

The position listed on the attached sheet is posted TO ALL CAREER EMPLOYEES IN THE CLERK CRAFT within San Antonio Bid Cluster.

The banner features the United States Postal Service logo at the top left. The central text reads "APPLY TODAY!" in large, bold letters. Below this, a central box contains the text: "★ BEST QUALIFIED ★ SECRETARY PS 07 ★ VACANCY ★". To the left of this box is an icon of a computer monitor with a checkmark, and to the right is an icon of a clipboard with a checkmark and a pencil. Below the central box, a red banner says "COME JOIN OUR TEAM!". Underneath, there are icons of a group of people, the text "CUSTOMER RELATIONS", and a handshake icon. At the bottom, a dark blue banner contains the slogan "SERVE ★ CONNECT ★ DELIVER ★ MAKE A DIFFERENCE". On the right side, there is an illustration of a United States Postal Service building.

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 Moreno, MANAGER, CUSTOMER RELATIONS
Veronica White, MANAGER, CONSUMER AFFAIRS
1 Post Office Dr.
San Antonio, TX 78284-9444
210.368.5580

**CUSTOMER RELATIONS SECRETARY -
JOB # 95772694 -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: 07-2026

Issue Date: 07/07/2026

Closing Date: 07/16/2026

LOCATION:

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

TITLE: Secretary (TX 3 District)

GRADE: P7 - 07

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 0318-0004

NON-SCHEDULED DAYS: Saturday and Sunday

HOURS: 8:00 a.m. to 5:00 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.

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1 Post Office Dr.

San Antonio, TX 78284-9444

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STD JOB DESCRIPTION

U.S.Postal Service

**SECRETARY (P7-07)
OCCUPATION CODE: 0318-0004**

FUNCTIONAL PURPOSE:

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

DUTIES AND RESPONSIBILITIES:

1. Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.
2. Accesses, retrieves and/or updates files and other data maintained on personal computers.
3. Sends and receives electronic messages, files and other documentation via the local area network.
4. Produces charts, tables, and other documentation using various graphics software.
5. Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.
6. Reviews materials prepared for manager's signature for accuracy, completeness, and format.
7. Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.
8. Screens, logs, and routes office mail in accordance with established procedures.
9. Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

SUPERVISION:

Manager of unit to which assigned

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

Doc Date: 11/24/2010**Occ Code: 0318-0004**

Program: ZPAR_EE_AND_PSN_INFORMATION	United States Postal Service	Date: 03/02/2026
System: PRD - 010	Employee and Position Information	Time: 14:41:08
	USPS Restricted Information	Page: 42

Installation Head: 00036718 - SAN ANTONIO(TX) POST OFC - INSHD

Pers ID:	Empl Name: Vacant Position	EOD Date:	Next Incr:	Plcmt Dt:
P/L: -	P/L Name:	Prob End:	Sen Date:	Rank:
Psn ID: 95772694	Job ID: 00049466	Occ Code: 0318-0004	Job Title: SECRETARY	
Cost Ctr: 487980	Org Id: 01015460	Org Name: CUSTOMER RELATIONS SUPORT		
SDA:	Allow:	Psn Stat:	PS Type/Group/Level:P707	
EG: 1	ESG: 10	LDC: 78	Work Schedule: 0800-1700-60L-Sa-SuS	
Section:		Craft: CK-Clerk	Work Schedule Number: 08006012	
Vac Stat: 0-Open	Vacated On: 02/07/26	Prev EE: 04670373	HOFFMAN, TIMOTHY	
Routes:		Work Area:		
Qualifications: (031) SECRETARY			: (SKL) 710 CLERICAL ABILITIES	
Position Comments: Per Mgr Customer Relations, change in schedule to meet operational needs.				