

U.S. POSTAL SERVICE
SAN ANTONIO TX 78284-998
CLERK VACANCY

The position(s) listed on the following pages are posted for bid to **ALL** full-time employees in the Clerk Craft.

Qualification requirements of EL-303 apply.

Submission of a PS Form 2460 is no longer required for each position that requires testing.

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 to **FULLY PERFORM** the duties of the bid for position **WITHIN SIX (6) 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.

The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, bidding, interview, and/or selection process, please contact the office identified on the vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

BIDDING OPTIONS AVAILABLE WITH MIGRATION TO HCES

1. IVR Job Bidding Line - (800) 265-7208
2. Employee Service Line – (877) 477-3273 Option 2 – Job Bidding
3. TTD/TTY – (800) 265-78208 – a TTD/TTY phone must be utilized to accomplish this task
4. eJob Bidding – Lite Blue (<http://liteblue.usps.gov>)
5. HR Kiosk/Web Bidding Computers (PEDC/Plant)

It is **MANDATORY** for **ALL EMPLOYEES** to either utilize the **Computerized or Telephone Bidding Systems**. **BID CARDS WILL NO LONGER BE ACCEPTED!!!!** Computerized Bidding is in the Training Office located at the rear of the General Mail Facility.

NOTICE TO ALL EMPLOYEES:

The six jobs listed will be posted on the next posting that opens October 16, 2026. Reason for delay is due to pay scale adjustment for senior bidders vacating these jobs.

1. 71335911 – Mail Processing Clerk- AUTO LTRS TOUR I
2. 70710222 – Lead SSA (AMF)
3. 71329990 – SSDA (Cedar Elm)
4. 72630318 – SSDA (Heritage)
5. 72019328 – SSDA (Leon Valley)
6. 95796757 -- SSDA (Leon Valley)

BULLETIN: #405801-CKV-26

DATE POSTED: September 10, 2026

OPEN DATE: September 11, 2026

WITHDRAWAL DATE: September 20, 2026

DISTRIBUTION: APWU (2), GMF STEWARD'S ROOM (1)

R0206
BC487980 San Antonio(TX) Bid C
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

For retirement purposes, NTFT assignments of less than 40 hours a week are considered part-time work

Posting No: 405801 Clerk

Opening Date : 09/11/2026 Closing Date : 09/20/2026

JOB ID: 71478983 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant

20055928

ENCINO PARK CARRIER STATION ENCINO PARK

Clerks -
NonHQ

JOB SLOT COMMENTS:

PAA: window; with in distro (parcels, lts, flats, bypass); PARS, FPARS, UBBM, PRS, RFS, accountables, placard scanning, load and unload equipment, passports, dutch door, unclaimed certs/parcels, BRM, audits, lobby assist, lobby stocking, customer assisting, PO box duties/maintenance, empty equipment, shelving, CMU, distro set up, Pass machine, scanner usage, prepaid scans, back-up t-7, TACS training required and additional duties assigned by SUPV, replacement for job# 95669483.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: ENCINO PARK STATION

WORK SCHEDULE: 0830-1730-60L-Su-TuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
08:30	17:30	060	OFF	OFF	OFF	08:30	17:30	060	OFF	OFF	OFF	08:30	17:30	060	08:30	17:30	060	08:30	17:30	060

POSTING COMMENTS :

VACATED BY : JACOB PENA

EMP ID: 2241

ON DATE: 08/04/2026

JOB ID: 95563003 2320-28XX BULK MAIL TECH KP0015 P7 07 TOUR III LDC:79 EG:1=Full Time

Bidding Vacant

01015460

CUSTOMER RELATIONS SUPORT GMF SAN ANTONIO BMEU/DMU Clerks -
TOUR 3 NonHQ

JOB SLOT COMMENTS:

Job will require 40 hrs of OJT. Duties included but no limited to:
PERFORMS ACTIVITIES AS RELATES TO BME/REVENUE PROTECTION. MAY INCLUDE ON SITE VERIFICATION AT MAILERS PLANTS. ODAA BY BME SUPERVISOR. MUST BE ABLE TO PERFORM DUTIES INCLUDING ABILITY TO LIFT MAIL SACKS UP TO 70 POUNDS. ADDITIONAL DUTIES: AS ASSIGNED BY SUPERVISOR. CMS Job Slot ID: 7011485

