CLERK
VACANCY NOTICE

OPENING DATE: 10/22/14 CLOSING DATE: 10/31/14

WEB BIDDING AND PHONE BIDDING ARE AVAILABLE
12:01 A.M. ON OPENING DATE TO 11:59 P.M. ON CLOSING DATE
SEVEN DAYS A WEEK
CENTRAL STANDARD TIME - INCLUDING HOLIDAYS
PHONE BIDDING NUMBER: 1-800-222-2415
HEARING IMPAIRED TDD: 1-800-520-0625

Article 37.4.C.5.a states: “Employees not encumbered in bid duty assignments (UAR’s) shall bid on duty assignments posted for bid.”

PLEASE POST ON BULLETIN BOARD
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.

Posting No 92960 Clerk Opening Date 10/22/2014 Closing Date 10/31/2014

JOB ID T228592 2315-0063 MAIL PROCESSING CLERK KPS013 P7 07 TOUR I LDC 43 EG 2 Non-Trans Full Time

Examination 00025474 CHARLOTTE(NC) POST OFL. - CHARLOTTE Clerks - NonHO


QUALIFICATIONS

SEC 0654

WORK SCHEDULE

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

POSTING COMMENTS

VACATED BY EMP ID ON DATE

EMP ID: 4846 ON DATE 09/26/2014

ON SLOT COMMENTS: PAA EXPRESS MAIL, CALLER SERVICE AND OTHER DUTIES AS ASSIGNED. PI 211 REPLACES POSITION 95497299 WHICH WAS REVERTED IN ERROR.

QUALIFICATIONS

SEC 0654

WORK SCHEDULE: 0800-1230-30L 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


POSTING COMMENTS

VACATED BY: Stella Davidson EMP ID: 4846 ON DATE 09/26/2014
### Human Capital Enterprise Systems

**Vacancy Notice**

**Job ID:** 2315-0063
**Mail Processing Clerk**
**KPO015**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri

**Posting Comments:**
- Vacated by: Elizabeth Hawkins

---

**Job ID:** 3315-0063
**Mail Processing Clerk**
**KPO013**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri

---

**Job ID:** 4315-0063
**Mail Processing Clerk**
**KPO011**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri

---

**Job ID:** 3315-0063
**Mail Processing Clerk**
**KPO013**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri

---

**Job ID:** 2315-0063
**Mail Processing Clerk**
**KPO015**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri

---

**Job ID:** 3315-0063
**Mail Processing Clerk**
**KPO013**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri

---

**Job ID:** 4315-0063
**Mail Processing Clerk**
**KPO011**
**P7**
**05**
**TOUR 12**
**City:** Charlotte, NC
**Shift:** 8 to 5

**Qualifications:**
- Mail Processing Clerk/Automation Flats and other duties as assigned.

**Work Schedule:** 8:00-5:00, Mon-Fri
HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 10/17/2014 08:58:46
Page: 3 of 10

JOB ID: 23324822 2331-0063 MAIL PROCESSING CLERK R0013 P7 06 TOWER I ODC 11 1 G Full Time
End Date: 12/31/2014

JOB SLOT COMMENTS: CHARLOTTE (NC) PROC/MS I CTRL PAA, MFR/MS AUTOMATION LETTERS & OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS

SECTION

WORK SCHEDULE: 2200-0630 M-Th-F-S

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
2200 0630 030 2200 0630 030 2200 0630 030 2200 0630 030 2200 0630 030 2200 0630 030 2200 0630 030 2200 0630 030

POSTING COMMENTS:

VACATED BY: Lashell Ellis EMP ID: 4032 ON DATE: 08/03/2014

JOB ID: 23318862 2315-0063 MAIL PROCESSING CLERK RP0013 P7 06 TOUR III ODC 17 1G Full Time
End Date: 12/31/2014

JOB SLOT COMMENTS: PAA Charlotte POC Mail Processing Ctr- Automation 1st and other duties as assigned

