

R0206  
BC253920 Grand Rapids(MI) Bid  
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 01/28/2021 07:13:14  
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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: 242753 Clerk Opening Date : 01/29/2021 Closing Date : 02/08/2021  
JOB ID: ~~71284910~~ 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: 0700-1530-30L-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 | 07:00 15:30 030 | 07:00 15:30 030 | 07:00 15:30 030 | 07:00 15:30 030 | 07:00 15:30 030 | OFF OFF OFF |

POSTING COMMENTS :

VACATED BY : Marchell Latin EMP ID: 845 ON DATE: 01/29/2021

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JOB ID: ~~71301463~~ 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 - PAA - AUTOMATION - AFCS RELIEF - ON THE JOB TRAINING REQUIRED

QUALIFICATIONS :  
SECTION: AUTOMATION  
WORK SCHEDULE: 1800-0230-30L-Mo-TuS

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

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

POSTING COMMENTS :

VACATED BY : Charles Earley EMP ID: 7843 ON DATE: 01/29/2021

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JOB ID: 71301466 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 - PAA - AUTOMATION - AFCS RELIEF - ON THE JOB  
TRAINING REQUIRED

QUALIFICATIONS :  
SECTION: AUTOMATION  
WORK SCHEDULE: 1800-0230-30L-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 | 18:00   | 02:30 | 030       | 18:00 | 02:30    | 030 | 18:00  | 02:30 | 030 | 18:00 | 02:30 | 030 |

POSTING COMMENTS :  
VACATED BY : Phillip Edwards EMP ID: 7993 ON DATE: 12/31/2020

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JOB ID: 71535083 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, PAA AUTOMATION

QUALIFICATIONS :  
SECTION: AUTOMATION  
WORK SCHEDULE: 1400-2230-30L-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 |
| OFF      | OFF | OFF    | 14:00 | 22:30  | 030 | 14:00   | 22:30 | 030       | 14:00 | 22:30    | 030 | 14:00  | 22:30 | 030 | OFF  | OFF | OFF |

POSTING COMMENTS :  
VACATED BY : AMBER TRIBBLE EMP ID: 6795 ON DATE: 01/29/2021

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JOB ID: 71573130 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 - PAA - AUTOMATION - AFCS RELIEF - ON THE JOB  
TRAINING REQUIRED

QUALIFICATIONS :  
SECTION: AUTOMATION  
WORK SCHEDULE: 1800-0230-30L-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 | 18:00   | 02:30 | 030       | 18:00 | 02:30    | 030 | 18:00  | 02:30 | 030 | 18:00 | 02:30 | 030 |

POSTING COMMENTS :  
VACATED BY : SKYE SINGLETON EMP ID: 9593 ON DATE: 01/15/2021

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JOB ID: 71573148 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. PAA is automation.

QUALIFICATIONS :

SECTION: AUTOMATION

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

POSTING COMMENTS :

VACATED BY : BARBARA HUGHES EMP ID: 6248 ON DATE: 01/29/2021

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JOB ID: 71573151 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 - PAA - AUTOMATION, AFCS RELIEF AS NEEDED.  
ON THE JOB TRAINING REQUIRED.

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 : CHRISTOPHER RAYBON EMP ID: 6559 ON DATE: 01/29/2021

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JOB ID: 95631881 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 - PAA - AUTOMATION - ON THE JOB TRAINING  
REQUIRED

QUALIFICATIONS :

SECTION: AUTOMATION

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 | 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 | 07:00  | 15:30 | 030 |

POSTING COMMENTS :

VACATED BY : DAVID VENNE EMP ID: 5852 ON DATE: 01/29/2021

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JOB ID: ~~95669748~~ 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 - PAA - AUTOMATION - AFCS RELIEF - ON THE JOB TRAINING REQUIRED

