

UNITED STATES POSTAL SERVICE - KANSAS CITY MISSOURI

JBM-Mid America – Kansas City MO – Clerk #342499

DO NOT REMOVE THIS NOTICE FROM THE BOOK

PLEASE POST WITH FULL VACANCY REPORT

SUBJECT: CLERK VACANCY ADDENDUM

Please note this bid was incorrectly posted and should be:

**TOUR II EIGHT HUNDRED SEVENTEEN
SCHEDULE: 0500-1330-30L-SaSu**

JOB ID: **71136668** 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 01015605 **TOUR I SEVEN HUNDRED SEVENTEEN** KANSAS CITY Clerks - NonHQ

JOB SLOT COMMENTS: ASSIGNED TO **BOX** SECTION. SEPARATES MAIL IN ACCORDANCE WITH ESTABLISHED BOX SECTION SCHEMES. PREPARES MAIL FOR CUSTOMER PICKUP. OTHER DUTIES AS ASSIGNED BY SUPERVISOR. LIFTING UP TO MAX WEIGHT REQUIRED.

QUALIFICATIONS :

SECTION: BOX SECTION

WORK SCHEDULE: **0500-1330-30L-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
05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	OFF	OFF	OFF	OFF	OFF	OFF	05:00	13:30	030

POSTING COMMENTS :

VACATED BY : KAMILAH GRIM EMP ID: 5906 ON DATE: 06/28/2024

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Please send all "Live Bid Requests" to [PEDC](#).

SUBJECT: CLERK VACANCIES KCMO POST OFFICE

.....
Employees cannot request to remain in their present assignment after being awarded a bid position. It is the responsibility of each employee to carefully read each posting. Employees must withdraw in writing before the closing time and date of posting.
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Please note: If a position has a variable schedule as evidenced by the letter "V" at the end of the schedule text, or if there is no schedule text at all, you must check the position remarks for the actual schedule that will feed to TACS. Please do not assume the wrong days off have been placed onto the position until you look at the days off in the remarks. Even though a variable schedule text may say "xxxx-xxxx-30L-ThFrV", it does NOT mean the days off for that schedule are Thu/Fri. However, if the schedule reads "xxxx-xxxx-30L-ThFrS", that is a standard schedule and you may expect the days off to be Thu/Fri.

**Use COMPUTER or PHONE BIDDING to enter your bids.
Eligible Clerks may bid on the attached vacancy or vacancies from**

OPEN 07/06/2024- CLOSE 07/15/2024

USE PHONE BIDDING OR WEB BIDDING UNTIL MIDNIGHT - 07/15/2024

1-877-477-3273

TTY number: 1-800-520-0625

Computers are available at the Barry Woods Station, James Crews Station, Martin City Station, Raytown Station, South Troost Station and the KCMO P&DC.

**If a clerk is having difficulty bidding via phone, they need to try bidding
Via web and vice versa. If they still have difficulty, they can send a**

Manual bid form to Local Services @

LOCALSERVICESKSMOMANUALBIDSET@USPS.GOV

**Include EIN and Posting #. Manual bids must be received before 7:00AM
On the day immediately following the posting close date.**

No PIN numbers will be reset over the phone!!!!

READ THESE INSTRUCTIONS

Effective April 28, 2014, your 4-digit USPS PIN (Personal Identification Number) will no longer be used to access HR Self-Service web applications for eJob Bidding. Please remember to update your Self-Service Profile. However, for IVR (phone bidding) only, employees will be able to access this application using their EIN (Employee Identification Number) and 4-digit PIN after April 28, 2014. Since May 15, 1999, Headquarters has established procedures that must be used when resetting PINs for employees: Employees must submit a written request signed and dated by a supervisor confirming it was received directly from an employee. After 48 hours from submitting their request to their supervisor, all employees are encouraged to immediately call the Phone Bidding System and create their new PIN. If the employee is still unable to establish a new PIN in the Phone Bidding System they must contact the HRSSC.