

Vacancy Notice

BID ASSIGNMENTS - CLERK

4/7/2025

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE:

365104

OPENING DATE: **04/10/2025**

CLOSING DATE: **04/19/2025**

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.liteblue.usps.gov, or the Kiosk Machine. All bids and withdrawals must be entered in eJob bidding no later than **04/19/2025, 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 04/19/2025.**

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.

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: 365104 Clerk Opening Date : 04/10/2025 Closing Date : 04/21/2025
JOB ID: 70077047 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01020352 SPBS TOUR III OPRN UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: APBS

WORK SCHEDULE: 1630-0100-30L-Th-FrS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
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From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : SHIRLEY ALEJANDRO EMP ID: 2684 ON DATE: 04/04/2025

JOB ID: 72399786 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01020353 SPBS TOUR I OPRN UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: APBS

WORK SCHEDULE: 2230-0700-30L-We-ThS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
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From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	22:30 07:00 030

POSTING COMMENTS :

VACATED BY : JUSTIN CHEW EMP ID: 8232 ON DATE: 04/04/2025

JOB ID: 72399792 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01020353 SPBS TOUR I OPRN UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: OTHER DUTIES AS ASSIGNED. APBS Section

QUALIFICATIONS :

SECTION: APBS

WORK SCHEDULE: 2230-0700-30L-Su-MoS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
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From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	OFF	22:30	07:00	030	22:30	07:00	030	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : ANTHONY MALLET EMP ID: 3367 ON DATE: 03/21/2025

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/07/2025 07:51:09
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JOB ID: 70474158 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Reposted 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: Automation. Other Duties as assigned.

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2130-0600-30L-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	From	To	Brk
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : Luzviminda Giron EMP ID: 5569 ON DATE: 06/28/2024

JOB ID: 70706068 2315-7153 LEAD MAIL PROCESSING CLERK KP0013 P7 07 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 01020349 AUTOMATION TR II OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES AS ASSIGNED
AUTOMATION T2; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 0600-1430-30L-Tu-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	From	To	Brk	From	To	Brk
06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : SIMRANPREET SINGH EMP ID: 2664 ON DATE: 04/04/2025

JOB ID: 71265182 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OPERATIONS UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

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	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 : ISAAC FULLER EMP ID: 4836 ON DATE: 04/04/2025

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~73212731~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2130-0600-30L-Su-MoS

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
21:30 06:00 030	OFF OFF	OFF OFF	OFF OFF	21:30 06:00 030	21:30 06:00 030	21:30 06:00 030

POSTING COMMENTS :

VACATED BY : MARINA NUNEZ EMP ID: 9145 ON DATE: 01/10/2025

JOB ID: ~~73212734~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2130-0600-30L-Su-MoS

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
21:30 06:00 030	OFF OFF	OFF OFF	OFF OFF	21:30 06:00 030	21:30 06:00 030	21:30 06:00 030

POSTING COMMENTS :

VACATED BY : VINCENT SHAW EMP ID: 8371 ON DATE: 07/14/2023

JOB ID: ~~73649303~~ 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: AUTOMATION; OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Sa-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
OFF OFF	OFF OFF	14:00 22:30 030	14:00 22:30 030	14:00 22:30 030	14:00 22:30 030	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : IGNACIO BARAJAS EMP ID: 3233 ON DATE: 04/04/2025

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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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: Automation; All Other Duties as Assigned; Pay Location: 333

QUALIFICATIONS :

SECTION: AUTOMATION

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	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 : EBONY MITCHELL EMP ID: 9475 ON DATE: 01/29/2025

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: Automation; All Other Duties as Assigned; Pay Location: 333

QUALIFICATIONS :

SECTION: AUTOMATION

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	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 : SUSAN YOUNG EMP ID: 1270 ON DATE: 03/21/2025

