PLEASE POST ON BULLETIN BOARD

HEARING IMPAIRED TDD: 1-800-520-0625
PHONE BIDDING NUMBER: 1-800-222-2415
CENTRAL STANDARD TIME - INCLUDING HOLIDAYS
SATURDAY - 3 AM TO 6 PM
MONDAY THROUGH FRIDAY - 3 AM TO 12 MIDDAY
WEB BIDDING AND PHONE BIDDING ARE AVAILABLE

OPENING DATE: 10/21/15  CLOSING DATE: 10/30/15

VACANCY NOTICE
CLERK
**HUMAN CAPITAL ENTERPRISE SYSTEMS**

**VACANCY NOTICE**

**REQUESTED:** 10/15/2015 08:39:51

**Page:** 1 of 10

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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.**

**Posting No:** 114421  
**Clerk**  
**Opening Date:** 10/21/2015  
**Closing Date:** 10/30/2015

**JOB ID:** Z0719888  
**2315-0063**  
**MAIL PROCESSING CLERK**  
**KP0013**  
**P7**  
**TOUR II**  
**LDC:11**  
**CHARLOTTE**  
**Clerks NonHQ**  
**EG:1=Full Time**  
**Bidding Vacant**  
**01011636**  
**OPRN UNIT TOUR - II**

**JOB SLOT COMMENTS:**  
Charlotte P&DC, PAA: Automation/Letters and other duties as assigned

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 1145-2015-30L-Sa-Su-S

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

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**POSTING COMMENTS:**

**VACATED BY:** Robert Blackwood  
**EMP ID:** 936  
**ON DATE:** 09/18/2015

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**JOB ID:** Z0722000S  
**2315-0063**  
**MAIL PROCESSING CLERK**  
**KP0013**  
**P7**  
**TOUR II**  
**LDC:12**  
**CHARLOTTE**  
**Clerks NonHQ**  
**EG:1=Full Time**  
**Bidding Vacant**  
**01011636**  
**OPRN UNIT TOUR - II**

**JOB SLOT COMMENTS:**  
Charlotte P&DC, PAA: Automation/Flats and other duties as assigned

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 0600-1439-30L-Sa-Fr-S

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

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**POSTING COMMENTS:**

**VACATED BY:** Willie Thompson  
**EMP ID:** 7001  
**ON DATE:** 09/18/2015

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**JOB ID:** Z0722000S  
**2315-0063**  
**MAIL PROCESSING CLERK**  
**KP0013**  
**P7**  
**TOUR II**  
**LDC:12**  
**CHARLOTTE**  
**Clerks NonHQ**  
**EG:1=Full Time**  
**Bidding Vacant**  
**01011636**  
**OPRN UNIT TOUR - II**

**JOB SLOT COMMENTS:**  
Charlotte P&DC, PAA: Automation/Flats and other duties as assigned

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 0630-1500-30L-Su-Mo-S

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

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**POSTING COMMENTS:**

**VACATED BY:** Darryll Haynes  
**EMP ID:** 7500  
**ON DATE:** 09/18/2015

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### JOB ID: 70821026 - 2315-0063 - MAIL PROCESSING CLERK - KP0013 - P7 - 06 - TOUR III - LDC:12 - EG:1=Full Time - Charlotte, PDC, MP Clerk/Automation Flats and other duties as assigned

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 1600-0030-30L-Mo-Tu8

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

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**POSTING COMMENTS:**

**VACATED BY:** Kelly Dixon

**EMP ID:** 1566

**ON DATE:** 09/18/2015

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### JOB ID: 71278849 - 2315-0063 - MAIL PROCESSING CLERK - KP0013 - P7 - 06 - TOUR II - LDC:11 - EG:1=Full Time - Charlotte, PDC; Automated letters and other duties as assigned. Pending HQ adaptation of service standard changes.

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 1145-2015-30L-Sa-Su8

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

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**POSTING COMMENTS:**

**VACATED BY:** Tyua Corpening

**EMP ID:** 8628

**ON DATE:** 09/19/2015

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### JOB ID: 71278846 - 2315-0063 - MAIL PROCESSING CLERK - KP0013 - P7 - 06 - TOUR II - LDC:11 - EG:1=Full Time - Charlotte, PDC; Automated letters and other duties as assigned.

