

Greater Michigan CS District

BEST QUALIFIED VACANCY ANNOUNCEMENT #1701

OPENING DATE: 02/03/2017

CLOSING DATE: 02/13/2017

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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.

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Installation: GRAND RAPIDS (MI) POST OFC - INSHD

Position: 95849934	Vacated on: 10/01/2016	Vacated By: M. Greene
Occupation Code: 0318-0004 SECRETARY		PS Type / PS Group: P9 / 07
Posted Reason:	Position Status:	Posted Position Status: Craft: Clerk
Cost Center: 253923	Employee Group: Full Time	Employee SubGroup: Clerks - NonHQ
Installation: 00045729 GREATER MICHIGAN CS DISTRICT		Work Schedule: 0800-1700-60L-Sa-SuS
Organization: 00045739 MARKETING (DISTRICT)		Tour: TOUR II Day Shift
Route-1:	Route-2:	Route-3:
Section: T-2 Non Scheme	Work Area-1: MARKETING	Route-4:
Qualifications: (SKL712)712 712/713 TYPING EXAM (45 WPM)		Route-5:
(SKL710) 710 CLERICAL ABILITIES		LDC:78

Position Comments:  
MAY BE REQUIRED TO PERFORM PURCHASING DUTIES.  
BEST QUALIFIED - BQ APPLICANTS MUST SUBMIT A PS FORM 991, APPLICATION FOR PROMOTION, ADDRESSING EACH REQUIREMENT (KSA) ON THE QUALIFICATION STANDARD (ATTACHED). OTHER DUTIES AS ASSIGNED PHONE OR WEB BIDDING NOT ACCEPTABLE.

RETURN COMPLETED PS FORM 991 TO: CONFIDENTIAL/MANAGER MARKETING  
MARKETING  
P.O. BOX 999996  
GRAND RAPIDS MI 49599-9996

ALL APPLICATIONS MUST BE SUBMITTED BY 1700 ON THE CLOSING DATE.

OPEN TO ALL CRAFTS, AWARDED FIRST TO APWU CRAFTS  
PSEs ARE ELGIBLE TO APPLY