STD JOB DESCRIPTION U.S.Postal Service

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

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

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

QUALIFICATIONS U.S.Postal Service

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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.

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.

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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