

# ***Vacancy Notice***

## **BEST QUALIFIED ASSIGNMENT**

### ***Address Management System Technician PS-07***

**January 11, 2021**

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

POSTING NOTICE: **BID INSTALLATION**

OPENING DATE: **January 11, 2021**

CLOSING DATE: **January 22, 2021**

**THIS ATTACHED POSTING IS OPEN TO**  
**ALL**  
**OAKLAND CAREER CLERK EMPLOYEES**

Submit your bid via PS 991. Send to Dana Maggiore, Manager Address Management Systems  
1675 7<sup>th</sup> Street Room 319, Oakland, Ca 94615

**NOTE: (1) *Employees currently on LIMITED/LIGHT DUTY status must notify Local Services via Address Management 1675 7<sup>th</sup> Street Room 319, Oakland CA 94615-9422 in writing by January 22, 2021.***

Please see next page for additional guidelines/requirements.

Local Services  
USPS Bay-Valley District  
Attachment(s)

(Distribution: IN OFFICE)

# 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 319, 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.**