

R0206  
BC253920 Grand Rapids(MI) Bid  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/10/2025 10:32:59  
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: 372973 Clerk

Opening Date : 07/11/2025 Closing Date : 07/21/2025

JOB ID: 73192802 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 20899646 TOUR III SPABS w NEW COST GRAND Clerks -  
CENTER RAPIDS ANNEX NonHQ  
P1

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

QUALIFICATIONS : SPBS DEXTERITY  
SPBS APPLICATION

SECTION:

WORK SCHEDULE: 1730-0200-30L-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
17:30	02:00	030	17:30	02:00	030	17:30	02:00	030	OFF	OFF	OFF	OFF	OFF	OFF	17:30	02:00	030	17:30	02:00	030

POSTING COMMENTS :

VACATED BY : MICHELLE OXFORD EMP ID: 2381 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 95862016 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 20899768 MAIN ANNEX OPERATIONS w NEW GRAND Clerks -  
COST CENTER RAPIDS ANNEX NonHQ  
P1

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX - PAA -

QUALIFICATIONS : MANUAL - NIXIE - DISPATCHER/EXPEDITOR RELIEF- OTHER DUTIES AS ASSIGNED

SECTION:

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

POSTING COMMENTS :

VACATED BY : Jeffrey Schellinger EMP ID: 477 ON DATE: 04/30/2025

\*\*\*\*\*

R0206  
BC253920 Grand Rapids(MI) Bid  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/10/2025 10:32:59  
Page: 2 of 6

JOB ID: 72611451 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time  
Bidding Vacant 21087203 TOUR I APBS W NEW COST GRAND RAPIDS ANNEX Clerks -  
CENTER P1 NonHQ

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

QUALIFICATIONS : SPBS DEXTERITY  
SPBS APPLICATION

SECTION: SPBS

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : CHRISTINE BRINKS EMP ID: 8891 ON DATE: 12/31/9999

\*\*\*\*\*

JOB ID: 70310173 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III 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 MANUAL FLATS - EXPRESS RELIEF -  
OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: T-3 NON SCHEME

WORK SCHEDULE: 1530-2400-30L-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
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	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : JOEL SCHOUT EMP ID: 7485 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 71468362 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
Bidding Vacant 00017370 CARRIER STATION MGMT GRAND RAPIDS Clerks -  
NonHQ

JOB SLOT COMMENTS: GRAND RIVER CARRIER ANNEX Distribution of All Classes of Mail,  
Accountable cage, BRM, Postage Due, Other duties as assigned. Work  
Schedule: Sat 1030-1900-30L; Mon, Tue, Thur, Fri 0500-1330-30L NS Days:  
Sun/Wed

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1030/0500-30L-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
10:30	19:00	030	OFF	OFF	OFF	05:00	13:30	030	05:00	13:30	030	OFF	OFF	OFF	05:00	13:30	030	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : MELISSA MCMILLAN EMP ID: 8296 ON DATE: 05/15/2025

\*\*\*\*\*

R0206  
BC253920 Grand Rapids(MI) Bid  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/10/2025 10:32:59  
Page: 3 of 6

JOB ID: 71284847 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time  
Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND OCR/BCS/D Clerks -  
RAPIDS 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: 0600-1430-30L-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
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	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : TYSHANICA PATTERSON EMP ID: 397 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 71318610 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND Clerks -  
RAPIDS NonHQ

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

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-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	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

POSTING COMMENTS :

VACATED BY : DEVIN GARZA EMP ID: 1123 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 71582940 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND Clerks -  
RAPIDS 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 : Charles Earley EMP ID: 7843 ON DATE: 06/13/2025

\*\*\*\*\*

R0206  
BC253920 Grand Rapids(MI) Bid  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/10/2025 10:32:59  
Page: 4 of 6

JOB ID: 71582941 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND Clerks -  
RAPIDS NonHQ

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

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-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	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

POSTING COMMENTS :

