENTS :

VACATED BY : Julie Slotty-Williams EMP ID: 2978 ON DATE: 12/18/2020  
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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.

Posting No: 243394 Mail Handler Opening Date : 02/03/2021 Closing Date : 02/17/2021  
JOB ID: ~~95856846~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01016992 ANNEX CUT UP AND APPS T III MILWAUKEE Mail Handlers-  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA/APPS-T2-WU 066; ANNEX LOCATED AT 7620 S 10TH ST OAK CREEK  
QUALIFICATIONS :  
SECTION: APPS T2  
WORK SCHEDULE: 0700-1530-30L-Sa-SuS

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

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

POSTING COMMENTS :

VACATED BY : Mary Minton EMP ID: 2831 ON DATE: 01/29/2021

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JOB ID: ~~95856969~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 01016995 ANNEX APPS TOUR III MILWAUKEE Mail Handlers-  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-APPS-T3-WU 074; ANNEX LOCATED AT 7620 S 10TH STREET OAK CREEK  
QUALIFICATIONS :  
SECTION: APPS T3  
WORK SCHEDULE: 1530-2400-30L-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		
15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : ROBERT FRUNCEK EMP ID: 2013 ON DATE: 01/29/2021

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 71984740 5704-03XX MAIL HANDLER EQUIPMENT KP0010 M7 05 TOUR I LDC:17 EG:1=Full Time  
OPERATOR

Bidding Vacant 01016993 ANNEX OUTG DOCK GEN/CLKS MILWAUKEE Mail Handlers-  
TOUR I PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-DOCK/EQ-T1-WU 058; ANNEX LOCATED AT 7620 S 10TH STREET OAK CREEK  
QUALIFICATIONS : PIT NON FORKLIFT  
PIT FORKLIFT

SECTION: MMPA/DOCK/EQ OPR T1  
WORK SCHEDULE: 2230-0700-30L-Su-MoS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	OFF	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : LUIS JIMENEZ JR EMP ID: 1194 ON DATE: 01/29/2021

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JOB ID: 70433299 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:13 EG:1=Full Time

Bidding Vacant 01016984 ANNEX SPBS TOUR I MILWAUKEE Mail Handlers-  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-APBS-T1-WU 051; ANNEX LOCATED AT 7620 S 10TH STREET, OAK CREEK  
QUALIFICATIONS :

SECTION: MMPA/SPBS T1  
WORK SCHEDULE: 2130-0600-30L-Su-MoS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : Heather Scott EMP ID: 4024 ON DATE: 01/29/2021

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JOB ID: 71771189 2315-02XX GRP LDR MAIL HANDLER KP0012 M7 05 TOUR III LDC:17 EG:1=Full Time

Bidding Vacant 01016990 ANNEX OUTG CLERKS MH T III MILWAUKEE Mail Handlers-  
PRIORITY NonHQ  
ANNEX

JOB SLOT COMMENTS: MMPA-SWYB-T3-WU 075; GROUP LEADER; ANNEX LOCATED AT 7620 S 10TH STREET  
OAK CREEK. \*\*\*SEE STD JOB DESCRIPTION FOR ALL DUTIES AND  
RESPONSIBILITIES\*\*\*

QUALIFICATIONS :

SECTION: SWYB T3  
WORK SCHEDULE: 1800-0230-30L-Sa-SuS

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
OFF	OFF	OFF	OFF	OFF	OFF	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : ANTWAUN DYSON EMP ID: 2770 ON DATE: 11/13/2020

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JOB ID: ~~72183629~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 01016480 PERMIT DOCK EXPRESS TOUR III MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: DOCK-T3-WU 305

QUALIFICATIONS :

SECTION: DOCK T3

WORK SCHEDULE: 1430-2300-30L-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	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030

POSTING COMMENTS :

VACATED BY : LA TOYA JOHNSON EMP ID: 8032 ON DATE: 01/29/2021

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JOB ID: ~~95706340~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 01016480 PERMIT DOCK EXPRESS TOUR III MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: DOCK-T3-WU 305

QUALIFICATIONS :

SECTION: DOCK T3

WORK SCHEDULE: 1430-2300-30L-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
14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : TRAMAYL HEDGEMAN EMP ID: 5436 ON DATE: 01/29/2021

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JOB ID: ~~95763911~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 01016480 PERMIT DOCK EXPRESS TOUR III MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: DOCK-T3-WU 305

QUALIFICATIONS :

SECTION: DOCK T3

WORK SCHEDULE: 1430-2300-30L-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	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030	14:30	23:00	030

POSTING COMMENTS :

VACATED BY : Leandro Corona EMP ID: 400 ON DATE: 01/29/2021

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: ~~95653135~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:16 EG:1=Full Time  
Bidding Vacant 01016470 TAKE AWAY DISPATCH T I MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: FSM-DISPATCH-T1-WU 169

QUALIFICATIONS :

SECTION: FSM/DISPATCH T1

WORK SCHEDULE: 2130-0600-30L-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
21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : PARIS BALLARD EMP ID: 1299 ON DATE: 01/29/2021

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JOB ID: ~~95787319~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR I LDC:16 EG:1=Full Time  
Bidding Vacant 01016470 TAKE AWAY DISPATCH T I MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: FSM-DISPATCH-T1-WU 169

QUALIFICATIONS :

SECTION: FSM/DISPATCH T1

WORK SCHEDULE: 2130-0600-30L-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	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : LATOYA SMITH EMP ID: 5819 ON DATE: 01/29/2021

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JOB ID: ~~70300169~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 01016481 CANCELLATION TOUR III MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: MANUAL OPS-T3-WU 361

QUALIFICATIONS :

SECTION: MANUAL OPERATIONS T3

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

POSTING COMMENTS :

VACATED BY : MAURICE JOHNSON EMP ID: 5825 ON DATE: 01/29/2021

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JOB ID: ~~70892644~~ 2315-01XX MAIL HANDLER KP0008 M7 04 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 01016794 MANUAL LOOP NIXIE PARS T III MILWAUKEE Mail Handlers-  
NonHQ

JOB SLOT COMMENTS: MANUAL OPS-T3-WU 335

QUALIFICATIONS :

SECTION: MANUAL OPERATIONS T3

WORK SCHEDULE: 1300-2130-30L-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	13:00	21:30	030	13:00	21:30	030	13:00	21:30	030	13:00	21:30	030	13:00	21:30	030

POSTING COMMENTS :

VACATED BY : James De La Rosa EMP ID: 9969 ON DATE: 01/29/2021

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