UNITED STATES POSTAL SERVICE

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: 01-2026

Issue Date: 01/23/2026
Closing Date: 02/01/2026

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: 8:00 a.m. to 4:30 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: HERBERT "DEE" SIMMONS, CUSTOMER RELATIONS
1 Post Office Dr.
San Antonio, TX 78284-9444