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 0700-1530-30L-Sa-Su8

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

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**POSTING COMMENTS:**

**VACATED BY:** Constance McKinley

**EMP ID:** 1417

**ON DATE:** 10/16/2015
## Job 1

### Details
- **Job ID:** 2315-0063
- **Title:** Mail Processing Clerk
- **Department:** Operations Quality
- **Shift:** Tour II (06:30-15:00)
- **Location:** Charlotte
- **Qualifications:** Charlotte P&DC
- **Comments:** Auto flats and other duties as assigned.

### Schedule
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### Posting Comments
- **Vacated By:** 
- **Emp ID:**
- **Date:**

## Job 2

### Details
- **Job ID:** 2340-01XX
- **Title:** General Clerk
- **Department:** Operations Quality
- **Shift:** Tour II (07:00-15:30)
- **Location:** Charlotte
- **Qualifications:** Charlotte P&DC
- **Comments:** In-Plant Support, General Clerk (Position created to mirror JOB ID#10051245 which will be abolished when this job is filled)

### Schedule
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### Posting Comments
- **Vacated By:** 
- **Emp ID:**
- **Date:**

## Job 3

### Details
- **Job ID:** 2345-0063
- **Title:** Mail Processing Clerk
- **Department:** Operations Quality
- **Shift:** Tour II (06:30-15:00)
- **Location:** Charlotte
- **Qualifications:** Charlotte P&DC
- **Comments:** Auto flats and other duties as assigned.

### Schedule
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### Posting Comments
- **Vacated By:** 
- **Emp ID:**
- **Date:**
**HUMAN CAPITAL ENTERPRISE SYSTEMS**

**VACANCY NOTICE**

**JOB ID:** J144823284  2315-0063  MAIL PROCESSING CLERK  KP0013  P7  06  TOUR II  LDC:12  
Bidding Vacant  01011636  OPRN UNIT TOUR - II  CHARLOTTE  

**QUALIFICATIONS:**
- PAA: Charlotte P&DC; auto flats and other duties as assigned.

**SECTION:**

**WORK SCHEDULE:** 0630-1500-30L-We-ThS

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

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**EMP ID:**

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<th>LDC:12</th>
<th>01011636</th>
<th>OPRN UNIT TOUR - II</th>
<th>CHARLOTTE</th>
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<th>PAA: Charlotte P&amp;DC; auto flats and other duties as assigned.</th>
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**All schedules display 'service days' according to USPS policy.**

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### POSTING COMMENTS:

**VACATED BY:**

**EMP ID:**

**ON DATE:**

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### POSTING COMMENTS:

**VACATED BY:**

**EMP ID:**

**ON DATE:**

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 10/15/2015 08:39:51
Page: 6 of 10

JOB ID: 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 01011636 OPRN UNIT TOUR - II CHARLOTTE

QUALIFICATIONS:
SEC: PAA: Charlotte P&D; auto flats and other duties as assigned.

SECTION:
WORK SCHEDULE: 0630-1500-30L-Th-Fr-S

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

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POSTING COMMENTS:

VACATED BY: Jackie Wall
EMP ID: 4871
ON DATE: 10/16/2015

JOB ID: 2315-111X GENERAL EXPEDITOR KP0015 P7 07 LDC:17 EG:1=Full Time
Bidding Vacant 01011644 OPEN/PCH/PRIOR (PL330/333) CHARLOTTE
TOUR - III

QUALIFICATIONS:
SEC: GEN EXP T3 LEV 6 GMF
WORK SCHEDULE: 1630-0100-30L-Sa-Su-S

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

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POSTING COMMENTS:

VACATED BY: Tracie Larko
EMP ID: 7236
ON DATE: 09/18/2015

JOB ID: 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 LDC:11 EG:1=Full Time
Bidding Vacant 01011640 MAIL PROC CLK/ATMATION CHARLOTTE
TOUR - III

QUALIFICATIONS:
SEC: MPC T3 LEV 5 GMF
WORK SCHEDULE: 1530-2400-30L-Su-Mo-S

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

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**HUMAN CAPITAL ENTERPRISE SYSTEMS**  
**VACANCY NOTICE**  
**REQUESTED:** 10/15/2015 08:39:51  
**Page:** 7 of 10

**JOB ID:** 25411063  
2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant  
01011640 MAIL PROC CLK/AUTOMATION CHARLOTTE  
TOUR - III  
Clerks - NonHQ

