

# *Vacancy Notice*

# **BID ASSIGNMENTS – CLERKS**

1/09/2019

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERKS CRAFT POSTING NOTICE: **190294**

OPENING DATE: **1/10/2019**

CLOSING DATE: **1/22/2019**

## **ATTENTION FULL TIME CLERK CRAFT EMPLOYEES**

The attached is posted to all full-time clerk craft employees. **All clerks are required to enter their bids using the phone bidding system, or eJob Bidding at [www.liteblue.usps.gov](http://www.liteblue.usps.gov) or the kiosk machine.** All bids and withdrawals must be entered in eJob bidding no later than **1/22/2019, 9:59 p.m. (Pacific Time)**.

**Under no circumstances will manual bid cards be accepted.**

*The U.S. Postal Service gives you instant access to phone bidding and job information from any touch-tone phone. To access phone bidding, call Toll-Free 1-800-222-2415. Hearing impaired employees can call Toll-Free at 1-800-520-0625.*

**NOTE: (1) Employees currently on LIMITED/LIGHT DUTY status must notify In-Plant Support 1675 7<sup>th</sup> Street Room 238-1, Oakland CA 94615-9998 in writing by 1/22/2019. For your convenience there is a mail box outside the cafeteria on the 3<sup>d</sup> floor.**

Please see next page for additional guidelines/requirements.

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 7<sup>th</sup> 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.**



R0576  
BC055508 Oakland(CA) Bid Clust  
QTYHF0

HUMAN CAPITAL ENTERPRISE SYSTEM  
DETAILED/ROUTE VACANCY NOTICE

REQUESTED: 01/09/2019 07:41:44  
Page: 2 of 2

Job ID: 95647380 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II EG:1=Full Time  
POSTING REASON ROUTE FACILITY DESC INSP DT ADJ DT

Vacant WEST GRAND CARRIER ANNEX

WORK SCHEDULE: 0400-1300-60L-Su-ThS

LDC: 43

JOB SLOT COMMENTS: CARRIER ANNEX LOCATED AT 577 W. GRAND AVENUE  
REPLACES JOB 3126243, DISTRIBUTION,  
MARK-UP CLERK. PARCEL POST DIST REQUIRED.  
CARRIER ACCOUNTABLE, DISPATCH AND MARK-UP CLERK, HOT CASE.  
UNLOAD FIRST DISPATCH FROM PLANT. BRM. Window relief  
CMS Job Slot ID: 8142636

QUALIFICATIONS:

POSTING COMMENTS:

VACATED BY: TYISHA PAULK EMP ID: 4793 ON DATE: 12/21/2018

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Job ID: 95824740 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II EG:1=Full Time  
POSTING REASON ROUTE FACILITY DESC INSP DT ADJ DT

Vacant AIRPORT OAKLAND

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

LDC: 43

JOB SLOT COMMENTS: OPN #240, 558 & 769. WILL RECEIVE INCOMING TRUCKS,ASSIST  
UNLOADING TRUCK, SPREAD MAIL, HOT CASE DISTRIBUTION, PARCEL  
DISTRIBUTION, OTHER BACKROOM DUTIES AS NEEDED, OTHER DUTIES  
AS ASSIGNED BY THE SUPERVISOR. UNIFORM - NONE. SSA duties in Airport  
Finance Stations; Work Passport duties to the job comments.  
CMS Job Slot ID: 8192617

QUALIFICATIONS:

POSTING COMMENTS:

VACATED BY: Genevive Hurley EMP ID: 8714 ON DATE: 01/04/2019

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