

R0206
BC253920 Grand Rapids(MI) Bid
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 07/18/2019 14:45:22
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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: 204117 Clerk

Opening Date : 07/19/2019 Closing Date : 07/29/2019

JOB ID: ~~95862016~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time
Bidding Vacant 20899768 MAIN ANNEX OPERATIONS w NEW GRAND Clerks -
COST CENTER RAPIDS ANNEX NonHQ
P1

JOB SLOT COMMENTS: Job is located at the MP Annex, Work Area Nixie.

QUALIFICATIONS :

SECTION: T-2 NON SCHEME

WORK SCHEDULE: 0730-1600-30L-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
07:30	16:00	030	OFF	OFF	OFF	OFF	OFF	OFF	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : Janice Lewis EMP ID: 6270 ON DATE: 06/21/2019

JOB ID: ~~70879378~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 20899771 P-3 TOUR III w NEW COST CENTER GRAND Clerks -
RAPIDS ANNEX NonHQ
P1

JOB SLOT COMMENTS: Job is located at the MP Annex. On the job training required.

QUALIFICATIONS :

SECTION: T-3 AFSM 100

WORK SCHEDULE: 1530-2400-30L-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	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Lucio Moreno EMP ID: 7336 ON DATE: 07/19/2019

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JOB ID: 70737078 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 20899643 TOUR III MANUAL OPRNS UNIT GRAND RAPIDS ANNEX P1 Clerks - NonHQ

JOB SLOT COMMENTS: Job located at the MP Annex. PAA: Priority Operations.
GENERAL EXPEDITER RELIEF

QUALIFICATIONS :

SECTION: T-3 NON SCHEME

WORK SCHEDULE: 1930-0400-30L-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
19:30	04:00	030	19:30	04:00	030	19:30	04:00	030	OFF	OFF	OFF	OFF	OFF	OFF	19:30	04:00	030	19:30	04:00	030

POSTING COMMENTS :

VACATED BY : MICHAEL MAZE EMP ID: 9479 ON DATE: 06/10/2019

JOB ID: 72176930 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Newly 01021371 MAIN OFFICE RETAIL SERVICES GRAND POSTAGE Clerks -
Established Due UNIT NonHQ

JOB SLOT COMMENTS: POSTAGE DUE, PO BOX, RETAIN OPRNS, MERCHANDISE RETURN, BRM

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: MAIN OFFICE WINDOWS

WORK SCHEDULE: 0500-1330-30L-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	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 70778195 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND RAPIDS 010 Clerks - NonHQ

JOB SLOT COMMENTS: Job is located at the GMF. On the job training required. AFCS Operator

QUALIFICATIONS :

SECTION: AUTOMATION

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

POSTING COMMENTS :

VACATED BY : SHANNON AVERILL EMP ID: 4058 ON DATE: 07/19/2019

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JOB ID: ~~71284929~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND OCR/BCS/D Clerks -
RAPIDS BCS/LMLM NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF. ON THE JOB TRAINING REQUIRED. OTHER DUTIES AS
ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

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

POSTING COMMENTS :

VACATED BY : VERNON HARRYMAN EMP ID: 7540 ON DATE: 07/05/2019

JOB ID: ~~71301464~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND Clerks -
RAPIDS NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF. ON THE JOB TRAINING REQUIRED. OTHER DUTIES AS
ASSIGNED. PAA- AUTOMATION

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1800-0230-30L-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
18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	OFF	OFF	OFF	OFF	OFF	OFF	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : JOSE CRUZ-RAMOS EMP ID: 8859 ON DATE: 07/19/2019

JOB ID: ~~95536908~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC
Bidding Vacant 01017555 EASTOWN OPRN UNIT EASTOWN EASTOWN Clerks -
STATION NonHQ

JOB SLOT COMMENTS: WINDOW CLERK, DISTRIBUTION OF ALL CLASSES OF MAIL
OTHER DUTIES AS ASSIGNED

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTOWNE STATION

WORK SCHEDULE: 0500-1330-30L-Su-WeS

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

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

POSTING COMMENTS :

VACATED BY : Tence Hill-Graves EMP ID: 3977 ON DATE: 06/21/2019

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JOB ID: 71906788 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Reposted 00017372 KENTWOOD BRANCH KENTWOOD KENTWOOD Clerks -
D BRANCH NonHQ

JOB SLOT COMMENTS: Postage Due, Accountables, BRM, PO Box, Retail, Distribution; Scheme
49548
Sat,Wed 0400-1300-60L; Mon 0500-1400-60L; Thu 0915-1815-60L;
Fri 0800-1700-60L; Sun,Tue N/S Days Ordered V0040090 on 06/27/19