QUALIFICATIONS

SECTION

WORK SCHEDULE: 1400-2230 M-Th-F-S

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
1400 2230 2230 030 1400 2230 030 1400 2230 030 1400 2230 030 1400 2230 030 1400 2230 030 1400 2230 030

POSTING COMMENTS:

VACATED BY: Lita Yang EMP ID: 3337 ON DATE: 09/17/2014

JOB ID: 23151887 2315-0063 MAIL PROCESSING CLERK RP0013 P7 06 TOUR II ODC 11 1G Full Time
End Date: 12/31/2014

JOB SLOT COMMENTS: Charlotte POC, PAA, Automation Letters and other duties as assigned

QUALIFICATIONS

SECTION

WORK SCHEDULE: 0700-1530 M-Th-F-S

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
0700 1530 030 0700 1530 030 0700 1530 030 0700 1530 030 0700 1530 030 0700 1530 030

POSTING COMMENTS:

VACATED BY: John Davidson EMP ID: 3455 ON DATE: 10/17/2014
We are seeking a Mail Processing Clerk to join our team.

**Application Process:**
- **Location:** Charlotte, NC (Non-HQ)
- **Employer:** P&O Group
- **Job Title:** Mail Processing Clerk
- **Type:** Full Time

**Duties and Responsibilities:**
- General administrative and clerical tasks
- Handling mail and documents

**Qualifications:**
- 6 months of related experience
- Effective communication skills

**Salary:**
- Competitive

Please apply with your resume and cover letter.
### HUMAN CAPITAL ENTERPRISE SYSTEMS

**VACANCY NOTICE**

**JOB ID:** JEBQ136003

**MAIL PROCESSING CLERK**

**P4015**

**P7**

**TOUR III**

**LOC 14**

**EG.2: Non-Trad**

**Full Time**

**Clerks - NonHQ**

**Qualifications:**

- Charlotte, PDC Mail Processing Clerk - Manual Distribution and other duties as assigned.
- **WIS:** MoTuWeThSaSu 1900 06:30 03:30 02:30 01:30 00:30 OFF
- **NS days:** MoTuWe

### All schedules display "service days" according to USPS policy.

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
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</tr>
</tbody>
</table>

**Posting Comments**

**Vacated by:** Physia Thompson

**EMP ID:** 758

**On Date:** 06/13/2014

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**JOB ID:** 2315-0063

**MAIL PROCESSING CLERK**

**P4013**

**P8**

**TOUR B**

**LOC: 14**

**EG.2: Non-Trad**

**Full Time**

**Clerks - NonHQ**

**Qualifications:**

- Charlotte, PDC Mail Processing Clerk - Manual Distribution LETTERS and other duties as assigned. **NS days:** MoTuWe

### All schedules display "service days" according to USPS policy.

<table>
<thead>
<tr>
<th>Saturday</th>
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<tbody>
<tr>
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<td>03:30 19:00 05:30</td>
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<td>OFF</td>
</tr>
</tbody>
</table>

**Posting Comments**

**Vacated by:** Francisca Rivera

**EMP ID:** 5672

**On Date:** 05/02/2014

---

**JOB ID:** 2020-0653

**MAIL PROCESSING CLERK**

**P4001**

**P7**

**TOUR III**

**LOC: 11**

**EG.2: Non-Trad**

**Full Time**

**Clerks - NonHQ**

**Qualifications:**

- Charlotte, PDC Mail Processing Clerk - Mail Automation LETTERS & OTHER DUTIES AS ASSIGNED. **NS days:** MoTuWe

### All schedules display "service days" according to USPS policy.

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
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<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
</tr>
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</table>

