

PLEASE POST ON ALL BULLETIN BOARDS

This position is posted on an office wide basis to the Career Clerk Craft. Please see attached and distribute within the San Antonio Bid Cluster.

- The KSA's that must be addressed are located on the Qualifications attachment under Requirements.
- The attached Data Collection Sheet must also be submitted with your completed PS Form 991.

US POSTAL SERVICE

SAN ANTONIO, TX 79120-9998

OFFICE WIDE - BEST QUALIFIED VACANCY: ADDRESS MANAGEMENT SYSTEMS, P7-07 #70775926

The position listed on the attached sheet is posted **for bid to FULL-TIME EMPLOYEES within the particular Best Qualified position designation and salary level in the same installation.**

Work Schedule: 0800-1630-30L-Sa-SuS

Additional duties as assigned by Supervisor.

VACANCY/BULLETIN: #12-BQV-23

DATE POSTED: June 7, 2023

DATE WITHDRAWN: June 16, 2023

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 210-368-1203. Reasonable accommodations will be granted on a case-by-case basis.

This application provides the evaluator a summary of your education, work experience, and capabilities that pertain to the vacant position to which you are applying. List your education or training and work experience in the spaces provided. Number your entries consecutively in the Reference No. columns, e.g., education or training 1-6, postal positions 7-10.

The vacancy announcement to which you are responding lists the job requirements. In this application, you provide your qualifications as they apply to those requirements. Your statement of qualification should include a demonstration of the required knowledge, skill, or ability. All of the requirements in the vacancy announcement should be addressed. If you do not address each requirement, you will have an incomplete application. This may cause you to be found unqualified.

Read each of the requirements listed on the vacancy announcement. Consider carefully your achievements which demonstrate the specified requirement. An achievement may be either a specific instance or sustained high performance over a period of time. These achievements may have occurred in all kinds of settings, e.g., paid work in the Postal Service or any other organization, volunteer work, education, training activities. For each requirement, try to give several examples of achievements that demonstrate you have the knowledge, skill, or ability being addressed. We recommend describing achievements by (1) telling of a situation or task which needed to be done; (2) stating what action you took; and (3) describing the result of that action. Be sure it is clear to the evaluator that:

1. What you are describing demonstrates the requirement.
2. The situation, action, and result are fully described.
3. You were in some way responsible for the result.
4. If you displayed initiative or innovation, you have shown this.

If your achievement was the acquisition of education or training, then your achievement description should indicate the following:

1. What you learned and how that learning relates to the knowledge, skill, or ability specified in the requirement.
2. Details or nature of the course, e.g., topics covered, level of complexity.
3. Evidence of the quality of your performance in the course, if available. Simply mentioning that you took a course will not show you gained any knowledge from it.
4. Any application of what you learned.

The content of your description is more important than your writing style. You must communicate to the evaluator how you have demonstrated the requirement. Be specific about what you did. Saying that you possess a requirement is not an adequate description.

When you write your achievement descriptions, you should assume that the evaluator does not know anything about you. After each achievement description, indicate the reference person(s) who could verify your achievements. Your supervisor may also be contacted to verify any work-related statements you write. Indicate for each achievement the reference number of your education or training, or work experience connected to your achievements.

Notes to Applicant

1. **This form is to be used when applying for duty assignments that require you to describe your knowledge, skills, and abilities as they apply to the vacancy.**
2. **Copy page 3, Statement of Qualifications, and use a separate page 3 for each requirement.**
3. **Do not attach transcripts or recommendations to this application.**
4. **After completing this form, fill in the "Requirements Page __ of __" item at the bottom right corner of each copy of page 3.**

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

PRIVACY ACT STATEMENT

Your information will be used for consideration of employment, promotion or reassignment. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, you may not receive full consideration. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies, visit www.usps.com/privacypolicy.

WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.

Applicant Information

Name (Last, First, MI)		Title of Present Position		
Mailing Address		Name and Location of Employing Office		
Home Phone Number (Area Code)	Work Phone Number (Area Code/PEN)	Employee ID Number	Grade	Years of Service

Information About Vacant Position

Vacancy Announcement Number	Closing Date	Position Applied For	Grade
Name of Vacancy Office		Location of Vacancy Office	

Education/Training

Ref. No.	Date (Mo./Yr.)		Name of Educational Institution (Address Not Required)	Major Fields of Study	No. of Credits (Hours)		Type of Degree	Date
	From	To			Semester	Quarter		
			High School					
Ref. No.	From	To	Name of Postal or Other Training Facility	Course Name				

Postal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.
List in reverse chronological order. Use additional space on page 2, if necessary.

Ref. No.	Date (Mo./Yr.)		Position Title	Name & Location of Organization	Grade
	From	To			
		Present			

Nonpostal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.
List in reverse chronological order. Use additional space below, if necessary.

Ref. No.	Date (Mo./Yr.)		Position Title	Grade or Salary	Name & Location of Organization
	From	To			

Use this additional space in completing Postal and Nonpostal Positions information. You may also use the space to list any special assignments, projects, civic and professional organizations, awards, honors, special skills, etc.

Application must be received at vacancy office by closing date.

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Employee/Applicant	Date
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Statement of Qualifications	Name
Announcement Number	Position Applied For

Applicant position requirements are listed on the vacancy announcement. Enter the requirement in the space provided and explain your qualifications in reference to the requirement. It is recommended that you use a situation/task-action-result format to describe your qualifications.

APPLICANT - COPY THIS PAGE. USE ONE PAGE PER REQUIREMENT.

Requirement _____

Reference Number	Reference Name & Phone Number <i>(For use of evaluator & selector)</i>
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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

POSTAL EMPLOYEE DEVELOPMENT CENTER
(Submit To Your Local Servicing PEDC For Processing)

**APPLICANT'S
ePAS DATA COLLECTION SHEET**

Please **PRINT** the information requested below.
The information below will be used to schedule exams on the ePostal Assessment System (ePAS)

OASys Opening Number (For PEDC Use Only)

EIN

Employee's Identification Number- (8 Digits)

Employee's Last Name

Employee's First Name

Employee's Present Position

Station/Office

P/L

Employee's Home Mailing Address

Employee's Home & Cell Phone NOs - Area + 7 Digits

City

State

ZIP + 4

Employees Personal eMail Address (Postal eMail if no Personal eMail Address) ALL TESTING COMMUNICATIONS WILL BE SENT TO YOU AT THIS EMAIL ADDRESS - ENSURE YOU MONITOR

BLOCKS BELOW TO BE COMPLETED BY PERSON REQUESTING EXAMS

Facility

PO Address

PO ZIP + 4

Examination(s) Requested: Number and Title

Purpose of Examination(s) - In-Service Posting, Update, Job Bid

OASys Exam Restrictions -If Any

Requester's Printed Name

Requester's Signature

Date

PEDC 2010

RETURN COMPLETED ePAS DATA COLLECTION SHEET TO PEDC

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**