

# ***Vacancy Notice***

# **BID ASSIGNMENTS - CLERK**

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**09/07/2023**

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

**CLERK CRAFT POSTING NOTICE:**

**318013**

**OPENING DATE: 09/10/2023**

**CLOSING DATE: 09/19/2023**

**ATTENTION FULL TIME CLERK CRAFT EMPLOYEES**

***“CALL 1-877-477-3273 TO BID”***

The attached is posted to all full-time clerk craft employees. All clerks are required to enter their bids using the **Phone Bidding System, eJob Bidding** at [www.lightblue.usps.gov](http://www.lightblue.usps.gov), or the Kiosk Machine. All bids and withdrawals must be entered in eJob bidding no later than **09/19/2023, 9:59p.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 1-877-477-3273 Option 2**. Hearing impaired employees can call Toll-Free at **1-800-265-7208**.*

**NOTE: Employees currently on LIMITED/LIGHT DUTY status must notify Local Services, 3775 Industrial Blvd, Room 1042, West Sacramento, CA 95799-9998 **in writing by 09/19/2023**.**

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 submit written notification 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.**

R0206  
BC055508 Oakland(CA) Bid Clust  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS 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.

For retirement purposes, NTFT assignments of less than 40 hours a week are considered part-time work

Posting No: 318013 Clerk Opening Date : 09/10/2023 Closing Date : 09/19/2023  
JOB ID: 21624357 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:44 EG:1=Full Time  
ASSOC  
Bidding Vacant 21093054 GRAND LAKE FINANCE STATION GRAND LAKE Clerks - NonHQ

JOB SLOT COMMENTS: SSA DUTIES AND ANY DUTIES ASSIGNED MY THE SUPERVISOR

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0825-1725-60L-Su-WeS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
08:25	17:25	060	OFF	OFF	OFF	08:25	17:25	060	08:25	17:25	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EVANGELA WILLIAMS EMP ID: 9640 ON DATE: 08/11/2023

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JOB ID: 95492359 2320-0001 SALES AND SERVICES KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE  
Bidding Vacant 00003222 MAIN OFFICE RETAIL STATION OAKLAND MAIN OFFICE STATION Clerks - NonHQ

JOB SLOT COMMENTS: OPN #568  
WILL WORK THE RETAIL WINDOW, PASSPORT WINDOW.  
OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR.  
FORMERLY JOB SLOT #2983758, NEW POSITION TITLE.  
WILL RELIEVE AT THE BYRON RUMFORD STATION AS NEEDED.  
CMS Job Slot ID: 9089109

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0915-1745-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	09:15	17:45	030	09:15	17:45	030	09:15	17:45	030

POSTING COMMENTS :

VACATED BY : NICOLLE AARON EMP ID: 4144 ON DATE: 08/11/2023

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R0206  
BC055508 Oakland(CA) Bid Clust  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 73649312 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID: 73649313 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID: 73649314 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday						
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: ~~73649315~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday								
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk			
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID: ~~73649316~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday							
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk		
14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID: ~~73649317~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday							
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk		
14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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R0206  
BC055508 Oakland(CA) Bid Clust  
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JOB ID: ~~73649318~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID: ~~73649319~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -  
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: PAY LOCATION: 333

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID: ~~70571506~~ 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 21095191 GENERAL EXPEDITORS - TOUR 2 OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: REGISTRY DUTIES AS NECESSARY. OTHER DUTIES AS ASSIGNED. SATISFACTORY  
COMPLETION OF COURSE # 5056500 "EXPEDITOR TRAINING PROGRAM" IS REQUIRED  
AFTER BEING AWARDED THIS POSITION.

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITOR

WORK SCHEDULE: 0700-1530-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030

POSTING COMMENTS :

VACATED BY : Noel Victoria EMP ID: 4707 ON DATE: 06/30/2023

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