

UNITED STATES POSTAL SERVICE

OAKLAND P&DC, CA 94615 - 9351

POSITION: Ad Hoc MAIL PROCESSING CLERK (Level-P7-06)

OPENING DATE: March 20, 2020

CLOSING DATE: April 3, 2020

TO: **All Clerk Craft Oakland Bid Cluster Employees** are eligible to apply.

POSITION

INFORMATION: CONTRACT TRAN OFFICE
TOUR: 1
Non-Scheduled Days: SUN/MON
Hours: 2300 p.m. – 7:30 a.m.

NOTE: *Ad Hoc NTE 6 months*

QUALIFICATIONS:

COMMENTS:

OTHER DUTIES:

- Monitor Separations, Placarding and Routing by THS Personnel.
- Prepare Reports and Monitor Records.
- Input and Reporting of Transportation Arrival Profile and Mail Conditions.
- Back-Up Data Entry.
- Perform Other Duties as Assigned

DUTY STATION: 2062 W Ave 140th San Leandro CA 94577.

Applicants must submit a PS Form 991 pages 1 & 2.

SUBMIT OR MAIL TO: Transportation Network
Attn: Henry Orozco, Mgr. Transportation
OAKLAND P&DC
1675 7th St, Room 207, Oakland CA 94615

Applications must be received by Close of Business (COB) **April 3, 2020.**