

R0206
BC253920 Grand Rapids(MI) Bid
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/21/2025 10:41:40
Page: 1 of 6

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.

For retirement purposes, NTFT assignments of less than 40 hours a week are considered part-time work

Posting No: 384289 Clerk

Opening Date : 11/28/2025 Closing Date : 12/08/2025

JOB ID: ~~72611490~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 20899771 P-3 TOUR III w NEW COST CENTER GRAND Clerks -
RAPIDS ANNEX NonHQ
P1

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - SIPS - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1530-2400-30L-Sa-SuS

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	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : CONNOR KLECK

EMP ID: 5496

ON DATE: 10/31/2025

JOB ID: ~~74448368~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 20899770 P-3 TOUR II w NEW COST CENTER GRAND Clerks -
RAPIDS ANNEX NonHQ
P1

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - SIPS - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0730-1600-30L-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	From	To	Brk
07:30	16:00	030	07:30	16:00	030	OFF	OFF	OFF	OFF	OFF	OFF	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : VERONICA SCHELLINGEREMP ID: 9134

ON DATE: 10/31/2025

R0206
BC253920 Grand Rapids(MI) Bid
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/21/2025 10:41:40
Page: 2 of 6

JOB ID: 71535086 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Vacant 20899645 TOUR I MANUAL OPRNS UNIT w GRAND RAPIDS ANNEX Clerks -
NEW COST CTR P1 NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - AFSM 100 - OTHER DUTIES AS
ASSIGNED

QUALIFICATIONS :

SECTION: T-2 AFSM 100

WORK SCHEDULE: 0730-1600-30L-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
07:30	16:00	030	07:30	16:00	030	OFF	OFF	OFF	OFF	OFF	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : RONNIE HUFF EMP ID: 2394 ON DATE: 10/17/2025

JOB ID: 73190172 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 20899642 TOUR II MANUAL OPRNS UNIT w GRAND RAPIDS ANNEX Clerks -
NEW COST CTR P1 NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - MANUAL PARCELS - OTHER DUTIES AS
ASSIGNED

QUALIFICATIONS :

SECTION: T-2 NON SCHEME

WORK SCHEDULE: 0730-1600-30L-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
07:30	16:00	030	07:30	16:00	030	OFF	OFF	OFF	OFF	OFF	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : KAILA MORRILL EMP ID: 2326 ON DATE: 10/31/2025

JOB ID: 95555991 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 20899772 PRIORITY OPERATIONS w NEW GRAND RAPIDS ANNEX Clerks -
COST CENTER P1 NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - MANUAL PARCELS - OTHER DUTIES AS
ASSIGNED

QUALIFICATIONS :

SECTION: T-2 NON SCHEME

WORK SCHEDULE: 0730-1600-30L-Su-MoS

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
07:30	16:00	030	OFF	OFF	OFF	OFF	OFF	07:30	16:00	030	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : KRYSTAL HUFFMAN EMP ID: 4426 ON DATE: 10/31/2025

R0206
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DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/21/2025 10:41:40
Page: 3 of 6

JOB ID: ~~95636000~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 20899772 PRIORITY OPERATIONS w NEW GRAND RAPIDS ANNEX Clerks -
COST CENTER P1 NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - MANUAL PARCELS - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: T-2 NON SCHEME

WORK SCHEDULE: 0730-1600-30L-Th-FrS

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
07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	OFF	OFF
												OFF	OFF

POSTING COMMENTS :

VACATED BY : NIKA SMITH EMP ID: 9489 ON DATE: 10/31/2025

JOB ID: ~~73192808~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 20899643 TOUR III MANUAL OPRNS UNIT GRAND RAPIDS ANNEX Clerks -
NEW COST CTR P1 NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA - MANUAL PARCELS - NIXIE/THS RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE

SECTION: T-3 NON SCHEME

WORK SCHEDULE: 1530-2400-30L-TU-WES

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
15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF
												15:30	24:00
												030	15:30
												24:00	030

POSTING COMMENTS :

VACATED BY : TINA RIVERA EMP ID: 7137 ON DATE: 10/31/2025

JOB ID: ~~71091973~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time
Bidding Vacant 01021229 MAIN OFFICE ZONE III DEL OPRN UNIT GRAND RAPIDS Clerks -
NonHQ

JOB SLOT COMMENTS: Mon: 0300-1130-30L; Sat, Tues, Wed, Fri: 0400-1230-30L. SDO s Sun/Thurs.
Position located at the Grand River Carrier Annex. Distribution, BRM, Accountables, Dispatch and other duties as assigned.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0300-1130-30L-Su-ThS

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
03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030	03:00	11:30	030	OFF	OFF
												OFF	OFF
												03:00	11:30
												030	

POSTING COMMENTS :

VACATED BY : JOEL SCHOUT EMP ID: 7485 ON DATE: 10/31/2025

R0206
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DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/21/2025 10:41:40
Page: 4 of 6

JOB ID: 70778195 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : JENNIFER COOK EMP ID: 2437 ON DATE: 10/31/2025

JOB ID: 71284843 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-We-ThS

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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : LANAJA POLK-CRAIG EMP ID: 7296 ON DATE: 10/31/2025

JOB ID: 71284907 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND RAPIDS AUTOMATI Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - LCREM/AFCS RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 0600-1430-30L-Th-FrS

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	From	To	Brk
06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : TYSHANICA PATTERSON EMP ID: 397 ON DATE: 10/31/2025

R0206
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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/21/2025 10:41:40
Page: 5 of 6

JOB ID: 71582942 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER
DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-We-ThS

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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : JAYLYNN PEREZ EMP ID: 1060 ON DATE: 10/31/2025

JOB ID: 72611439 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER
DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 0600-1430-30L-Tu-WeS

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	From	To	Brk
06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : ANTHONY ESTRADA-PINZON EMP ID: 5781 ON DATE: 10/31/2025

JOB ID: 72611441 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER
DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Sa-FrS

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	From	To	Brk
OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ANDRIA BALLA EMP ID: 1741 ON DATE: 10/31/2025

R0206
BC253920 Grand Rapids(MI) Bid
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/21/2025 10:41:40
Page: 6 of 6

JOB ID: 95686184 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Su-MoS

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	From	To	Brk
14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : ELIEL MARTINEZ EMP ID: 2719 ON DATE: 10/31/2025

JOB ID: 95820869 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND RAPIDS OCR/BCS/D Clerks - BCS/LMLM NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - AFCS/LCREM RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Th-FrS

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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ZACHARY PARKS EMP ID: 2436 ON DATE: 10/31/2025

JOB ID: 95499510 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
Bidding Vacant 21097407 GRAND RAPIDS STATION GRAND RAPIDS MAIN OFFICE Clerks - NonHQ
WINDOWS

JOB SLOT COMMENTS: RETAIL OPRNS, PASSPORTS, CLOSE-OUT DUTIES, OTHER DUTIES AS ASSIGNED

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: MAIN OFFICE WINDOWS

WORK SCHEDULE: 0745/1130-30L-SU-WEV

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	From	To	Brk
07:45	16:15	030	OFF	OFF	OFF	11:30	20:00	030	11:30	20:00	030	OFF	OFF	OFF	11:30	20:00	030	11:30	20:00	030

POSTING COMMENTS :

VACATED BY : MARIAH WILKINS EMP ID: 8710 ON DATE: 10/31/2025
