

US POSTAL SERVICE  
SAN ANTONIO, TX 78284-9998

**OFFICE WIDE-BEST QUALIFIED VACANCY: COMPLAINTS AND INQUIRY CLERK, P7-07 (1 POSITION) #95812760**

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AS A RESULT OF IN-HOUSE POLLING OF COMPLAINTS & INQUIRY CLERKS, THE POSITION LISTED ON THE ATTACHED SHEET IS POSTED OFFICE-WIDE TO ALL **CAREER EMPLOYEES IN THE CLERK CRAFT**.

**HOW TO APPLY:** Employees must submit a completed PS Form 991 to Marketing Department, Attn: (A) Manager, Consumer & Industry Contact Eliza Bustamante, 1 Post Office Dr., San Antonio TX 78284-9998 to be received or postmarked no later than the closing date below. Round-dated stamps will not be accepted. USE PS FORM 991 DATED JUNE 2014, or later. Previous forms are obsolete. Incomplete, unsigned or incorrectly filled out Form 991's will not be considered. Remember, it is the sole responsibility of the applicant to ensure that their PS Form 991 is received timely and in accordance with instructions. If you have any questions, please call 210-368-1699, 8 a.m. to 5 p.m. Monday-Friday.

**SPECIAL NOTE:** REQUIREMENTS (Knowledge, Skills & Abilities) MUST BE ADDRESSED INDIVIDUALLY ON PS FORM 991. Incomplete, unsigned or incorrectly filled out PS Forms 991 will not be considered. Applicants must demonstrate basic computer skills (Exam 718) and Verbal Ability (Exam 720). In order to determine if you are currently qualified for Postal Exams 718 and 720, you must submit a completed Data Collection Sheet along with your PS Form 991 by closing date. Applicants must have a safe driving record. The selected candidate will be asked to provide consent for a Motor Vehicle Record check. Physical and additional requirements must also be met by the applicant. These forms can be obtained from the Training Office or Local Services Office.

Employees applying for BEST QUALIFIED positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualifications. If available evidence of your qualifications is incomplete, you are responsible for providing us with the appropriate information to update your records prior to the closing date of this posting.

Work Schedule: 0800-1700-60L-Sa-SuS

Any employee temporarily disabled must provide medical certification within 10 days from the date of the award posting indicating that the employee will be able fully perform the duties of the bid position within six months of the bid. If the employee fails to provide such certification, the bid shall be disallowed. And if the assignment was awarded, the employee shall become an unencumbered employee; and the bid will be reposted. Under such circumstances, the employee shall not be eligible to re-bid the next posting of that assignment.

Additional duties as assigned by Supervisor.

**VACANCY/BULLETIN: #07-BQV-20**

**DATE POSTED: July 28, 2020**

**DATE WITHDRAWN: August 6, 2020**

**DISTRIBUTION: DISTRICT, CSO, SAPO, SA P&DC, ANNEX, SA VMF, UNIONS**

The USPS provides reasonable accommodations to qualified individuals with disabilities. If you need accommodations for any part of the application, bidding, interview, and selection process, please contact Human Resources Office at 210-368-8396. Reasonable accommodations will be granted on a case-by-case basis.