**JOB SLOT COMMENTS:**  
PAA: Charlotte P&DC; Automated letters, relief ICrem and other duties as assigned.

**QUALIFICATIONS:**  
**SECTION:** MPC T3 LEV 5 GMF  
**WORK SCHEDULE:** 1530-2400-30L-Mo-TuS

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**POSTING COMMENTS:**

**VACATED BY:** Arlove Plunkett  
**EMP ID:** 9019  
**ON DATE:** 09/18/2015

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**JOB ID:** 76386441  
2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time  
Bidding Vacant  
01009594 L&DG BLDG CLERK TOUR 3 MID CAROLINA  
Clerks - NonHQ

**JOB SLOT COMMENTS:**  
PAA: MAIL PROCESSING CLERK/SCANNING AND OTHER DUTIES AS ASSIGNED.

**QUALIFICATIONS:**  
**SECTION:**  
**WORK SCHEDULE:** 1830-0300-30L-Sa-SuS

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**POSTING COMMENTS:**

**VACATED BY:** Leslie McRaven  
**EMP ID:** 189  
**ON DATE:** 10/16/2015

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**JOB ID:** 70162596  
2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time  
Bidding Vacant  
01009594 L&DG BLDG CLERK TOUR 3 MID CAROLINA  
Clerks - NonHQ

**JOB SLOT COMMENTS:**  
PAA: MAIL PROCESSING CLERK/MANUAL PRIORITY AND OTHER DUTIES AS ASSIGNED

**QUALIFICATIONS:**  
**SECTION:**  
**WORK SCHEDULE:** 1730-0200-30L-Tu-WeS

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**POSTING COMMENTS:**

**VACATED BY:** DEDE HENDERSON  
**EMP ID:** 6187  
**ON DATE:** 10/16/2015
### Vacancy Notice

**HUMAN CAPITAL ENTERPRISE SYSTEMS**

**VACANCY NOTICE**

**REQUESTED:** 10/15/2015 06:39:51

**Page:** 8 of 10

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**JOB ID:** 70291567  2315-0063  MAIL PROCESSING CLERK  KP0013  P7  06  TOUR III  LDC:12  EG:1=Full Time

**Bidding:** Vacant  
**01009594**  
**L&D BLDG CLERK TOUR 3**  
**MID CAROLINA**  
**Clerks - NonHQ**

**JOB SLOT COMMENTS:** Charlotte, LDC Mail Processing Clerk/Automation Flats/General Clerk Relief and other duties as assigned.

**WORK SCHEDULE:** SUN/MON 0630-1500, TUE-THU 1200-2030, 30L, SDO SAT/FRI.

**QUALIFICATIONS:** 718 BASIC COMPUTER SKILLS

**SECTION:**

**WORK SCHEDULE:** 0630-1500-30L-Sa-FrS

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**POSTING COMMENTS:**

**VACATED BY:** Carlene Powell  
**EMP ID:** 6228  
**ON DATE:** 10/16/2015

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**JOB ID:** 70315841  2330-42XX  RAMP CLK AMF  KP0015  P7  08  TOUR 1  LDC:34  EG:1=Full Time

**Bidding:** Vacant  
**01009592**  
**L&D BLDG CLERK TOUR 1**  
**MID CAROLINA**  
**Clerks - NonHQ**

**JOB SLOT COMMENTS:** PAA: RAMP CLK DUTIES AND OTHER DUTIES AS ASSIGNED. THIS POSITION IS DOMICILED AT THE CHARLOTTE L&D.

**QUALIFICATIONS:** VALID STATE DRIVER'S LICENSE

**SECTION:**

**WORK SCHEDULE:** 2130-0600-30L-Th-FrS

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**POSTING COMMENTS:**

**VACATED BY:** Richard Alf  
**EMP ID:** 8685  
**ON DATE:** 10/16/2015

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**JOB ID:** 70507335  2315-0063  MAIL PROCESSING CLERK  KP0013  P7  06  TOUR I  LDC:12  EG:1=Full Time

**Bidding:** Vacant  
**01009592**  
**L&D BLDG CLERK TOUR 1**  
**MID CAROLINA**  
**Clerks - NonHQ**

**JOB SLOT COMMENTS:** PAA: Supports automated processing of flats on FSS and other duties as assigned. Work Schedule: 2030 0500; NS days Mo/Tu

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 2030-0500-30L-Mo-TuS

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**POSTING COMMENTS:**

**VACATED BY:** Tiffany Alexander  
**EMP ID:** 804  
**ON DATE:** 10/16/2015
### HUMAN CAPITAL ENTERPRISE SYSTEMS

**VACANCY NOTICE**

**REQUESTED:** 10/15/2015 06:39:51

**Page:** 9 of 10

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**JOB ID:** 78904692  
2315-0063  
MAIL PROCESSING CLERK  
KP0013  
P7 06  
TOUR I  
LDC:14  
EG:1=Full Time

