

US POSTAL SERVICE
SAN ANTONIO, TX 78284-9994

BEST QUALIFIED VACANCY / SECRETARY, P7-07, MARKETING (1 POSITION – JOB # 95772694)

AS A RESULT OF IN-HOUSE POLLING OF SECRETARIES, THE POSITION LISTED ON THE ATTACHED SHEET IS POSTED OFFICE-WIDE TO ALL CAREER EMPLOYEES IN THE CLERK CRAFT.

HOW TO APPLY: Employees must submit a completed PS form 991 to the Human Resources Office, ATTN: Mary Delazerda, 1 Post Office Dr., San Antonio, TX 78284-9994, to be received or postmarked no later than the closing date indicated below. Round-dated stamps will not be accepted. Remember, it is the sole responsibility of the applicant to ensure their PS Form 991 is received timely and in accordance with instructions provided in the posting/bulletin. USE PS FORM 991 DATED JUNE 2014 or later. Previous forms are obsolete. **SPECIAL NOTE: REQUIREMENTS (Knowledge, Skills & Abilities) MUST BE ADDRESSED INDIVIDUALLY ON PS FORM 991. Incomplete, unsigned, or incorrectly filled out PS Forms 991 will not be considered.** Applicants must demonstrate clerical and verbal abilities (Exam 710) and demonstrate the ability to type at a net rate of 45 words per minute (Exam 712). In order to determine if you are currently qualified for Postal Exams 710 and 712, you must submit a completed Data Collection Sheet along with our PS Form 991 by closing date. These forms can be obtained from the Training Office or the Human Resources Office. If you have questions, call (210) 368-8412, 7:30 a.m. to 4:30 p.m., Monday thru Friday. The applicant must also meet the general and physical requirements for the position.

Employees applying for BEST QUALIFIED positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualifications. If available evidence of your qualifications is incomplete, YOU ARE RESPONSIBLE FOR PROVIDING US WITH THE APPROPRIATE INFORMATION to update your records prior to the closing date of this posting.

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 position within (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

Additional duties as assigned by Supervisor.

VACANCY/BULLETIN: #03-BQV-17

DATE POSTED: April 25, 2017

DATE WITHDRAWN: May 4, 2017

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

The USPS provides reasonable accommodations to qualified individuals with disabilities. If you need accommodations for any part of the application, bidding, interview, and selection process, please contact Human Resources Office at 210-368-1776. Reasonable accommodations will be granted on a case-by-case basis.

QUALIFICATIONS

U.S.Postal Service

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

BARGAINING UNIT QUALIFICATION STANDARD0318
(0318-0004)**SECRETARY****DOCUMENT DATE:** December 16, 1999**FUNCTION:**

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.

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.

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

EXAMINATION REQUIREMENTS:

Applicants must demonstrate clerical and verbal abilities. These must be demonstrated by successful completion of Postal Service Test 710. Applicants must demonstrate the ability to type at a net rate of 45 words per minute in a five-minute test. This must be demonstrated by successful completion of Postal Service Test 712.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted. Applicants will be required to hear the conversational voice; hearing aids are permitted.

Doc Date: 06/29/2015**Occ Code: 0318-0004**

Post No Changes ___ Revert ___ Take no Action ___ Post with Changes ___
 Changes:

JOB ID/Position: 95772694 Vacated on: 04/15/2017 Vacated By: Anthony A Jader
 Occupation Code: 0318-0004 SECRETARY PS Type / PS Group: P7 / 07 Job: 00049466
 Posted Reason: Position Status: Posted Position Status: Craft: Clerk
 Cost Center: 487980 Employee Group/EG: Full Time Employee SubGroup: Clerks - NonHQ
 Installation: 00036718 SAN ANTONIO(IX) POST OFC - INSHD
 Organization: 01015460 CUSTOMER RELATIONS SUPPORT Tour: TOUR II Day Shift
 ROUTE FACILITY DESC INSP DATE ADJ DT
 Route-1:
 Route-2:
 Route-3:
 Route-4:
 Route-5:
 Section: Work Area-1: DISTRICT MARKETING Work Area-2:
 Work Schedule: 0800-1700-60L-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		08:00	17:00	60	08:00	17:00	60	08:00	17:00	60	08:00	17:00	60	08:00	17:00	60

LDC: 78
 JOB SLOT COMMENTS/Position Comments: NEW POSITION CREATED TO CONVERT EAS-11 JOB TO A PS-6
 IAW USPS MGMT & APWU MGMT SETTLEMENT.
 MUST BE QUALIFIED ON EXAMS 710 & 712.
 CMS Job Slot ID: 7132260
 Qualifications:

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