

**ADDRESS MANAGEMENT SYS. TECH. (P7-07) – DETAIL ASSIGNMENT
NTE 90 DAYS – TEXAS 3 DISTRICT**

Open to all career clerk bargaining postal employees with at least one year of current continuous career service assigned within the San Antonio Bid Cluster.

Vacancy Announcement Number: 05 -2025

Issue Date: 03/11/2025

Closing Date: 03/20/2025

LOCATION:

Texas 3 District Building

1 Post Office Dr.

San Antonio, TX 78284-9444

TITLE: Address Management Sys. Tech.– District

GRADE: P7-07

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 2310-7142

NON-SCHEDULED DAYS: Saturday and Sunday

HOURS: 7:00 a.m. to 3:30 p.m.

FINANCE NUMBER: 48-7980

PERSONS ELIGIBLE TO APPLY: This position is posted to all career clerk bargaining postal employees with at least one year of current continuous career service assigned within the San Antonio Bid Cluster.

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.

REQUIREMENTS:

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.

HOW TO APPLY: Submit your **eCareer profile** to include the **Summary of Accomplishments** addressing each requirement – Knowledge, Skills, or Ability (KSA) above. Hard copy applications should be addressed and submitted as listed above for receipt on or before the closing date.

This position is not posted in eCareer.

MAIL your eCareer Profile and Summary of Accomplishments to:

RETAIL & DELIVERY ANALYTICS & INSIGHT – Texas 3
ATTN: Latazua W. Walker, Manager, Address Management Systems
1 Post Office Dr.
San Antonio, TX 78284-9321

****OR****

EMAIL your eCareer Profile and Summary of Accomplishments to:

Latazua.W.Walker@usps.gov