



**UNITED STATES  
POSTAL SERVICE**

# Vacancy Announcement

OPEN: 02-03-2018  
CLOSE: 02-12-2018

**POSITION:** Address Management Sys Tech -AMS **LEVEL:** PS-07

**VACANCY NUMBER: BQ 2018-02-03**

**METHOD OF SELECTION:** Best Qualified

**HOURS:** 0700-1530-30L **DAYS OFF:** SAT/SUN

**ELIGIBILITY:** ALL CAREER CLERK CRAFT EMPLOYEES WITHIN THE PHOENIX BID CLUSTER  
(INCLUDES THE PHOENIX P&DC, RIO SALADO, WVL&DC AND PHOENIX STATIONS)

**NUMBER OF POSITIONS:** TWO (2) – 70777631 & 70777637

**OCCUPATIONAL CODE:** 2310-7142

**ASSIGNMENT AREA:**

Phoenix AZ P&DC – AMS  
4949 E. Van Buren St.  
Phoenix, AZ 85026-3911

**\*\*\*Possible overnight travel\*\*\***

**A non-postal email address must be included with your application for verification of driving abstract.**

## FUNCTIONAL PURPOSE

Performs various non-supervisory activities in support and maintenance of the Address Management System (AMS). Performs a variety of clerical duties involved in the preparation, maintenance and distribution of the addressing information; uses USPS computer systems to maintain addressing information.

## 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 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.

1. Ability to comprehend materials, such as handbooks, manuals, newsletters, directives, SOPs and Webcasts at a level sufficient to process Address Management and ZIP Code systems transactions.
2. Ability to use a computer to enter and analyze data.
3. Ability to collect, maintain, and report address management and route delivery line information.
4. Ability to communicate orally and in writing to express ideas or facts clearly and logically when answering questions, giving directions, and providing information.
5. Ability to work with limited supervision to independently plan and execute work activities, check work for completeness and accuracy, and meet established time commitments
6. Ability to use Microsoft Word, PowerPoint and Excel and Postal Service applications.

CONTINUED ON PAGE 2

**EXAMINATION REQUIREMENT:**

1. Passenger Car
2. Valid State Driver's License

**PHYSICAL REQUIREMENTS:**

Applicant must be physically able to perform efficiently the duties of the position.

**TRAINING REQUIREMENTS:**

Applicants who qualify and are selected under this standard will be required to complete prescribed training.

**OTHER REQUIREMENTS:**

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

**Note:**

The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

**SENIORITY:**

Successful Clerk applicants from the Phoenix Bid Cluster will retain their seniority.

**MAIL TO:**

**United States Postal Service  
Phoenix Bid Cluster  
4949 E Van Buren St  
Phoenix AZ 85026-3911**

**HOW TO APPLY:**

**CURRENT CAREER CLERK CRAFT EMPLOYEES IN THE PHOENIX BID CLUSTER MAY APPLY BY SUBMITTING A PS FORM 991. PLEASE DO NOT USE E-CAREER OR JOB BIDDING.** Under the provisions of Article 37.3.A.8, clerks temporarily detailed to any nonbargaining unit position may not bid or apply for vacant clerk craft duty assignments.

Applicants must address each of the requirements (operational, examination and other) listed on Page 1 of this Announcement. Photocopy the Statement of Qualifications page from PS Form 991, and use one page for each requirement.

**Applications must be received** by the Phoenix Bid Cluster by **close of business (3:00 p.m.), MONDAY, FEBRUARY 12, 2018** in order to be considered. **ALL APPLICATIONS MUST BE MAILED TO THE ABOVE ADDRESS. NO FAXES, EMAILS, OR DROP-OFFS WILL BE ACCEPTED.** It is the applicant's responsibility to keep a copy of their PS Form 991. Copies will not be provided. An employee who has submitted an application may withdraw, in writing, any time **before the closing date and time of this posting.**

The United States Postal Service is an equal opportunity employer. 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.

Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be effectively performed by a person with that physical or mental impairment) or any other non-meritorious factor or consideration.

Dawn Marie Francisco  
Human Resources Specialist (A)

Attachments

**STD JOB DESCRIPTION**

U.S.Postal Service

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**ADDRESS MANAGEMENT SYS TECH (P7-07)  
OCCUPATION CODE: 2310-7142**

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**FUNCTIONAL PURPOSE:**

Performs various non-supervisory activities in support and maintenance of the Address Management System (AMS). Performs a variety of duties involved in the preparation, maintenance and distribution of addressing information; uses USPS computer systems to maintain addressing information.

**DUTIES AND RESPONSIBILITIES:**

1. Inputs address information data into on-line computer systems and utilizes a variety of resources to maintain an accurate national AMS database and resolve data discrepancies in support of USPS automation efforts. Escalates complex data issues to management.
2. Coordinates requests from internal customers in regards to specific business needs related to address management.
3. Assembles, maintains and distributes route delivery line of travel information for routes within an assigned area. Prints and distributes carrier case labels.
4. Coordinates assistance for Postal employees and customers concerning address management information products, services and systems. Escalates complex questions and issues to management.
5. Answers telephone, written, verbal and email inquiries from Postal employees and customers regarding data maintained in the address management office.
6. Drives to Post Offices, Stations, and Branches within assigned district to train delivery personnel on AMS coding procedures, resolve data deficiencies, and perform district street reviews including the preparation of reports.
7. Accepts, reviews, completes and processes route adjustment packages. Makes further reviews and communication towards reconciling discrepancies.
8. Performs other job related tasks in support of primary duties.

**SUPERVISION:**

AMS Manager or designated supervisor

**SELECTION METHOD:**

Best Qualified

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**Doc Date: 09/28/2012****Occ Code: 2310-7142**



**QUALIFICATIONS**

U.S.Postal Service

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**ADDRESS MANAGEMENT SYS TECH (P7-07)  
OCCUPATION CODE: 2310-7142**

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**BARGAINING UNIT QUALIFICATION STANDARD:**

(2310-7142)

ADDRESS MANAGEMENT SYSTEM TECHNICIAN

**DOCUMENT DATE:** September 28, 2012**FUNCTION:**

Performs various non-supervisory activities in support and maintenance of the Address Management System (AMS). Performs a variety of clerical duties involved in the preparation, maintenance and distribution of addressing information; uses USPS computer systems to maintain addressing information.

**DESCRIPTION OF WORK:**

See the Standard Position Descriptions for the Occupation Codes 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 best 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.

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5. Ability to work with limited supervision to independently plan and execute work activities, check work for completeness and accuracy, and meet established time commitments.

6. Ability to use Microsoft Word, PowerPoint and Excel and Postal Service applications.

#### **PHYSICAL REQUIREMENTS:**

Applicant must be physically able to perform efficiently the duties of the position.

#### **TRAINING REQUIREMENTS:**

Applicants who qualify and are selected under this standard will be required to complete prescribed training.

#### **ADDITIONAL PROVISIONS:**

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

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**Doc Date: 09/28/2012**

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