VACATED BY : DAVID VENNE EMP ID: 5852 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 95836782 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND Clerks -  
RAPIDS NonHQ

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

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1800-0230-30L-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
18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	OFF	OFF	OFF	OFF	OFF	OFF	18:00	02:30	030	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : JEAN ROSE WALKER EMP ID: 3614 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 95850525 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time  
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND Clerks -  
RAPIDS NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - AUTOMATION - LEAD CLERK RELIEF -  
AFCS/LCREM RELIEF - OTHER DUTIES AS ASSIGNED MUST HAVE ONE YEAR MAIL  
PROCESSING EXPERIENCE  
WORK AREA: DIOSS/DBCS/LCREM/AFCS

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 0600-1430-30L-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
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	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : EDWARD KELLY EMP ID: 7225 ON DATE: 07/06/2025

\*\*\*\*\*

R0206  
BC253920 Grand Rapids(MI) Bid  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/10/2025 10:32:59  
Page: 5 of 6

JOB ID: 95851779 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time  
Bidding Vacant 01016138 INCOMIN PRIM - MAIN DIST TOUR I GRAND NIXIE Clerks -  
RAPIDS TABLE NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - NIXIE/BONE TABLE -  
DISPATCH/EXPEDITOR/REGISTRY ROOM RELIEF - OTHER DUTIES AS ASSIGNED

QUALIFICATIONS : THIS JOB HAS BEEN PULLED AND FILLED ON THE LAST CYCLE  
SECTION: T-1 NON SCHEME  
WORK SCHEDULE: 0600-1430-30L-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	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

POSTING COMMENTS :

VACATED BY : Joanne Birge EMP ID: 7188 ON DATE: 04/30/2025

\*\*\*\*\*

JOB ID: 95624002 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Bidding Vacant 01016236 TOUR III MANUAL OPRNS UNIT GRAND MANUAL Clerks -  
RAPIDS LETTERS NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF - PAA - MANUAL - REGISTRY ROOM RELIEF - OTHER  
DUTIES AS ASSIGNED

QUALIFICATIONS :  
SECTION: T-3 NON SCHEME  
WORK SCHEDULE: 1400-2230-30L-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	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

POSTING COMMENTS :

VACATED BY : KATHRYN ONDERSMA EMP ID: 8433 ON DATE: 06/13/2025

\*\*\*\*\*

JOB ID: 95703362 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR I LDC:43 EG:1=Full Time  
ASSOC  
Bidding Vacant 01017552 NORTHEAST OPRN UNIT NORTHEAST NORTHEAS Clerks -  
T STATION NonHQ

JOB SLOT COMMENTS: Distribution, Retail, Box, BRM, and other duties as assigned.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:  
WORK SCHEDULE: 0300-1130-30L-Su-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
03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030	03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030	03:00	11:30	030

POSTING COMMENTS :

VACATED BY : MARY THOMPSON EMP ID: 8149 ON DATE: 06/13/2025

\*\*\*\*\*

R0206  
BC253920 Grand Rapids(MI) Bid  
B6X6D0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/10/2025 10:32:59  
Page: 6 of 6

JOB ID: 71688590 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time  
ASSOC

Bidding Vacant 21097407 GRAND RAPIDS STATION GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: Pool/relief clerk for leave/bid related vacancies at the Main Office, GRCA, Sey SQ, Ledyard, Northwest, Northeast, Eastown, East Paris, Centerpointe, Wyoming/Rogers, Kentwood.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: MAIN OFFICE WINDOWS

WORK SCHEDULE: 0600-1500-60L-Su-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
06:00	15:00	060	OFF	OFF	OFF	06:00	15:00	060	OFF	OFF	OFF	06:00	15:00	060	06:00	15:00	060	06:00	15:00	060

POSTING COMMENTS :

VACATED BY : DANIELLE  
WITHERSPOON

EMP ID: 4913

ON DATE: 05/12/2025

\*\*\*\*\*