

U.S. POSTAL SERVICE
AUSTIN, TX 78710-9602
CLERK VACANCY

The position(s) listed on the following pages are posted for bid to ALL full-time employees in the Clerk Craft.

Qualification requirements of EL-303 apply.

If the position(s) you are bidding for require(s) the submission of PS Form 2480 and 2181A you must submit a completed Form 2480 and 2181A, for each position that requires a driving requirement. All PS Forms 2480, and 2181A must be submitted to Diana Reyes, SCSS, 8225 Cross Park Drive Austin, TX 78710-9423, FAX 512-342-1280 BY THE CLOSING DATE OF THE VACANCY BULLETIN. If you do not submit PS Forms 2480, and 2181A, as instructed, YOUR BID WILL NOT BE CONSIDERED.

Employees TEMPORARILY DISABLED must provide MEDICAL CERTIFICATION to the Personnel Office indicating that the employee will be able to meet the qualifications of the position WITHIN SIX (6) MONTHS of the bid. If the employee FAILS to provide such certification, the bid shall be DISALLOWED, and, if the assignment was AWARDED, the employee shall become an UNENCUMBERED EMPLOYEE and the bid will be REPOSTED. Under such circumstances, the employee SHALL NOT be eligible to re-bid the next posting of that assignment.

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.

BIDDING OPTIONS AVAILABLE WITH MIGRATION TO HCES

1. IVR Job Bidding Line - (800) 265-7208
2. Employee Service Line - (877) 477-3273 Option 2 - Job Bidding
3. TTD/TTY - (800) 265-78208 - a TTD/TTY phone must be utilized to accomplish this task
4. eJob Bidding - Lite Blue (<http://liteblue.usps.gov>)
5. HR Kiosk/Web Bidding Computers (PEDC/Plant)

It is MANDATORY for ALL EMPLOYEES to either utilize the Computerized or Telephone Bidding Systems. BID CARDS WILL NO LONGER BE ACCEPTED!!!! Computerized Bidding is in the Training Office located at the General Mail Facility workroom floor.

BULLETIN: 44986

DATE POSTED: January 28, 2012
DISTRIBUTION: APWU, EMAIL

WITHDRAWAL DATE: February 6, 2012

R0206
BC480420 Austin(TX) Bid Cluste
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/27/2012 14:23:34
Page: 1 of 5

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: 44986 Clerk Opening Date : 01/28/2012 Closing Date : 02/06/2012
JOB ID: 95496579 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:2=Non-Trad
ASSOC Full Time
Reposted 00035087 CENTRAL PARK CARRIER CENTRAL PARK CENTRAL PK
STATION WEST STA

JOB SLOT COMMENTS: window relief at Central Park Station and West Austin Finance. Dispatch at Central Park Station and West Austin Finance. This is a Flex NTFT position 30 hour/week.
* WORK SCHEDULE: 1130-1730; OFF: SUN/WED

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
SECTION: CENTRAL PARK WEST ST WORK SCHEDULE:
POSTING COMMENTS :

VACATED BY : Yvonca Harris EMP ID: 5926 ON DATE: 12/30/2011

JOB ID: 95500496 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:2=Non-Trad
ASSOC Full Time
Reposted 00035073 CHIMNEY CORNERS CARRIER CHIMNEY CORNERS CHIMNEY CRNS
STATION STATION

JOB SLOT COMMENTS: NTFT flex 30 hours/week.
* WORK SCHEDULE: SAT: 0900-1500; MON, TUE, WED, THU: 0945-1545-SUN/FRI

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
SECTION: CHIMNEY CRNRS STA WORK SCHEDULE:
POSTING COMMENTS :

VACATED BY : Lashawn Hodge EMP ID: 7997 ON DATE: 12/30/2011

JOB ID: 70655879 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR I LDC:45 EG:1=Full Time
ASSOC
Newly Established 00035084 MOCKINGBIRD CARRIER STATION MOCKINGBIRD

JOB SLOT COMMENTS: SALES,SVCS/DISTRIBUTION ASSOC
Day off relief, manual/scheme dist, box-webbats, spread mail, parcels, CFS, dis patches, nixie/rts, box maint, 2nd notices, window, set up/CR-RT, ubbm, pull do wn. Additional duties as assigned by supervisor.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
SECTION: WORK SCHEDULE: 0315-1215-60L-Su-TuS
POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 70320116 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:2=Non-Trad
ASSOC Full Time
Reposted 00035080 SOUTHEAST CARRIER STATION SOUTHEAST AUSTIN

JOB SLOT COMMENTS: Changed this position to F-NET 6 hrs 5 days a week with Sat \ Sun SDO.
Window relief, PM check-in clerk and other duties as assigned
* NTFT: MON-FRI 1230 1830; NSD- SAT/SUN