**Posting Comments**

**Vacated by:** James Robertson

**EMP ID:** 6757

**On Date:** 10/17/2014
**HUMAN CAPITAL ENTERPRISE SYSTEMS**  
**VACANCY NOTICE**

**REQUESTED:** 10/17/2014 06:58:46

<table>
<thead>
<tr>
<th>JOB ID</th>
<th>Job Title</th>
<th>Grade</th>
<th>Location</th>
<th>FTE</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2315-0863</td>
<td>MAIL PROCESSING CLERK</td>
<td>KP0013</td>
<td>P7</td>
<td>06</td>
<td>MPO/AUTOMATION TOUR I</td>
</tr>
<tr>
<td>2315-0861</td>
<td>MAIL PROCESSING CLERK</td>
<td>KP0013</td>
<td>P7</td>
<td>06</td>
<td>MPO/AUTOMATION TOUR II</td>
</tr>
<tr>
<td>2315-0862</td>
<td>MAIL PROCESSING CLERK</td>
<td>KP0013</td>
<td>P7</td>
<td>06</td>
<td>MPO/AUTOMATION TOUR III</td>
</tr>
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</table>

**QUALIFICATIONS**

**SECTION:** MPO 1 T 3 LEV 5 GNF

**WORK SCHEDULE:** 2200-0630-30L-We-Th-Sa

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

<table>
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<tr>
<th>Saturday</th>
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<td>06:30</td>
<td>030</td>
<td>22:00</td>
<td>06:30</td>
<td>030</td>
<td>22:00</td>
</tr>
</tbody>
</table>

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**POSTING COMMENTS**

VACATED BY: [Name]  
EMP ID: 11/6  
ON DATE: 10/17/2014

---

**QUALIFICATIONS**

**SECTION:** MPO 1 T 3 LEV 5 GNF

**WORK SCHEDULE:** 1600-0030-30L-Su-Mo-Sa

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

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
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<td>01:00</td>
<td>030</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
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</tbody>
</table>

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**POSTING COMMENTS**

VACATED BY: [Name]  
EMP ID: 362  
ON DATE: 10/17/2014

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**QUALIFICATIONS**

**SECTION:** MPO 1 T 3 LEV 5 GNF

**WORK SCHEDULE:** 1600-0020-30L-Su-Mo-Sa

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

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<thead>
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<tr>
<td>16:00</td>
<td>00:30</td>
<td>050</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
</tr>
</tbody>
</table>

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**POSTING COMMENTS**

VACATED BY: [Name]  
EMP ID: 1216  
ON DATE: 10/17/2014
**Human Capital Enterprise Systems**

**Vacancy Notice**

**Position:** Sales and Services Associate

**Job No:** 5641243

**Location:** LOC 4B

**Time:** 8:00-6:00

**Employer:** WT Harris Carrier Station

**Veteran:** No

**Qualifications:**
- PAA-Window Services and Other Duties as Assigned

**Work Schedule:** 07:30-16:30 Mon-Fri

**Posting Comments:**

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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</tr>
</tbody>
</table>

**Vacation by:** Vaileca Marshall

**EMP ID:** 2369

**Date:** 10/17/2014
### HUMAN CAPITAL ENTERPRISE SYSTEMS

#### VACANCY NOTICE

**REQUESTED:** 10/21/2014 06:53:46

| Page | 8 of 10 |

<table>
<thead>
<tr>
<th>JOB ID</th>
<th>22616266</th>
<th>2220-0003</th>
<th>SALES, SVC&amp;DISTRIBUTION</th>
<th>KD0013</th>
<th>P7</th>
<th>06</th>
<th>TOUR II</th>
<th>LOC 45</th>
<th>EG1-Full Time</th>
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</thead>
<tbody>
<tr>
<td>Status</td>
<td>Vacant</td>
<td>04026457</td>
<td>MINT HILL CARRIER STATION</td>
<td>MINI 1</td>
<td>Clerks - NonHQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### JOB SLOT COMMENTS:
- PAA: Window and other duties as assigned

#### QUALIFICATIONS:
- 421 SALES AND SERVICES (V3.9)

#### WORK SCHEDULE: 07:00-16:00 Su-Th/Su-We

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

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
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<td>To</td>
<td>Bk</td>
<td>From</td>
<td>To</td>
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<tr>
<td>07:00</td>
<td>16:00</td>
<td>060</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
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</table>