**Bidding:** Vacant

**01009592**  
L&D BLDG CLERK  
TOUR 1  
MID CAROLINA  
Clerks - NonHQ

**QUALIFICATIONS:**

Charlotte, LDC Mail Processing Clerk/Priority Mail and other duties as assigned. Replaces job #76114974

**SECTION:**

**WORK SCHEDULE:** 2130-0600-30L-Sa-SuS

---

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

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<tr>
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**POSTING COMMENTS:**

**VACATED BY:** Brian McCrimmon  
**EMP ID:** 2817  
**ON DATE:** 10/18/2015

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**JOB ID:** 71051894  
2315-0083  
MAIL PROCESSING CLERK  
KP0013  
P7 06  
TOUR I  
LDC:14  
EG:1=Full Time

**Bidding:** Vacant

**01009594**  
L&D BLDG CLERK  
TOUR 3  
MID CAROLINA  
Clerks - NonHQ

**QUALIFICATIONS:**

Manual Priority and other duties as assigned.

**SECTION:**

**WORK SCHEDULE:** 2030-0500-30L-Th-FrS

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

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**POSTING COMMENTS:**

**VACATED BY:** DEDE HENDERSON  
**EMP ID:** 6187  
**ON DATE:** 09/18/2015

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**JOB ID:** 71071015  
2315-06XX  
PARCEL POST DIST-MACHINE  
KP0012  
P7 06  
TOUR III  
LDC:13  
EG:2=Non-Trad Full Time

**Bidding:** Vacant

**01009594**  
L&D BLDG CLERK  
TOUR 3  
MID CAROLINA  
Clerks - NonHQ

**QUALIFICATIONS:**

**SECTION:**

**WORK SCHEDULE:** 1915-0545-30L-Sa-SuS

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

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**POSTING COMMENTS:**

**VACATED BY:** Eureatha Addison  
**EMP ID:** 5670  
**ON DATE:** 09/18/2015
HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 10/15/2015 08:39:51
Page: 10 of 10

JOB ID: 95384094
Bidding: Vacant
JOB SLOT COMMENTS: PAA: MAIL PROCESSING CLERK/SCANNING AND OTHER DUTIES AS ASSIGNED.
QUALIFICATIONS:
SECTION:
WORK SCHEDULE: 1830-0300-30L-Su-Mo-S

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

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POSTING COMMENTS:
VACATED BY: Angela McGleen
EMP ID: 5486
ON DATE: 09/18/2015

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JOB ID: 953030194
Bidding: Vacant
JOB SLOT COMMENTS: PAA: MAIL PROCESSING CLERK/PRIORITY MAIL
QUALIFICATIONS:
SECTION:
WORK SCHEDULE: 1800-0230-30L-Su-Mo-S

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POSTING COMMENTS:
VACATED BY: Tina Johnson
EMP ID: 6684
ON DATE: 09/18/2015

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JOB ID: 95318653
Bidding: Vacant
JOB SLOT COMMENTS: PAA: MAIL PROCESSING CLERK/PRIORITY MAIL AND OTHER DUTIES AS ASSIGNED
QUALIFICATIONS:
SECTION: MPC T1 LEV 5 GMF
WORK SCHEDULE: 2030-0500-30L-Sa-Su-S

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POSTING COMMENTS:
VACATED BY: Ricky Jackson
EMP ID: 4778
ON DATE: 10/16/2015

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JOB ID: 95318653
Bidding: Vacant
JOB SLOT COMMENTS: PAA: MAIL PROCESSING CLERK/PRIORITY MAIL AND OTHER DUTIES AS ASSIGNED
QUALIFICATIONS:
SECTION: MPC T1 LEV 5 GMF
WORK SCHEDULE: 2030-0500-30L-Sa-Su-S

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POSTING COMMENTS:
VACATED BY: Ricky Jackson
EMP ID: 4778
ON DATE: 10/16/2015

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JOB ID: 95318653
Bidding: Vacant
JOB SLOT COMMENTS: PAA: MAIL PROCESSING CLERK/PRIORITY MAIL AND OTHER DUTIES AS ASSIGNED
QUALIFICATIONS:
SECTION: MPC T1 LEV 5 GMF
WORK SCHEDULE: 2030-0500-30L-Sa-Su-S

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POSTING COMMENTS:
VACATED BY: Ricky Jackson
EMP ID: 4778
ON DATE: 10/16/2015