

US POSTAL SERVICE
SAN ANTONIO, TX 78284-9998
BEST QUALIFIED CLERK - CONTRACT TECHNICIAN, PS 07, VACANCY (1 POSITION – JOB # 95657090)

The position listed on the attached sheet is posted **TO ALL CAREER EMPLOYEES IN THE CLERK CRAFT.**

HOW TO APPLY: Employees must submit a completed PS Form 991 to Manager Maintenance Operations Support, Attn: Robert Spagnolia, 10410 Perrin Beitel Rd., San Antonio TX 78284-9998. **PS Form 991 must 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.

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 have a safe driving record. The selected candidates will be asked to provide consent for a Motor Vehicle Record check. Physical and additional requirements must also be met by the applicants. 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.

You must also meet the General and Physical requirements.

Work Schedule: 0745-1630-45L-Sa-Su

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: #010-BQV-21

DATE POSTED: July 27, 2021

DATE WITHDRAWN: August 8, 2021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.