

PLEASE POST ON ALL BULLETIN BOARDS

Open to all Career Clerk Bargaining postal employees with at least 1-year of current continuous career service assigned within the San Antonio Bid Cluster.

Please see attached detail opportunity for CUSTOMER RELATIONS SECRETARY

Open Date: 05/24/2025

Closing Date: 05/30/2025

Please mail, or email your hard copy eCareer profile to include KSA responses to:

**Customer Relations/Consumer Affairs
ATTN: CHRISTINA A. MORENO, MANAGER, CUSTOMER RELATIONS
1 Post Office Dr.
San Antonio, TX 78284-9444
christina.a.moreno@usps.gov**

**CUSTOMER RELATIONS SECRETARY - DETAIL ASSIGNMENT
NTE 90 DAYS – TEXAS 3 DISTRICT**

Open to all career clerk bargaining postal employees with at least one year of current continuous career service assigned within the San Antonio bid cluster.

Position Number: 01-2025

Issue Date: 05/24/2025

Closing Date: 05/30/2025

LOCATION:

Customer Relations – Secretary
Texas 3 District Building
1 Post Office Dr.
San Antonio, TX 78284-9401

TITLE: Secretary (TX 3 District) – NTE 90 Days

GRADE: P7 - 07

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 0318-0004

NON-SCHEDULED DAYS: Saturday and Sunday

HOURS: 7:00 a.m. to 4:00 p.m.

FINANCE NUMBER: 48-7980

PERSONS ELIGIBLE TO APPLY: All career clerk bargaining Postal employees with at least one year of current continuous career service assigned **within the San Antonio bid cluster** are eligible to apply.

FUNCTIONAL PURPOSE: Provides secretarial support for a manager and staff. Processes information in accordance with established practices & procedures. Performs a variety of miscellaneous office clerical & typing duties.

REQUIREMENTS:

1. Knowledge of requirements for formatting & preparing documents such as letters, reports, & presentation materials.
2. Knowledge of English composition, grammar, punctuation, and spelling.
3. Ability to operate computer systems or applications such as word processing, data entry, & graphics software.
4. Ability to establish & maintain office and database filing systems & to accurately file & retrieve individual records.
5. Ability to locate, read, & comprehend written reference materials such as handbooks, manuals, bulletins, & directives.
6. Ability to review prepared materials for accuracy and completeness.
7. Ability to communicate orally sufficient to express spoken ideas or facts clearly & logically when answering questions, giving directions, & providing information.
8. Ability to work cooperatively & interact positively with customers and co-workers, exercising courtesy, discretion, & self-control.

How to apply: Submit your **eCareer profile** to include the **Summary of Accomplishments** addressing each requirement – Knowledge, Skills, or Ability (KSA) above. Hard copy applications should be addressed and submitted as listed above for receipt on or before the closing date. **This position is not posted in eCareer.**

Mail your eCareer Profile and Summary of Accomplishments to:

Customer Relations/Consumer Affairs

ATTN: CHRISTINA A. MORENO, MANAGER, CUSTOMER RELATIONS

1 Post Office Dr.

San Antonio, TX 78284-9444