

**DO NOT REMOVE THIS NOTICE FROM THE BOOK**

**BEST QUALIFIED VACANCY NOTICE: # 17AMS01**  
**Address Management System Technician, Full-Time, PS07**

**OPEN DATE: 07/20/2024**  
**CLOSING DATE: 07/30/2024**

Applications will be accepted from eligible career employees in the **Clerk Craft within the Kansas City, MO Bid Cluster** for promotion or reassignment to the following position. Applicants must submit, via mail or hand deliver, a hard copy of your **"Candidate Profile from eCareer"** (see How to Apply). This position will be awarded to the **Best-Qualified applicant** (installation-wide) in the clerk craft.

Persons Eligible To Apply: All Clerk Craft employees in the St Louis Bid Cluster are eligible to apply for this position.

**HOW TO APPLY:** Complete and print the "Candidate Profile from eCareer" using the Summary of Accomplishments in eCareer to address the ten (10) Requirements/KSAs for this vacancy. Describe your qualifications for this vacancy by providing a brief description of your accomplishments that demonstrate that you possess the requirements stated on the job posting. These accomplishments may have occurred in various settings. **Applications submitted by FAX or email will NOT be accepted – you must mail or hand deliver your application to the address on Page 3.**

**EMPLOYEES APPLYING FOR THIS POSITION ARE NOTIFIED OF THE INTENTION TO USE INFORMATION CONTAINED IN OFFICIAL RECORDS AVAILABLE AS OF THE CLOSING DATE OF THE POSTING TO DETERMINE QUALIFICATIONS. IF AVAILABLE EVIDENCE OF YOUR QUALIFICATIONS IS INCOMPLETE, PLEASE TAKE ACTION TO PROVIDE US WITH THE APPROPRIATE INFORMATION TO UPDATE OUR RECORDS PRIOR TO THE CLOSING DATE OF THIS POSTING.**

<b>POSITION TITLE:</b>	<b>Address Management System Technician</b>
<b>SALARY LEVEL:</b>	<b>PS-07 (Full-Time)</b>
<b>POSITION:</b>	<b>70775049</b>
<b>OCCUPATION CODE:</b>	<b>2310-7142</b>
<b>PRINCIPAL ASSIGNMENT AREA:</b>	<b>Kansas city Mo District office</b>
<b>HOURS OF DUTY:</b>	<b>07:30AM – 16:30PM</b>
<b>DAYS OFF:</b>	<b>SATURDAY/SUNDAY</b>

**BASIC FUNCTION :** 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. Accepts, reviews, completes and processes route adjustment packages. Makes further reviews and communication towards reconciling discrepancies.
7. Performs other job related tasks in support of primary duties.

**ORGANIZATIONAL RELATIONSHIP:** Reports to Manager, Address Management Systems

**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.

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.
7. Applicants must have or be able to obtain authorization to operate a motor vehicle.

**PHYSICAL REQUIREMENTS:** Applicant must be physically able to perform efficiently the duties of the position.

**It is the responsibility of each employee submitting an application to see that it reaches Derek Mossberg Manager of Address Management Systems, US Postal Service, 300 W. Pershing Rd. Ste. 220 Kansas City MO 64108-9321, no later than 4:00 PM, July 26th, 2024.** An employee who has submitted an application shall have the right to withdraw, in writing, any time before the closing time and date as shown above.

The law (39 USC 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers or designations of persons in the Postal Service. It is the policy of the Postal Service to provide equal employment opportunity for everyone, without regard to race, color, religion, sex, national origin, disability, age, genetic information, sexual orientation, marital status, status as a parent, or past, present or future military service. Failure to demonstrate any KSA is disqualifying.

Derek Mossberg  
Manager Address Management Systems  
KS-MO District  
300 W. Pershing Rd. Ste. 220  
KC, Mo. 64108-9321  
816-374-9266