

US POSTAL SERVICE
SAN ANTONIO, TX 78284-9998

OFFICE WIDE - BEST QUALIFIED VACANCY: FINANCE SECRETARY, P7-07 (1 POSITION – JOB # 95664889)

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 Mgr. Finance, ATTN: James C. Jones, 1 Post Office Dr., San Antonio, TX 78284-9998, to be received or postmarked no later than the closing date indicated below. Round-dated stamps will not be accepted. Remember, it is the sole responsibility of the applicant to ensure their PS Form 991 is received timely and in accordance with instructions provided in the posting/bulletin. USE PS FORM 991 DATED JUNE 2014 or later. Previous forms are obsolete.

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 clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 30 words per minute in a five minute test. This must be demonstrated by successful completion of Postal Service Test 713. In order to determine if you are currently qualified for Postal Exams 710 and 713, you must submit a completed Data Collection Sheet along with our PS Form 991 by closing date. These forms can be obtained from the Training Office or the Human Resources 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.

The applicant must also meet the general and physical requirements for the position. Additional duties as assigned by Supervisor.
Work Schedule: 0630-1530-60L-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 to fully perform the duties of the bid position within (6) 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: #02-BQV-21

DATE POSTED: April 24, 2021

DATE WITHDRAWN: May 3, 2021

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.