JOB ID: ~~74380759~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2130-0600-30L-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
21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 74380784 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2130-0600-30L-Sa-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
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00
OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 74380789 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: AUTOMATION Tour 1; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2130-0600-30L-Tu-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
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 95660351 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Tu-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
14:00	22:30	030	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	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ULAI KENARD EMP ID: 5000 ON DATE: 01/29/2025

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/07/2025 07:51:09
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JOB ID: 95829211 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time
Bidding Vacant 21095190 GENERAL EXPEDITORS - TOUR 1 OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITORS

WORK SCHEDULE: 2300-0730-30L-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	From To Brk
23:00 07:30 030	23:00 07:30 030	23:00 07:30 030	23:00 07:30 030	OFF OFF OFF	OFF OFF OFF	23:00 07:30 030

POSTING COMMENTS :

VACATED BY : AIRON MEEKER EMP ID: 3710 ON DATE: 04/04/2025

JOB ID: 71479565 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01019970 OUTGOING/DIST 2ND/FLR TR II OAKLAND Clerks -
OPRN UNIT NonHQ

JOB SLOT COMMENTS: SPSS; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: SPSS

WORK SCHEDULE: 1700-0130-30L-Tu-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	From To Brk	From To Brk
17:00 01:30 030	17:00 01:30 030	17:00 01:30 030	OFF OFF OFF	OFF OFF OFF	17:00 01:30 030	17:00 01:30 030

POSTING COMMENTS :

VACATED BY : Moon Lee EMP ID: 6891 ON DATE: 02/28/2025

JOB ID: 72399798 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01020220 OUTGOING - 2ND FLOOR TR III OAKLAND Clerks -
OPN UNIT NonHQ

JOB SLOT COMMENTS: OTHER DUTIES AS ASSIGNED. SECTION SPSS

QUALIFICATIONS :

SECTION: SPSS

WORK SCHEDULE: 1700-0130-30L-Sa-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
OFF OFF OFF	17:00 01:30 030	17:00 01:30 030	17:00 01:30 030	17:00 01:30 030	17:00 01:30 030	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : Satinderpal Brar EMP ID: 7331 ON DATE: 03/31/2025

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 04/07/2025 07:51:09
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JOB ID: 70706487 2320-0008 LEAD CUSTOMER SERVICE KP0013 P7 07 TOUR II LDC:43 EG:1=Full Time
CLERK

Bidding Vacant 00003218 WEST GRAND CARRIER STATION WEST GRAND CARRIERS -
ANNEX NonHQ

JOB SLOT COMMENTS: Job created in accordance to APWU MOU 2010-2015.
Performs a variety of clerk duties required for customer service offices without retail window operations using manual methods of sortation and distribution as well as change of address entry / validation and processing undeliverable as address forwardable and return to sender mail. May work with or without direct supervision or as a working leader to one or more customer service employees resolving problems that may occur during operations and determining when a supervisor should be involved. and other duties as assigned by supervisor. See full description of duties attached. Process BRM; maybe used as lunch relief @ Dimond Station; Grand Lake Scheme.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0900-1730-30L-Su-MoS

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
09:00	17:30	030	OFF	OFF	OFF	OFF	OFF	OFF	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030

POSTING COMMENTS :

VACATED BY : Judy Ching EMP ID: 5144 ON DATE: 03/31/2025

JOB ID: 95602408 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 00003211 EMERYVILLE CARRIER STATION EMERYVILLE EMERYVILLE Clerks -
E STATION NonHQ

JOB SLOT COMMENTS: PRIMARY PO BOX CLERK, RELIEVE ON WINDOW, WORK SCHEME MAIL.
OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR.
OPEATIONS ARE #769. #355 AND #240.
REPLACES JOB #3122521 WHICH READ DIST. & WINDOW CLERK
CMS Job Slot ID: 9246326

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0500-1400-60L-Su-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	From	To	Brk
05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060	05:00	14:00	060	05:00	14:00	060	OFF	OFF	OFF	05:00	14:00	060

POSTING COMMENTS :

VACATED BY : SANGEET GILL EMP ID: 5903 ON DATE: 03/07/2025