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
SECTION: SOUTHEAST STA WORK SCHEDULE:
POSTING COMMENTS :

VACATED BY : Barry Gilardi EMP ID: 2318 ON DATE: 12/30/2011

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/27/2012 14:23:34
Page: 2 of 5

JOB ID: 70359831 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Vacant 00035072 UNIVERSITY CARRIER STATION UNIVERSITY AUSTIN
JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA - DISTRIBUTION, PRIME LETTERS, PRIME FLATS.
BOX-WEBBATS, BRM, WINDOW RELIEF. ADDITIONAL DUTIES AS ASSIGNED BY
SUPERVISOR. NEW POSITION

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: CAPITOL STA

WORK SCHEDULE: 0530-1400-30L-Su-TuS

POSTING COMMENTS :

VACATED BY : James Montgomery EMP ID: 709 ON DATE: 10/21/2011

JOB ID: 95728209 2320-28XX BULK MAIL TECH KP0015 P7 07 TOUR II LDC:79 EG:1=Full Time
Vacant 00035090 FINANCE SUPPORT GMF AUSTIN BUSINESS MAIL
ACCEPT

JOB SLOT COMMENTS: **UPGRADED DUE TO SETTLEMENT DTD 980601**FR BMC TO BMT
FORMER J/S 6513649.APPROX 75% OF THE TIME WORKS ALONE, OR
SERVE AS A WORKING LEADER TO ONE OR MORE EMPLOYEES ON A TR
ENGAGED IN ACCEPTING, CLASSIFYING, WEIGHING, COMPUTING AND
RECORDING OF CHARGEABLE POSTAGE ON PERMIT BM OF ALL CLASS.
CMS Job Slot ID: 6994279

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
427 BUSINESS MAIL ACADEMY EXAM

SECTION:

WORK SCHEDULE: 1000-1900-60L-Sa-SuS

POSTING COMMENTS :

VACATED BY : James Erwin EMP ID: 3399 ON DATE: 01/31/2012

JOB ID: 95545942 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Vacant 01015529 AUTOMATION TOUR - I UNIT A GMF AUSTIN GMF OPRNS -
TOUR 1

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 1 AUTOMATION, DBCS, DIOSS, CIOSS, ISS,
OSS, LMLM, OPERATIONS AND OTHER AUTOMATION RELATED DUTIES. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
CMS Job Slot ID: 7300496

QUALIFICATIONS :

SECTION: TOUR I AUTO

WORK SCHEDULE: 2200-0630-30L-Th-FrS

POSTING COMMENTS :

VACATED BY : David Laforet EMP ID: 8080 ON DATE: 01/13/2012

JOB ID: 95764116 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Vacant 01015532 AUTOMATION TOUR - I UNIT B GMF AUSTIN GMF OPRNS -
TOUR 1

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 1 AUTOMATION, DBCS, DIOSS, CIOSS, ISS,
OSS, LMLM, OPERATIONS AND OTHER AUTOMATION RELATED DUTIES. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
CMS Job Slot ID: 7079600

QUALIFICATIONS :

SECTION: TOUR I AUTO

WORK SCHEDULE: 2200-0630-30L-Th-FrS

POSTING COMMENTS :

VACATED BY : William Middleton EMP ID: 1169 ON DATE: 12/16/2011

PLC 111

PLC 112

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/27/2012 14:23:34
Page: 3 of 5

JOB ID: 95804701 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:18 EG:1=Full Time
Vacant 01015533 OUTGOING PRIORITY TOUR I GMF AUSTIN GMF OPRNS -
OPRN UNIT TOUR 1

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA - SCANNING, PLACARDING AND DISPTACH PROCEDURES
FOR AIRMAIL/FED EX. CONTINOUS HEAVY LIFTING, INTERMITTENT BENDING,
MOVEMENT OF FULLY LOADED EQUIPMENT. THIS JOB REQUIRES HEAVY LIFTING OF
UP TO 70 POUNDS. **SUBJECT TO STANDING AND HEAVY LIFTING 8 HRS A DAY**
SCANNING OF INCOMING EXPRESS MAIL AND DISPATCHING. ADDITIONAL DUTIES AS
ASSIGNED. ORGANIZATION: 01015533 OUTGOING PRIORITY TOUR 1 OPRN UNIT
CMS Job Slot ID: 6658657

QUALIFICATIONS :
SECTION: TOUR I MANUAL
POSTING COMMENTS :

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

VACATED BY : Harold Thompson EMP ID: 3182 ON DATE: 12/30/2011

JOB ID: 95577423 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Vacant 01019208 OCR/BCS/DBCS/ISS/LMLM/OSS TR GMF AUSTIN GMF OPRNS -
III UNIT B TOUR 3

