

US POSTAL SERVICE  
SAN ANTONIO, TX 78284-9998

**BEST QUALIFIED CLERK – DATA COLLECTION TECHNICIAN, PS 07, VACANCY (1 POSITION – JOB # 95487461)**

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The position listed on the attached sheet is posted **TO ALL CAREER EMPLOYEES IN THE CLERK CRAFT.**

**HOW TO APPLY:** Employees must submit a completed PS form 991 and all other required documents to Manager Financial Programs Compliance, ATTN: Jesse L. Edmondson, 1 Post Office Dr., San Antonio TX 78284-9998. PS Form 991 **must be received or postmarked no later than the closing date below. Round-dated stamps will not be accepted.** USE FORM 991 DATED JUNE 2014, previous forms are obsolete. **Incomplete/unsigned or incorrectly filled out Forms 991 will not be considered. Remember, it is the sole responsibility of the applicant to ensure that their PS Form 991 is received timely and in accordance with instructions.**

**SPECIAL NOTE:**

**REQUIREMENTS:** Forms listed below may be obtained from your Supervisor. Blue Page > Essential Links > Forms

- **PS Form 991** - Application for Promotion of Assignment (Knowledge, Skills & Abilities) **MUST BE ADDRESSED INDIVIDUALLY**
- **PS Form 2480 (Driving Record)**
- **PS Form 2181-A (Pre-Employment Screening Authorization and Release)**

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.

You must also meet the General and Physical requirements.

Qualification requirements of EL-303 apply. Additional duties as assigned by Supervisor.

Work Schedule: BT 00:00 / ET 08:30 / :30L / SDO-Sunday/Wednesday

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.

**VACANCY/BULLETIN: #04-BQV-17**

**DATE POSTED: July 11, 2017**

**DATE WITHDRAWN: July 21, 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 210-368-8396. Reasonable accommodations will be granted on a case-by-case basis.