

PLEASE POST ON ALL DESIGNATED EMPLOYEE BULLETIN BOARDS

This position is posted on an office wide basis to all Career Clerk Craft. Please see the attached and distribute within the San Antonio Bid Cluster.

The KSA's that must be addressed are located on the Qualifications attachment under Requirements.

For your assistance, attached is the PS Form 991.

VACANCY/BULLETIN: #01CT-BQV-25

DATE POSTED: July 30, 2025

DATE WITHDRAWN: August 9, 2025

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

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 within San Antonio Bid Cluster.**

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

QUALIFICATIONS

U.S.Postal Service

CONTRACT TECHNICIAN (P7-07)
OCCUPATION CODE: 1102-01XX

BARGAINING UNIT QUALIFICATION STANDARD1102
(1102-01XX)

CONTRACT TECHNICIAN

DOCUMENT DATE: MARCH 16, 2019**FUNCTION:**

Assists in the tasks of soliciting, negotiating, administering, and terminating of informal and formal contracts.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

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.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals relevant to the position.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications in contracts.

B-22. Ability to perform basic arithmetic computations to include percentages.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-44. Ability to personally resolve problems of a routine nature.

B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

Applicants must have one year of experience in such areas as procurement property and supply assistant, procurement clerk, or any related area resulting in experience in basic purchasing or solicitation techniques.

Business courses in a relevant area at high school level or above may be substituted for the required experience at the rate of three months of experience for each completed course. Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

Applicants must demonstrate the ability to type at a rate of 30 net words per minute for five minutes. This must be demonstrated by successful completion of Postal Service Test 713.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform effectively the duties of the position.

Doc Date: 03/16/2019**Occ Code: 1102-01XX**

This application provides the evaluator a summary of your education, work experience, and capabilities that pertain to the vacant position to which you are applying. List your education or training and work experience in the spaces provided. Number your entries consecutively in the Reference No. columns, e.g., education or training 1-6, postal positions 7-10.

The vacancy announcement to which you are responding lists the job requirements. In this application, you provide your qualifications as they apply to those requirements. Your statement of qualification should include a demonstration of the required knowledge, skill, or ability. All of the requirements in the vacancy announcement should be addressed. If you do not address each requirement, you will have an incomplete application. This may cause you to be found unqualified.

Read each of the requirements listed on the vacancy announcement. Consider carefully your achievements which demonstrate the specified requirement. An achievement may be either a specific instance or sustained high performance over a period of time. These achievements may have occurred in all kinds of settings, e.g., paid work in the Postal Service or any other organization, volunteer work, education, training activities. For each requirement, try to give several examples of achievements that demonstrate you have the knowledge, skill, or ability being addressed. We recommend describing achievements by (1) telling of a situation or task which needed to be done; (2) stating what action you took; and (3) describing the result of that action. Be sure it is clear to the evaluator that:

1. What you are describing demonstrates the requirement.
2. The situation, action, and result are fully described.
3. You were in some way responsible for the result.
4. If you displayed initiative or innovation, you have shown this.

If your achievement was the acquisition of education or training, then your achievement description should indicate the following:

1. What you learned and how that learning relates to the knowledge, skill, or ability specified in the requirement.
2. Details or nature of the course, e.g., topics covered, level of complexity.
3. Evidence of the quality of your performance in the course, if available. Simply mentioning that you took a course will not show you gained any knowledge from it.
4. Any application of what you learned.

The content of your description is more important than your writing style. You must communicate to the evaluator how you have demonstrated the requirement. Be specific about what you did. Saying that you possess a requirement is not an adequate description.

When you write your achievement descriptions, you should assume that the evaluator does not know anything about you. After each achievement description, indicate the reference person(s) who could verify your achievements. Your supervisor may also be contacted to verify any work-related statements you write. Indicate for each achievement the reference number of your education or training, or work experience connected to your achievements.

Notes to Applicant

1. **This form is to be used when applying for duty assignments that require you to describe your knowledge, skills, and abilities as they apply to the vacancy.**
2. **Copy page 3, Statement of Qualifications, and use a separate page 3 for each requirement.**
3. **Do not attach transcripts or recommendations to this application.**
4. **After completing this form, fill in the "Requirements Page ___ of ___" item at the bottom right corner of each copy of page 3.**

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

PRIVACY ACT STATEMENT

Your information will be used for consideration of employment, promotion or reassignment. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, you may not receive full consideration. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies, visit www.usps.com/privacypolicy.

WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.

Applicant Information

Name <i>(Last, First, MI)</i>		Title of Present Position		
Mailing Address		Name and Location of Employing Office		
Home Phone Number <i>(Area Code)</i>	Work Phone Number <i>(Area Code/PEN)</i>	Employee ID Number	Grade	Years of Service

Information About Vacant Position

Vacancy Announcement Number	Closing Date	Position Applied For	Grade
Name of Vacancy Office		Location of Vacancy Office	

Education/Training

Ref. No.	Date <i>(Mo./Yr.)</i>		Name of Educational Institution <i>(Address Not Required)</i>	Major Fields of Study	No. of Credits <i>(Hours)</i>		Type of Degree	Date
	From	To			Semester	Quarter		
			High School					
Ref. No.	From	To	Name of Postal or Other Training Facility	Course Name				

Postal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.
List in reverse chronological order. Use additional space on page 2, if necessary.

Ref. No.	Date <i>(Mo./Yr.)</i>		Position Title	Name & Location of Organization	Grade
	From	To			
		Present			

Nonpostal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.
List in reverse chronological order. Use additional space below, if necessary.

Ref. No.	Date (Mo./Yr.)		Position Title	Grade or Salary	Name & Location of Organization
	From	To			

Use this additional space in completing Postal and Nonpostal Positions information. You may also use the space to list any special assignments, projects, civic and professional organizations, awards, honors, special skills, etc.

Application must be received at vacancy office by closing date.

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Employee/Applicant

Date

Statement of Qualifications	Name
Announcement Number	Position Applied For

Applicant position requirements are listed on the vacancy announcement. Enter the requirement in the space provided and explain your qualifications in reference to the requirement. It is recommended that you use a situation/task-action-result format to describe your qualifications.

APPLICANT - COPY THIS PAGE. USE ONE PAGE PER REQUIREMENT.

Requirement _____

Reference Number	Reference Name & Phone Number <i>(For use of evaluator & selector)</i>
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