QUALIFICATIONS : 425 BUSINESS MAIL ENTRY PREREQ (V1.2)

427 BUSINESS MAIL ACADEMY EXAM

718 BASIC COMPUTER SKILLS

SECTION: BMEU TOUR III

WORK SCHEDULE: 1000-1830-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	10:00	18:30	030	10:00	18:30	030	10:00	18:30	030	10:00	18:30	030	10:00	18:30	030

POSTING COMMENTS :

VACATED BY : JAMES GALINDO

EMP ID: 7533

ON DATE: 05/01/2026

R0206
BC487980 San Antonio(TX) Bid C
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72662487 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 00044270 MAIN DISTRIBUTION TOUR-III SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: RBUS TOUR 3. MANUAL PARCEL DISTRIBUTION,
PREPARES WORK AREA, PERFORMS OTHER JOB-RELATED TASKS IN SUPPORT OF
PRIMARY DUTIES. OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: RBUS TOUR 3

WORK SCHEDULE: 1830-0300-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : CORY COUTURE EMP ID: 8663 ON DATE: 09/04/2026

JOB ID: 71280611 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 00044269 MAIN DISTRIBUTION TOUR-II SAN ANTONIO AFSM 100 Clerks -
TOUR 2 NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: AUTO FLTS TOUR II. LOADING AND SWEEPING
FLTS ON AFSM EQUIPMENT, PREPARES WORK AREA, PERFORMS OTHER JOB-RELATED
TASKS IN SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS ASSIGNED BY
SUPERVISOR.

QUALIFICATIONS :

SECTION: AUTO FLTS TOUR II

WORK SCHEDULE: 1000-1830-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
10:00	18:30	030	10:00	18:30	030	OFF	OFF	OFF	OFF	OFF	OFF	10:00	18:30	030	10:00	18:30	030	10:00	18:30	030

POSTING COMMENTS :

VACATED BY : LUIS PEREZ EMP ID: 2165 ON DATE: 09/04/2026

JOB ID: 72959039 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 00044270 MAIN DISTRIBUTION TOUR-III SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: AUTO FLTS TOUR III. LOADING AND SWEEPING
FLTS ON AFSM EQUIPMENT, PREPARES WORK AREA, PERFORMS OTHER JOB-RELATED
TASKS IN SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS ASSIGNED BY
SUPERVISOR.

QUALIFICATIONS :

SECTION: AUTO FLTS TOUR III

WORK SCHEDULE: 1830-0300-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : KIMBERLY MUNOZ EMP ID: 3459 ON DATE: 08/21/2026

R0206
BC487980 San Antonio(TX) Bid C
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 72959041 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 00044270 MAIN DISTRIBUTION TOUR-III SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: AUTO FLTS TOUR III. LOADING AND SWEEPING FLTS
ON AFSSM EQUIPMENT, PREPARES WORK AREA, PERFORMS OTHER JOB-RELATED TASKS
IN SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: AUTO FLTS TOUR III

WORK SCHEDULE: 1830-0300-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : STEPHEN KITCHENS EMP ID: 5433 ON DATE: 09/04/2026

JOB ID: 73251366 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 00044269 MAIN DISTRIBUTION TOUR-II SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: AUTO LTRS TOUR II. LOADING AND SWEEPING
LTRS ON LETTER PROCESSING EQUIPMENT, PREPARES WORK AREA, PERFORMS OTHER
JOB-RELATED TASKS IN SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS
ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: AUTO LTRS TOUR II

WORK SCHEDULE: 0500-1330-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	05:00	13:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ANDRES LOSA EMP ID: 1116 ON DATE: 09/04/2026

JOB ID: 72662545 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 00044270 MAIN DISTRIBUTION TOUR-III SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: AUTO LTRS TOUR III. LOADING AND SWEEPING
LTRS ON LETTER PROCESSING EQUIPMENT, PREPARES WORK AREA, PERFORMS OTHER
JOB-RELATED TASKS IN SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS
ASSIGNED BY SUPERVISOR

QUALIFICATIONS :

SECTION: AUTO LTRS TOUR III

WORK SCHEDULE: 1330-2200-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
13:30	22:00	030	13:30	22:00	030	13:30	22:00	030	OFF	OFF	OFF	OFF	OFF	OFF	13:30	22:00	030	13:30	22:00	030

