Vacancy Notice BID ASSIGNMENTS - CLERK

08/16/2023 (PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE:

<u>315683</u>

OPENING DATE: 08/10/2023 CLOSING DATE: 08/19/2023

Position #70571506 Cancelled from Posting

ATTENTION FULL TIME CLERK CRAFT EMPLOYEES *"CALL 1-877-477-3273 TO BID"*

The attached is posted to all full-time clerk craft employees. <u>All clerks are required to</u> <u>enter their bids using the</u> **Phone Bidding System, eJob Bidding at** <u>www.liteblue.usps.gov</u>, or the Kiosk Machine. All bids and withdrawals must be entered in eJob bidding no later than <u>08/19/2023, 9:59p.m. (Pacific Time).</u>

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 <u>Toll-Free 1-877-477-3273</u> <u>Option 2</u>. Hearing impaired employees can call Toll-Free at <u>1-800-265-7208</u>.

NOTE: Employees currently on LIMITED/LIGHT DUTY status must notify Local Services, 3775 Industrial Blvd, Room 1042, West Sacramento, CA 95799-9998 <u>in writing by 08/19/2023.</u>

Please see next page for additional guidelines/requirements.

Local Services California 2 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 <u>submit written</u> <u>notification</u> to Local Services, 3775 Industrial Blvd, Room 1042, West Sacramento, CA 95799-9998.

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.

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For retirement purposes, Posting No: 315683 Clerk	NTFT assignments of	f less than 40 hours a wee Opening Date : 08/10/2023	•	
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	PARCEL POST DIST-MACHINE KP001 01020211 SPSS TOUR III OP		OUR III LDC:13 LAND	EG:1=Full Time Clerks - NonHQ
JOB SLOT COMMENTS: QUALIFICATIONS : SECTION: SPSS WORK SCHEDULE: 1800-0230	SPSS; OTHER DUTIES AS ASSIGNED			
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R0206 BC055508 Oakland(CA) Bid Clust BNM5K0	HUMAN CAPITAL ENTERPRISE SYSTEMS VACANCY NOTICE	REQUESTED: 08/08/2023 12:51:56 Page: 5 of 5
	AIL PROCESSING CLERK KP0013 P7 06 TO 020211 SPSS TOUR III OPN UNIT OAKLA	DUR III LDC:13 EG:1=Full Time AND Clerks - NonHQ
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JOB ID: <u>95652725</u> 2320-0003 SA		DUR II LDC:45 EG:1=Full Time
Bidding Vacant 000	003202 CIVIC CENTER ANNEX CARRIER CIVIC O STATION OAKLA	CENTER CIVIC Clerks - AND CENTER NonHQ STATION
CIN WC WH OT	PN #355, 769, 544 VIC CENTER STATION - 13TH ST., OAKLAND CA 94612-9991 ORKS THE WINDOW AND BOX MAILS. ASSIST IN ACCOUNT HEN NEEDED. COVERS FOR T-6 ON SATURDAS (HIGHER LI THER DUTIES AS ASSIGNED BY THE SUPERVISOR. //S Job Slot ID: 3138792	ABLE CAGE
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	ALES,SVCS/DISTRIBUTION KP0013 P7 06 TO	OUR II LDC:43 EG:1=Full Time
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JOB SLOT COMMENTS: WI QUALIFICATIONS : 421 SALES AN SECTION: WORK SCHEDULE: 0830-1730-60		NonHQ
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POSTING COMMENTS : VACATED BY : Ramon Foster	EMP ID: 242 ON DATE: 06/30/2023	