



## **Vacancy Opportunity - -Post Immediately**

**Requirement:** Applicants must address all KSAs on their eCareer profile and submit the Hard Copy to Laurentine Owens, STL PDC RM# 2057. The KSA's are located below. There are THREE of them.

Open Date: 09/24/2025  
Closing Date: 10/04/2025

**LOCATION:**

St Louis P&DC  
1720 Market St  
St Louis MO 63155

**PERSONS ELIGIBLE TO APPLY:** All Full Time Regular Clerks in the St Louis Post Office Bid Cluster

**GRADE:** PS-08

**HOURS:** 0300-1130-30L-Th-FrS

**JOB NUMBER:**74459846

**JOB DESCRIPTION:**

**AUTOMATION/AFSM MAIL FLOW CONTROLLER. MONITORS SORTING BETWEEN DOCK/010 TO MACHINE AND MACHINE TO MACHINE MAIL FLOW. TMS AS NEEDED. BIN 2 MAIL FLOW. LCREM MAIL FLOW. LABEL MAINTENANCE AS NEEDED. REPORTS TO SUPERVISOR AND MANAGEMENT. OTHER DUTIES AS ASSIGNED BY SUPERVISOR. APWU LMOU JOB 10 OF 68.**

**REQUIREMENTS:**

**KNOWLEDGE, SKILLS, & ABILITIES – to be addressed on your eCareer Profile.**

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Knowledge of mail flow control systems.
2. Knowledge of the mail flow process throughout a facility.

3. Ability to communicate orally and in writing with people at different levels within the organization.
4. Ability to integrate and understand information from different sources.
5. Ability to read and interpret data.
6. Ability to use judgment and make decisions.
7. Ability to work independently without immediate supervision.
8. Skill using computer software applications such as spreadsheets, databases, and email.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete the Virtual Entry Assessment MP (476).

**TRAINING REQUIREMENTS:**

Applicant must successfully complete the prescribed training.

**PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position.

**DUTIES AND RESPONSIBILITIES:**

1. Monitors sorting and conveyor systems to ensure that machines are running properly; determines which belts to use to feed mail into the system; advises on re-routing mail to adjust for system issues; and makes recommendations for changes to schemes and sort plans.
2. Monitors mail flow, timing and feeding in relation to capacity and plan, and notifies management when adjustments in sort plans, equipment or staffing are needed to meet operating plans.
3. Maintains equipment availability schedule during preventive maintenance cycles and coordinates among functional groups to ensure continued and efficient operation of equipment throughout each tour.
4. Identifies mail flow issues (such as jams, stoppages, breakdowns, overloads). Notifies management and maintenance of system issues and problems, including information such as equipment location, system status, preventative maintenance cycles, workload patterns, and manpower utilization.
5. Maintains log of problems and issues, including repair status, machine down time, and time frames for repairs.

6. Generates system reports including reports on discharge problems, maintenance issues, piece counts, mail flow clogs, equipment issues, keying rates, mail volume and workforce data.
7. Serves as the central communication point among internal and external contacts to receive and disseminate information affecting mail flow. Mobilizes as central point of contact in emergency situations.
8. Follows established safe work methods, procedures and safety precautions while performing all duties.
9. Performs other job-related duties as assigned.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

*Best Qualified*

**BARGAINING UNIT:**

CLERK

**MAIL TO:**

St Louis Manager, Processing Support  
Laurentine Owens RM 2057  
1720 Market St  
St Louis MO 63155

**HOW TO APPLY:**

Mail your Hard Copy eCareer profile to Manager, Processing Support Laurentine Owens at St Louis PDC/Metro Annex. Be sure to address all eight of the KSA's listed. Failure to address all eight KSA's will negate your request. The United States Postal Service is an equal opportunity employer. The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need 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.



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1720 Market St  
St Louis MO 63155

**PERSONS ELIGIBLE TO APPLY:** All Full Time Regular Clerks in the St Louis Post Office Bid Cluster

**GRADE:** PS-08

**HOURS:** 1800-0230-30L-We-ThS

**JOB NUMBER:**74459858

### **JOB DESCRIPTION:**

**AUTOMATION/AFSM MAIL FLOW CONTROLLER. MONITORS SORTING BETWEEN DOCK/010 TO MACHINE AND MACHINE TO MACHINE MAIL FLOW. TMS AS NEEDED. BIN 2 MAIL FLOW. LCREM MAIL FLOW. LABEL MAINTENANCE AS NEEDED. REPORTS TO SUPERVISOR AND MANAGEMENT. OTHER DUTIES AS ASSIGNED BY SUPERVISOR. APWU LMOU JOB 10 OF 68.**

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8. Follows established safe work methods, procedures and safety precautions while performing all duties.
9. Performs other job-related duties as assigned.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

*Best Qualified*

**BARGAINING UNIT:**

CLERK

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**GRADE:** PS-08

**HOURS:** 1800-0230-30L-Mo-TuS

**JOB NUMBER:**74459864

**JOB DESCRIPTION:**

**AUTOMATION/AFSM MAIL FLOW CONTROLLER. MONITORS SORTING BETWEEN DOCK/010 TO MACHINE AND MACHINE TO MACHINE MAIL FLOW. TMS AS NEEDED. BIN 2 MAIL FLOW. LCREM MAIL FLOW. LABEL MAINTENANCE AS NEEDED. REPORTS TO SUPERVISOR AND MANAGEMENT. OTHER DUTIES AS ASSIGNED BY SUPERVISOR. APWU LMOU JOB 10 OF 68.**

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