

January 21, 2015

MEMORANDUM FOR: ALL EMPLOYEES

SUBJECT: PERSONNEL CHANGE ORDER 2015-#3

**\*\*\*\*\* ATTENTION ALL CLERKS \*\*\*\*\***

The positions listed below were not on Posting 97077 that opened January 14, 2015 and closes January 23, 2015. **However these jobs are available for bidding on line and via phone.**

Job ID	Position title	Lev	Scheme/Skill	Hours	N S Days	Principal Assignment Area
71305551	Mail Proc Clerk	6		0400-1230 30L	Tue/Wed	Automation Ltrs, Duties on FSM
71305552	Mail Proc. Clerk	6		0400-1230 30L	Tue/Wed	Automation Ltrs, Duties on FSM
71305553	Mail Proc. Clerk	6		0400-1230 30L	Thur/Fri	Automation Ltrs, Duties on FSM
71305554	Mail Proc. Clerk	6		0400-1230 30L	Sat/Sun	Automation Ltrs, Duties on FSM
71305555	Mail Proc. Clerk	6		0400-1230 30L	Sat/Sun	Automation Ltrs, Duties on FSM
71305556	Mail Proc. Clerk	6		0400-1230 30L	Sun/Mon	Automation Ltrs, Duties on FSM
71305557	Mail Proc. Clerk	6		0400-1230 30L	Sun/Mon	Automation Ltrs, Duties on FSM
71305558	Mail Proc. Clerk	6		0400-1230 30L	Wed/Thur	Automation Ltrs, Duties on FSM
71305559	Mail Proc. Clerk	6		0400-1230 30L	Wed/Thur	Automation Ltrs, Duties on FSM

**Nancy Daugherty**  
Human Resources Specialist