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 3 AUTOMATION PARS OPERATION. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
* WORK SCHEDULE: 1230-2100-Sa-FrS

QUALIFICATIONS :
SECTION: TOUR III AUTO
POSTING COMMENTS :

WORK SCHEDULE:

VACATED BY : Yolanda Ayala EMP ID: 6202 ON DATE: 11/19/2011

JOB ID: 95605011 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Vacant 01019208 OCR/BCS/DBCS/ISS/LMLM/OSS TR GMF AUSTIN GMF OPRNS -
III UNIT B TOUR 3

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 3 AUTOMATION PARS OPERATION. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
* WORK SCHEDULE: 1230-2100-Tu-WeS
CMS JOB SLOT:7080613

QUALIFICATIONS :
SECTION: TOUR III AUTO
POSTING COMMENTS :

WORK SCHEDULE:

VACATED BY : Geoffrey Raley EMP ID: 5493 ON DATE: 01/13/2012

JOB ID: 95844763 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Vacant 01019207 AUTOMATION TOUR - III UNIT A GMF AUSTIN GMF OPRNS -
TOUR 3

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 1 AUTOMATION, DBCS, DIOSS, CIOSS, ISS,
OSS, LMLM, OPERATIONS AND OTHER AUTOMATION RELATED DUTIES. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
CMS Job Slot ID: 7078427

QUALIFICATIONS :
SECTION: TOUR III AUTO
POSTING COMMENTS :

WORK SCHEDULE: 1600-0030-30L-Th-FrS

VACATED BY : Cleophes Lambert EMP ID: 9668 ON DATE: 01/13/2012

PLC 149

PLC 312

PLC 312

PLC 311

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/27/2012 14:23:34
Page: 4 of 5

JOB ID: 95861573 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Vacant 01019208 OCR/BCS/DBCS/ISS/LMLM/OSS TR GMF AUSTIN GMF OPRNS -
III UNIT B TOUR 3

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 3 AUTOMATION PARS OPERATION. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
* WORK SCHEDULE: 1230-2100-Mo-TuS
CMS Job Slot ID: 7080610

PLC 312

QUALIFICATIONS :

SECTION: TOUR III AUTO

WORK SCHEDULE:

POSTING COMMENTS :

VACATED BY : Nga Bui

EMP ID: 9845

ON DATE: 01/13/2012

JOB ID: 95864741 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Vacant 01019207 AUTOMATION TOUR - III UNIT A GMF AUSTIN GMF OPRNS -
TOUR 3

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 3 AUTOMATION DBCS, ISS, OSS, CIOSS,
DIOSS, LMLM OPERATIONS AND OTHER AUTOMATION-RELATED DUTIES. ADDITIONAL
DUTIES AS ASSIGNED BY SUPERVISOR.
CMS Job Slot ID: 7300502

PLC 311

QUALIFICATIONS :

SECTION: TOUR III AUTO

WORK SCHEDULE: 1600-0030-30L-Sa-FrS

POSTING COMMENTS :

VACATED BY : Daniel Helmreich

EMP ID: 3987

ON DATE: 11/04/2011

JOB ID: 95727104 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Vacant 01019506 AFSM-100 MACH TOUR III OPRN GMF AUSTIN GMF OPRNS -
UNIT A TOUR 3

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA - TOUR 3 AFSM 100 ALL DUTIES ON AFSM 100,
FLATS CUT, TMS INDUCTION. ADDITIONAL DUTIES AS ASSIGNED BY SUPERVISOR.
IAW CBA Art 37.3.A.4 & LMOU LTR 021209

PLC 325

QUALIFICATIONS :

SECTION: TOUR III FSM

WORK SCHEDULE: 1400-2230-30L-Tu-WeS

POSTING COMMENTS :

VACATED BY : Stephen Hess

EMP ID: 8129

ON DATE: 09/09/2011

JOB ID: 95521772 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time
Vacant 01019211 MAIL HANDLER N DOCK TOUR III GMF AUSTIN
OPRN UNIT

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA # TOUR 3 GENERAL EXPEDITOR FOR AFSM,
AUTOMATION, MANUAL, LCUS, DISPTACHING AREAS AND ALL DOCK OPERATIONS.
RELEIF FOR ALL OTHER EXPEDITERS. CONTINUOUS HEAVY LIFTING (70 POUNDS),
STANDING, INTERMITTENT BENDING MOVEMENT OF FULL LOADED EQUIP. MUST BE
ABLE TO COMMUNICATE ON THE TELEPHONE. ADDITIONAL DUTIES AS ASSIGNED BY
SUPERVISOR
CMS Job Slot ID: 6977077

PLC 374

QUALIFICATIONS :

