

**PHILADELPHIA BID INSTALLATION ONLY**  
**ALL FULL TIME CAREER CLERK CRAFT EMPLOYEES ONLY**

SENIOR BIDDER - GENERAL EXPEDITOR - Full Time, Level 7

FULL TIME REGULAR “DETAIL” ASSIGNMENT - “Not to Exceed  
120 Days”

**8 DETAIL Positions**

LOCATED AT THE PEAK ANNEX  
UPPER CHICHESTER PA 19061

JOB ANNOUNCEMENT # CLKANX2105

**OPEN: 12/2/2021**

**CLOSE: 12/9/2021**

Philadelphia Bid Installation Only - This INCLUDES The Plant (Phila. P&DC), All City Stations/Branches, Philadelphia VMF, Main Office Delivery, ANY Operation staffed within the Philadelphia Bid Installation Mailhandler employees

**(PHILADELPHIA NDC, SOUTHEASTERN AND TRI-COUNTY EMPLOYEES ARE NOT ELIGIBLE FOR THIS POSTING)**

ALL JOB BID ANNOUNCEMENTS ARE REQUIRED TO BE POSTED IN EACH INSTALLATION.

Attachments include: Vacancy Announcement, Job Description and Manual Bid Sheet

Thank you,  
Cathy L. Newberry  
Phila P&DC – IPS  
215-749-4113



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 for as necessary.

**ALL FULL-TIME CAREER CLERK CRAFT EMPLOYEES**

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.

**PLEASE POST! DETAIL Positions – General Expeditors**

Philadelphia Bid Installation

**CLERK DETAIL POSTING #: CLKANX2105**

**Open: 12/2/2021 Close: 12/9/2021**

**Detail Title: GENERAL EXPEDITOR, FULL-TIME, P-07 - "Not to Exceed 120 Days"**

**Location: PEAK ANNEX – UPPER CHICHESTER PA 19061**

**Selection Method: "SENIOR BIDDER"**

Job ID	Non-Scheduled Days	Work Schedule
1001	SunMon	2300-0730
1002	TueWed	2300-0730
1003	ThuFri	2300-0730
2201	SunMon	0700-1530
2202	TueWed	0700-1530
3301	SunMon	1500-2330
3302	TueWed	1500-2330
3303	ThuFri	1500-2330

\*\*\*\*\* Submit your choices on a Manual Bid Sheet with #1 being your first choice. \*\*\*\*\*

**THIS IS NOT AN AUTOMATED POSTING.**

**THIS IS A SENIOR QUALIFIED JOB ANNOUNCEMENT. ALL MANUAL BID SHEETS MUST BE DROPPED IN THE BLUE MAIL BOX IN THE 3<sup>rd</sup> LEVEL MANAGER'S OFFICE BY 11:59 P.M. THURSDAY, DECEMBER 9, 2021.**

Date and Time Posted  
**12/2/2021**

Date and Time Withdrawn  
**12/9/2021**

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.



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**GENERAL EXPEDITOR (P7-07)**  
**OCCUPATION CODE: 2315-11XX**

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**FUNCTIONAL PURPOSE:**

Arranges for the proper transfer for mail which may require the knowledge of incoming and/or outgoing schemes, transportation schedules, and receipt and dispatch information in performing mail distribution between highway contract routes, mail messengers and truck routes, and other mail units; and the separating, loading, and unloading of railway storage cars, flexi-vans and piggy-back trailers, by contractors and postal employees to ensure proper and expeditious handling.

**DUTIES AND RESPONSIBILITIES:**

1. Expedites the distribution and dispatch of all mails processed in the assigned work areas.
  2. Coordinates the dispatch of mail from cases, registry section, and/or other areas by giving timely notice of regular and emergency dispatches to ensure expeditious handling of mail. Coordinates the movement of mails from the platform (or related receipt point) to processing areas or from cases to pouches, and pouches to dispatch points or platform.
  3. Recommends changes in pouch and sack racks, pouch authorization, and work assignments as changes in distribution and dispatch schedules dictate.
  4. Assists supervisor in carrying out special assignments, such as, mail volume counts, information for surveys, observing handling of selected mail matter, and other similar duties. May maintain records of mail volumes, work hours, and other record keeping; assists with on-the-job training.
  5. Ensures proper labeling, timely closing, routing and dispatch of all pouches and sacks within the assigned work area; arranges for equipment.
  6. Keeps informed on contract provisions for routes serving the facility such as, loading agreements, correct sized vehicles, proper protection of the mail and other special conditions. Periodically inspects contract vehicles and reports deficiencies or irregularities to supervisor.
  7. Keeps informed of all scheduled arrivals and departures at the duty station, and has knowledge of the most expeditious dispatches to ensure an alternative rerouting of preferential mails due to unusual circumstances; determines whether mail should be held for alternate connections.
  8. Examines outgoing and incoming vehicles to determine degree of utilization and adherence to highway safety regulations and reports irregularities to supervisor.
  9. Recommends arrangements for extra trips of service when necessitated by volume or unusual circumstances.
  10. Oversees the loading and unloading of storage cars, flexi- vans, piggy-back trailers, or other mail containers intended for transportation by rail when such activities are performed at the facility.
  11. Maintains close contact with supervisor in the distribution and vehicle service units to assure close coordination of all mail handling operations.
  12. Performs manual distribution of all classes of mail.
  13. Performs other job related tasks in support of primary duties.
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