QUALIFICATIONS :  
SECTION: AUTOMATION  
WORK SCHEDULE: 1830-0300-30L-Mo-TuS

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

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

POSTING COMMENTS :  
VACATED BY : ROSALEE FOX EMP ID: 1377 ON DATE: 01/29/2021

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JOB ID: ~~95804996~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND OCR/BCS/D Clerks -  
RAPIDS BCS/LMLM NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - ON THE JOB TRAINING REQUIRED

QUALIFICATIONS :  
SECTION: AUTOMATION  
WORK SCHEDULE: 1400-2230-30L-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 | 14:00 22:30 030 | 14:00 22:30 030 | 14:00 22:30 030 | 14:00 22:30 030 | 14:00 22:30 030 | OFF OFF OFF |

POSTING COMMENTS :  
VACATED BY : SHANNON AVERILL EMP ID: 4058 ON DATE: 01/29/2021

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JOB ID: ~~95643261~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time  
Bidding Vacant 01016236 TOUR III MANUAL OPRNS UNIT GRAND MANUAL Clerks -  
RAPIDS LETTERS NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - MANUAL - LEAD CLERK/RED ROOM/GENERAL EXPEDITOR RELIEF - EMPLOYEE MUST HAVE ONE YEAR MAIL PROCESSING EXPERIENCE

QUALIFICATIONS :  
SECTION: T-3 NON SCHEME  
WORK SCHEDULE: 1800-0230-30L-Sa-SuS

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

| Saturday    | Sunday      | Monday          | Tuesday         | Wednesday       | Thursday        | Friday          |
|-------------|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| From To Brk | From To Brk | From To Brk     | From To Brk     | From To Brk     | From To Brk     | From To Brk     |
| OFF OFF OFF | OFF OFF OFF | 18:00 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 : NICHOLE Swann EMP ID: 450 ON DATE: 01/29/2021

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JOB ID: 95592969 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 01017553 GRR-EAST PARIS OPERATION EAST PARIS Clerks -  
UNIT NonHQ

JOB SLOT COMMENTS: LOCATED AT CENTERPOINTE MALL; DIST ALL CLASSES, POSTAL ONE, BRM/POSTAGE DUE, PO  
BOX.

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

SECTION: CENTERPOINTE MALL

WORK SCHEDULE: 0830-1730-60L-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    | OFF | OFF | 08:30  | 17:30 | 060 | 08:30   | 17:30 | 060 | 08:30     | 17:30 | 060 | 08:30    | 17:30 | 060 | 08:30  | 17:30 | 060 |

POSTING COMMENTS :

VACATED BY : Sabrina Polites EMP ID: 9420 ON DATE: 01/01/2021

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JOB ID: 71493569 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE

Bidding Vacant 01021402 KENTWOOD DELIVERY OPRN KENTWOOD Clerks -  
UNIT NonHQ

JOB SLOT COMMENTS: SUCCESSFUL BIDDER MUST HAVE A MINIMUM OF 1 YEAR EXPERIENCE AS A WINDOW  
CLERK.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: 49548

WORK SCHEDULE: 0915-1815-60L-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    | OFF | OFF | 09:15  | 18:15 | 060 | 09:15   | 18:15 | 060 | 09:15     | 18:15 | 060 | 09:15    | 18:15 | 060 | 09:15  | 18:15 | 060 |

POSTING COMMENTS :

VACATED BY : Robin Thompson EMP ID: 5828 ON DATE: 01/29/2021

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JOB ID: 71862528 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 01021402 KENTWOOD DELIVERY OPRN KENTWOOD KENTWOO Clerks -  
UNIT D BRANCH NonHQ

JOB SLOT COMMENTS: POOL/Relief clerk for Leave/bid related vacancies at Main Office, Seymour Squar  
e, Ledyard, Northwest, Eastown, East Paris, Centerpointe, Wyoming/Rogers, Kentw  
ood, GRCA, Northeast. Pool to Tour 1 & 2. Box, BRM, Passports, other duties as  
assigned.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: KENTWOOD

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

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

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

POSTING COMMENTS :

VACATED BY : THERESA STEWART EMP ID: 6236 ON DATE: 01/01/2021

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