#### POSTING COMMENTS
- VACATED BY: Crystal Shirley | EMP ID: 26152 | ON DATE: 09/19/2014

<table>
<thead>
<tr>
<th>JOB ID</th>
<th>22517386</th>
<th>2215-0003</th>
<th>MAIL PROCESSING CLERK</th>
<th>KP0013</th>
<th>P7</th>
<th>06</th>
<th>LOC 46</th>
<th>EG1-Full Time</th>
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<tbody>
<tr>
<td>Status</td>
<td>Vacant</td>
<td>04076566</td>
<td>MINI 1 CARRIER STATION</td>
<td>MINI 1</td>
<td>Clerks - NonHQ</td>
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</tr>
</tbody>
</table>

#### JOB SLOT COMMENTS:
- PAA: Manual Distribution, accountable for sweeping scheme 28271 and other duties as assigned

#### QUALIFICATIONS:
- MINI 10

#### WORK SCHEDULE: 07:00-16:00 Su-Th/Su-We

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

<table>
<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>From</td>
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<td>Bk</td>
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<td>Bk</td>
<td>From</td>
</tr>
<tr>
<td>07:00</td>
<td>16:00</td>
<td>060</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
<td>09:00</td>
</tr>
</tbody>
</table>

#### POSTING COMMENTS
- TOTAL SCHEME DEFERMENT DAYS: 046
- VACATED BY: Jay Richman | EMP ID: K39 | ON DATE: 10/11/2014

<table>
<thead>
<tr>
<th>JOB ID</th>
<th>22522716</th>
<th>2220-0003</th>
<th>SALES, SVC&amp;DISTRIBUTION</th>
<th>KD0014</th>
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<th>06</th>
<th>TOUR II</th>
<th>LOC 45</th>
<th>EG1-Full Time</th>
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<td>AIRPORT</td>
<td>Clerks - NonHQ</td>
<td></td>
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</tbody>
</table>

#### JOB SLOT COMMENTS:
- Window Services and other duties as assigned. Relief & Pool Assignment - Hours and Days Off may vary in accordance with Relief & Pool Assignment agreement. Will cover absences and vacancies in any retail delivery unit in Charlotte City.

#### QUALIFICATIONS:
- 421 SALES AND SERVICES (V3.9)

#### WORK SCHEDULE: 06:15-17:45 Su-Th/Su-We

#### POSTING COMMENTS
- VACATED BY: | EMP ID: | ON DATE: |
HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

JOB ID: 1234567

SALES, SVC'S/DISTRIBUTION

REQUESTED: 1/28/2014 06:58:46

Page: 9 of 10

ASSOC

Reason: Newly established

29552176 YORK MONT CARRIER STATION AIRPORT

Clerks - NonHQ

QUALIFICATIONS: 421 SALES AND SERVICES [V3.9]

SECTION

WORK SCHEDULE: 0615-1715, 800-900 Sat-We 6

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

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

From 10 Bk From To Bk From To Bk From To Bk From To Bk From To Bk From To Bk

20-30 05:00 030 20:30 05:00 030 20:30 05:00 030 20:30 05:00 030

POSTING COMMENTS

VACATED BY: Kennett Pittman

EMP ID: 4842

ON DATE: 10/11/2014

QUALIFICATIONS: PPA, Manual and Priority

SECTION

WORK SCHEDULE: 1600-0030, Mon-Fri

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

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

From 10 Bk From To Bk From To Bk From To Bk From To Bk From To Bk

16:00 00:30 030 16:00 00:30 030 16:00 00:30 030 16:00 00:30 030

POSTING COMMENTS

VACATED BY: Amanda Vil

EMP ID: 8467

ON DATE: 10/1/2014
JOB ID: 2315-0083
MAIL PROCESSING CLERK
KP2013
PT 06
TOUR III
LDC 14
LC1- Full Time

Posting Vacant
01039864
LEDC BLDG CLERK TOUR 3
CHARLOTTE
LC14
Non-HQ

QUALIFICATIONS

WORK SCHEDULE: 0800-0000-Mo-Tu-W-

All schedules display 'service days' according to USPS policy

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<thead>
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<th>Day</th>
<th>Sunday</th>
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<th>Friday</th>
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POSTING COMMENTS:

VACATED BY: Doris Brandon
EMP ID: 469
ON DATE: 10/17/2014