POSTING COMMENTS :

VACATED BY : MICHAEL RABAGO EMP ID: 9310 ON DATE: 09/04/2026

R0206
BC487980 San Antonio(TX) Bid C
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 72662546 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 00044270 MAIN DISTRIBUTION TOUR-III SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: AUTO LTRS TOUR III. LOADING AND SWEEPING
LTRS ON LETTER PROCESSING EQUIPMENT, PREPARES WORK AREA, PERFORMS OTHER
JOB- RELATED TASKS IN SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS
ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: AUTO LTRS TOUR III

WORK SCHEDULE: 1330-2200-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
13:30	22:00	030	13:30	22:00	030	13:30	22:00	030	13:30	22:00	030	OFF	OFF	OFF	OFF	OFF	OFF	13:30	22:00	030

POSTING COMMENTS :

VACATED BY : ROBERT PENA EMP ID: 2792 ON DATE: 09/04/2026

JOB ID: 74019331 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 00044269 MAIN DISTRIBUTION TOUR-II SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: MAN FLTS T-2. MANUAL FLT DISTRIBUTION, PARS
WASTE MAIL, SECURE DESTRUCT MAIL VERIFYING, SECURE DESTRUCT MAIL
SHREDDING, EXPRESS RELIEF, PREPARES WORK AREA, PERFORMS OTHER JOB-
RELATED TASKS IN SUPPORT OF PRIMARY DUTIES. ADDITIONAL DUTIES AS
ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: MANUAL FLTS TOUR II

WORK SCHEDULE: 0400-1230-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
04:00	12:30	030	04:00	12:30	030	OFF	OFF	OFF	OFF	OFF	OFF	04:00	12:30	030	04:00	12:30	030	04:00	12:30	030

POSTING COMMENTS :

VACATED BY : SERGIO URENA EMP ID: 4309 ON DATE: 08/07/2026

JOB ID: 71347574 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 00044270 MAIN DISTRIBUTION TOUR-III SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSIGNMENT AREA: MANUAL LTRS TOUR III. MANUAL LETTER
DISTRIBUTION, PREPARES WORK AREA, PERFORMS OTHER JOB-RELATED TASKS IN
SUPPORT OF PRIMARY DUTIES. OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: MANUAL LTRS TOUR III

WORK SCHEDULE: 1800-0230-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
18:00	02:30	030	OFF	OFF	OFF	OFF	OFF	OFF	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : Gary Sugar EMP ID: 4847 ON DATE: 09/01/2026

R0206
BC487980 San Antonio(TX) Bid C
DX13M0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~95729384~~ 2315-08XX SPEC POSTAL CLK KP0015 P7 07 TOUR I LDC:18 EG:1=Full Time
Bidding Vacant 00044268 MAIN DISTRIBUTION TOUR-I SAN ANTONIO REGISTRY TOUR 1 Clerks -
NonHQ

JOB SLOT COMMENTS: PRINCIPAL ASSINGMENT AREA: REGISTRY TOUR 1. ADDITIONAL DUTIES AS
ASSIGNED BY SUPERVISOR.

QUALIFICATIONS :

SECTION: REGISTRY TOUR I

WORK SCHEDULE: 2030-0500-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : Jesse Castillo EMP ID: 7004 ON DATE: 08/31/2026

JOB ID: ~~95750259~~ 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR II LDC:31 EG:1=Full Time
Bidding Vacant 00044282 LOCAL NETWORKS LOG SAN ANTONIO Clerks -
NonHQ

JOB SLOT COMMENTS: ADDITIONAL DUTIES: DATA ENTRY, SUPPLY CLERK AND AS ASSIGNED
BY SUPERVISOR. DESIRABLE WORKING KNOWLEDGE OF MICORSOFT AND
EXCELL SOFTWARE. PS FORM 2460 MUST BE SUBMITTED IF NOT
CURRENTLY QUALIFIED ON TYPING TEST CBT 712-45 NWPM
CMS Job Slot ID: 6755156

QUALIFICATIONS :

SECTION: MVS

WORK SCHEDULE: 0530-1400-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	05:30	14:00	030	05:30	14:00	030	05:30	14:00	030	05:30	14:00	030	05:30	14:00	030

POSTING COMMENTS :

VACATED BY : Sandra Garza EMP ID: 672 ON DATE: 08/31/2026