SECTION: Tour III Expediters

WORK SCHEDULE: 1600-0030-30L-Th-FrS

POSTING COMMENTS :

VACATED BY : Denise Rose

EMP ID: 8630

ON DATE: 12/16/2011

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Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/27/2012 14:23:34
Page: 5 of 5

JOB ID: 70335177 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Reposted 20972182 MCNEIL STATION MCNEIL STATION

JOB SLOT COMMENTS: Principal Assignment Area - Day Off Relief. Day Off Relief, window, parcels, setup, spread mail, unit ltrs, am acct, brm/pd, nixie ubbm, open, express/priority scans, box-webbats, dispatch, flats, collections, cfs maint, drop shipments, return to sender, cci accountables, close. Additional duties as assigned by supervisor. New Position Mo 0600-1500-60L; Tu 0500-1330-30L; We-Th 0400-1230-30L; Fr 0900-1800-60L. OFF: SA/Su

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)
ZONE 78717, 78729

SECTION:

WORK SCHEDULE: 0400-1230-30L-Su-WeS

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:054

VACATED BY : John Lawhon EMP ID: 1683 ON DATE: 12/30/2011

JOB ID: 70335180 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Vacant 20972182 MCNEIL STATION MCNEIL STATION

JOB SLOT COMMENTS: Principal Assignment Area - Window/Carrier Check-in. Window, carrier check-in, collections, telephone, dispatch, cfs maint, drop shipments, nixie/rts/ubbm, CCI accountables, close. Additional duties as assigned by supervisor. T-7 Relief.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0900-1800-60L-Su-FrS

POSTING COMMENTS :

VACATED BY : Martha Howland EMP ID: 3196 ON DATE: 02/25/2011

**VACANCY ANNOUNCEMENTS
BMEU SECTION
NEW REQUIREMENTS**

Bulk Mail Technician SP-387 PS 7 Occupational Code: 232028XX

Job Number: 95728209

Prerequisite:

Training Course #57601-02
Driving Requirement – Valid State driving license
425 Business Mail Entry Prereq (V1.2)
427 Business Mail Academy Exam
714 Data Entry (V1.1) Low
Academy Training: Course #57601-01
(Two weeks in Norman OK)

**SUBMISSION OF PS FORMS 2480 AND 2181A NEED TO BE SENT TO:
DIANA REYES, SCSS, FAX 342-1280 PRIOR TO THE CLOSING DATE OF
THE VACANCY POSTING**

STD JOB DESCRIPTIONU.S. Postal Service

**BULK MAIL TECH (P7-07)
OCCUPATION CODE: 2320-28XX**

FUNCTIONAL PURPOSE:

Accepts, verifies, classifies, and computes postage on all classes of domestic and international business mail. Provides customer assistance to ensure customer understanding of postal mailing standards, mail preparation requirements and methods of presentation.

OPERATIONAL REQUIREMENTS:

NOTE: Serves as a working leader to one or more employees on a tour OR works alone for approximately 75% of the time.

DUTIES AND RESPONSIBILITIES:

1. Provides customer education including advising customers as to proper mailing procedures, business mail preparation, postage payment systems, and related requirements. Resolves customer complaints and inquiries, providing mailing options and necessary information to promote customer satisfaction.
2. Accepts and verifies all classes of business mail presented at either postal or customer facilities, as required.
3. Determines classification of all mail matter, weight, number of pieces, and computes postage and fees to be charged. Determines accuracy of postage statements. Reviews customer accounts to ensure applicable fees are paid and checks availability of sufficient deposit by customer to cover cost of mailing. Releases cleared mail to processing operations.
4. Accepts deposits and writes receipts. Maintains records of permit holders, deposits, withdrawals and miscellaneous information for all classes of business mail. Completes the necessary reports and submits as directed.
5. Utilizes a variety of business equipment for the collection, calculation, recording and reporting of all types of business mail entry data, including mail piece characteristics.
6. Conducts training on business mail preparation, requirements and procedures to internal and external customers in a variety of on and off site locations. Participates in mailer meetings. May be required to be certified and serve as an on the job instructor.
7. May assist management with duties such as scheduling, timekeeping and preparing administrative reports. May serve as liaison by keeping other employees current on present rulings, changes in rates, acceptance procedures, or other related matters.
8. May be required to accept, review, complete and process applications for all classes of mail; issue licenses and

permits; notify customers of noncompliance, improper use, cancellations and revocations of licenses, permits, etc. and take appropriate action.

- 9. May be required to perform audits and reviews for all classes of mail, both on and off site, and take appropriate action.
- 10. Performs other related duties and directed. May be required to separate and distribute mail that has been accepted, and perform general business mail entry administrative duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0015

Doc Date: 03/06/2001

Occ Code: 2320-28XX