

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-0001 Clerk Craft- 1 FTR Position

COMPLAINTS & INQUIRY CLERK PS-07
OCCUPATIONAL CODE: 2345-23XX
POSITION ID #: 71325353
LOCATION: 225 MICHIGAN ST NW, GRAND RAPIDS, MI
DUTY HOURS/BASIC WORK WEEK: SAT, TUE, WED, THU, FRI: 0630-1500-30L

OFF DAYS: SUNDAY/MONDAY
WORK AREA: NAME MICHIGAN 2 DISTRICT

REQUIREMENTS: (SKL720) VERBAL ABILITY (SKL718) BASIC COMPUTER SKILLS.

BIDDING REQUIREMENTS: BEST QUALIFIED - MUST SUBMIT A PS FORM 991, APPLICATION FOR PROMOTION, ADDRESSING EACH REQUIREMENT (KSA) ON THE QUALIFICATION STANDARD.

VACATED BY: THERESA STEWART

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

Date and Time Posted

12/27/24

Date and Time Withdrawn

1/6/25

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL 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.