

Notice of Vacancy in Assignment(s)



Post this notice on the bulletin board in your station or unit for the full time of posting as shown below. Remove on the date and at the time shown below. Retain in your office as required.

Note to Employee: Use Form 1717, *Bid for Preferred Assignment*, to bid for the assignment(s) described below. Your bid(s) must have been received in the Personnel Office no later than the date and time shown below. Under no circumstances will your bid(s) be accepted after the date and time specified. Complete a separate Form 1717 for each position desired and number them in order of preference.

Vacancy No. CL- 20200001 Clerk Craft- 1 FTR Position

<u>SECRETARY</u>	PS-07
OCCUPATIONAL CODE:	0318-0004
POSITION ID #:	95475119
LOCATION:	225 MICHIGAN ST, GRAND RAPIDS MI 49599
DUTY HOURS/BASIC WORK WEEK:	MON, TUE, WED, THUR, FRI: 7:30 – 16:30
OFF DAYS:	SATURDAY/SUNDAY
WORK AREA:	OPERATIONS PROGRAMS SUPP, 2 ND FLR
SCHEME:	N/A
REQUIREMENTS:	APPLICANTS MUST SUCCESSFULLY PASS TEST 710 AND 713, AND HAVE VALID STATE DRIVER'S LICENSE. MUST SUBMIT ECAREER OR 991 ADDRESSING EACH KSA TO KATHLEEN STOUT- OPS – RM 201, PO BOX 999994, GRAND RAPIDS MI 49599-9994, ON OR BEFORE 1:00PM ON THE CLOSING DATE.
PRINCIPAL ASSIGNMENT AREA:	GREATER MICHIGAN DISTRICT
POSITION VACATED BY:	JOHN DRAKE

****ONLY MANUAL BID CARDS WILL BE ACCEPTED FOR THIS POSTING. NO AUTOMATED BIDDING IS AVAILABLE.**

Date and Time Posted 06/19/2020

Date and Time Withdrawn 06/29/2020

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITIC AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

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.