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
49548

SECTION: KENTWOOD

WORK SCHEDULE: Default Tour 2

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 :

TOTAL SCHEME DEFERMENT DAYS:038

VACATED BY : JENETTA Epps EMP ID: 9337 ON DATE: 07/05/2019

JOB ID: 70662422 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 EG:1=Full Time
ASSOC

Bidding Vacant 01017552 NORTHEAST OPRN UNIT NORTHEAST NORTHEAS Clerks -
T STATION NonHQ

JOB SLOT COMMENTS: P.O. BOX; Window; other duties as assigned.
Saturday 0445-1315-30L; Monday, Tuesday, Wednesday, Friday 0900-1800-60L

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0445-1315-30L-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
04:45	13:15	030	OFF	OFF	OFF	04:45	13:15	030	04:45	13:15	030	04:45	13:15	030	OFF	OFF	OFF	04:45	13:15	030

POSTING COMMENTS :

VACATED BY : JENETTA Epps EMP ID: 9337 ON DATE: 06/21/2019

Vacancy Announcement

Address Management System Technician

Opening Date: 07/19/2019

Closing Date: 07/29/2019

LOCATION: District Address Management Department

TITLE: ADDRESS MANAGEMENT SYSTEM TECHNICIAN

JSID: 70772710

GRADE: PS-07

OCCUPATION CODE: 2310-7142

HOURS: Monday – Friday 7:30 - 16:00 – 30L - N/S Saturday and Sunday

PERSONS ELIGIBLE TO APPLY: All **qualified** clerk craft employees are eligible to apply for this position.

Note: **This is a Best Qualified position and open to Clerk Craft only.**

FUNCTIONAL PURPOSE:

Performs various non-supervisory activities in support and maintenance of the Address Management System (AMS). Performs a variety of duties involved in the preparation, maintenance and distribution of addressing information; uses USPS computer systems to maintain addressing information.

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 best 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. Ability to comprehend materials, such as handbooks, manuals, newsletters, directives, SOPs and Webcasts at a level sufficient to process Address Management and ZIP Code systems transactions.
2. Ability to use a computer to enter and analyze data.
3. Ability to collect, maintain and report address management and route delivery line information.
4. Ability to communicate orally and in writing to express ideas or facts clearly and logically when answering questions, giving directions and providing information.
5. Ability to work with limited supervision to independently plan and execute work activities, check work for completeness and accuracy, and meet established time commitments.
6. Ability to use Microsoft Word, PowerPoint and Excel and Postal Service applications.

MAIL TO:

ATTN: Teresa M Miller

Manager

G.M.D. AMS

PO Box 999331

Grand Rapids, MI, 49599-9331

HOW TO APPLY: Employees must complete and submit Form 991, Application for Promotion (Pages 1 and 2), plus a statement of qualifications for each requirement (can be brief and does not require a separate page for each requirement to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP + 4 in their mailing list. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE UNITED STATES POSTAL SERVICE PROVIDES

REASONABLE ACCOMMODATION 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

Vacancy Announcement
Address Management System Technician

Opening Date: 07/19/2019

Closing Date: 07/29/2019

LOCATION: District Address Management Department

TITLE: ADDRESS MANAGEMENT SYSTEM TECHNICIAN

JSID: 70955262

GRADE: PS-07

OCCUPATION CODE: 2310-7142

HOURS: Monday – Friday 7:30 – 16:00 – 30L - N/S Saturday and Sunday

PERSONS ELIGIBLE TO APPLY: All **qualified** clerk craft employees are eligible to apply for this position.

Note: **This is a Best Qualified position and open to Clerk Craft only.**

FUNCTIONAL PURPOSE:

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2. Ability to use a computer to enter and analyze data.
3. Ability to collect, maintain and report address management and route delivery line information.
4. Ability to communicate orally and in writing to express ideas or facts clearly and logically when answering questions, giving directions and providing information.
5. Ability to work with limited supervision to independently plan and execute work activities, check work for completeness and accuracy, and meet established time commitments.
6. Ability to use Microsoft Word, PowerPoint and Excel and Postal Service applications.

MAIL TO:

ATTN: Teresa M Miller

Manager

G.M.D. AMS

PO Box 999331

Grand Rapids, MI, 49599-9331

HOW TO APPLY: Employees must complete and submit Form 991, Application for Promotion (Pages 1 and 2), plus a statement of qualifications for each requirement (can be brief and does not require a separate page for each requirement to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP + 4 in their mailing list. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE UNITED STATES POSTAL SERVICE PROVIDES

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