



October 12, 2012

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)
MANAGER, HUMAN RESOURCES SHARED SERVICE CENTER

SUBJECT: New Address Management System Technician Position

As the result of an agreement with the American Postal Workers Union (APWU), the following position has been created:

Address Management System Technician, P7-7, occupation code: 2310-7142

This clerk position is established to perform various non-supervisory activities in support and maintenance of the Address Management System (AMS). AMS Technicians will use USPS computer systems to maintain addressing information and perform a variety of duties involved in the preparation, maintenance and distribution of addressing information.

The new clerk duty assignments are allocated in the Districts identified on the attached spreadsheet. Each position is to be filled on a best qualified basis.

Attached are the new job description and qualification standard, also available on JD Online at: <http://hrishq.usps.gov/jdonline/welcome.cfm?page=positions#A>.

If you have any questions, please contact Gina Russell, at gina.a.russell@usps.gov.


Elizabeth Hepner

Attachments

cc: Patrick Devine
James D. Wilson

**ADDRESS MANAGEMENT SYSTEM TECHNICIAN, PS-7
BARGAINING UNIT STAFFING**

Area Name	District Name	AMS Technicians
CAPITAL METRO	ATLANTA CS DISTRICT	6
	BALTIMORE CS DISTRICT	4
	CAPITAL CS DISTRICT	3
	GREATER SOUTH CAROLINA CS DISTRICT	4
	GREENSBORO CS DISTRICT	5
	MID-CAROLINAS CS DISTRICT	5
	NORTHERN VIRGINIA CS DISTRICT	3
	RICHMOND CS DISTRICT	4
CAPITAL METRO Total		34
EASTERN	APPALACHIAN CS DISTRICT	3
	CENTRAL PENNSYLVANIA CS DISTRICT	4
	CINCINNATI CS DISTRICT	6
	KENTUCKIANA CS DISTRICT	4
	NORTHERN OHIO CS DISTRICT	6
	PHILADELPHIA METROPOLITAN CS DISTRICT	4
	SOUTH JERSEY CS DISTRICT	4
	TENNESSEE CS DISTRICT	7
	WESTERN NEW YORK CS DISTRICT	3
	WESTERN PENNSYLVANIA CS DISTRICT	4
EASTERN Total		45
GREAT LAKES	CENTRAL ILLINOIS CS DISTRICT	5
	CHICAGO CS DISTRICT	3
	DETROIT CS DISTRICT	5
	GATEWAY CS DISTRICT	5
	GREATER INDIANA CS DISTRICT	5
	GREATER MICHIGAN CS DISTRICT	4
	LAKELAND CS DISTRICT	7
GREAT LAKES Total		34
NORTHEAST	ALBANY CS DISTRICT	3
	CARIBBEAN CS DISTRICT	2
	CONNECTICUT VALLEY P	6
	GREATER BOSTON CS DISTRICT	6
	LONG ISLAND CS DISTRICT	2
	NEW YORK CS DISTRICT	5
	NORTHERN NEW ENGLAND CS DISTRICT	4
	NORTHERN NJ CS DISTRICT	5
	TRIBORO CS DISTRICT	5
	WESTCHESTER CS DISTRICT	3
NORTHEAST Total		41
PACIFIC	BAY-VALLEY CS DISTRICT	5
	HONOLULU CS DISTRICT	2
	LOS ANGELES CS DISTRICT	4
	SACRAMENTO CS DISTRICT	5
	SAN DIEGO CS DISTRICT	6
	SAN FRANCISCO CS DISTRICT	4
	SANTA ANA CS DISTRICT	6
SIERRA COASTAL CS DISTRICT	5	
PACIFIC Total		37
WESTERN	ALASKA CS DISTRICT	1
	ARIZONA CS DISTRICT	9
	CENTRAL PLAINS CS DISTRICT	4
	COLORADO/WYOMING CS DISTRICT	6
	DAKOTAS CS DISTRICT	3
	HAWKEYE CS DISTRICT	3
	MID-AMERICA CS DISTRICT	4
	NEVADA-SIERRA CS DISTRICT	3
	NORTHLAND CS DISTRICT	6
	PORTLAND CS DISTRICT	5
	SALT LAKE CITY CS DISTRICT	3
	SEATTLE CS DISTRICT	7
WESTERN Total		54
SOUTHERN	ALABAMA CS DISTRICT	5
	ARKANSAS CS DISTRICT	3
	DALLAS CS DISTRICT	6
	FORT WORTH CS DISTRICT	4
	HOUSTON CS DISTRICT	7
	LOUISIANA CS DISTRICT	5
	MISSISSIPPI CS DISTRICT	3
	NORTH FLORIDA CS DISTRICT	8
	OKLAHOMA CS DISTRICT	4
	RIO GRANDE CS DISTRICT	8
	SOUTH FLORIDA CS DISTRICT	8
SUNCOAST CS DISTRICT	12	
SOUTHERN Total		73
Grand Total		318

STD JOB DESCRIPTIONU.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

QUALIFICATIONS

U.S. Postal Service

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

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.

Doc Date: 09/28/2012

Occ Code: 2310-7142