

Addendum – Cancellation Vacancy Notice

BID ASSIGNMENTS - CLERK

07/18/2014

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CANCELLATION OF CLERK CRAFT POSTING NOTICE: **86653**

ATTENTION FULL TIME CLERK CRAFT EMPLOYEES

The Clerk Craft Posting Notice: 86653 is canceled and the following Job ID's will be posted in August.

JOB ID: 95556881	Sales Svcs/Distribution Associate - Main Office Station
JOB ID: 95857816	Lead Sales & Service Associate - Dimond Finance Station
JOB ID: 95654418	Sales Svcs/Distribution Associate - Piedmont Carrier Station
JOB ID: 95758171	Sales Svcs/Distribution Associate - Piedmont Carrier Station
JOB ID: 95479536	Sales Svcs/Distribution Associate - Emeryville Carrier Station
JOB ID: 95842196	Sales Svcs/Distribution Associate - Civic Center Annex Carrier Station

Local Services
USPS Bay-Valley District

Attachment(s) (Distribution: Oakland P&DC, Oakland Post Office and All CS Administrative Offices)

GUIDELINES/REQUIREMENTS

Standard Position Description and Qualification Standard for posted assignments are available in the General Offices, Platform Office

Posted assignments require the ability to lift up to 70 pounds.

Bidders who are currently on LIMITED OR LIGHT DUTY status, must submit written notification to Local Services 1675 7th Street, Room 431, Oakland CA 94615-9422.

Employees bidding for these positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualification(s). If available evidence of your qualifications is incomplete, please take appropriate action to update our records prior to the closing date of this posting. Employees may submit a resume, certificates of course completion, examination results, and any other evidence tending to show that the bidder meets the minimum qualifications for certain positions. Such evidence will be filed in employee's Official Personnel Folder for reference.

Employees bidding on assignment requiring driving are requested to submit **PS Form 2480** (Driving Record - For Positions That Require Driving).

Bidders temporarily detailed to a supervisory position (204B) may not bid on vacant clerk duty assignments while so detailed.

Article 37 language of the National Agreement, allows voluntary movement of employees from level 5, 6 and 7 positions to level 4 positions and level 4 employees

to 5, 6 and 7 senior qualified positions. However, there will be a one-year bidding restriction for clerk craft employees who bid from level 4 to level 5, 6 and 7 positions. Those employees will be locked into their new position description for 365 days. Also, employees that have successfully completed 1 year of service will be deemed to have met the entrance requirements for positions requiring the ON-400, ON-440, ON-450, or the ON-710 exam as it relates to the Automated Mark-up and Air Records Processor positions (Article 37, MOU: dated April 22, 1992).

Bidders must either be qualified on the scheme(s) required or able to qualify within the deferment period.

If bidder will be on annual leave during the time Vacancy Notices and/or Award Notices are posted, please submit a copy of PS Form 3971 and address where information may be mailed.

Reasonable Accommodation Language:

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.