



## Vacancy Announcement

Position Number: 1 position  
Issue Date: 04/17/2015  
Closing Date: 04/27/2015

Title: Ad-Hoc - Address Management System Tech  
Grade: P7-07  
FLSA Designation: Non-Exempt  
Non-Scheduled Days: 0800-1630-30L-Saturday/Sunday  
Occupation Code: 2310-7142  
Salary Range:  
Finance Number: 36-1395  
Persons Eligible to Apply: All Clerk Craft employees in the Charlotte Bid Cluster are eligible to apply  
\* No out of schedule premium authorized\*  
\*\*Ad- Hoc\*\* BEST OUALIFIED POSITIONS\*

Location:  
AD HOC Position -Tour 2  
domiciled at  
  
Mid-Carolinas District  
2801 Scott Futrell Dr  
Charlotte NC 28228

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.
7. Applicants must demonstrate the ability to type 25 correct lines in 5 minutes by successfully completing Postal Service Test 714 at the low standard.
8. Applicants must have a valid state driver's license and demonstrate and maintain a safe driving record

Mail To:

Judy Sain  
AMS Office  
2901 Scott Futrell Dr  
Charlotte, NC 28228-9904

Additional Information:

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.

HOW TO APPLY: Employees must complete and submit Form 991, *Application for Promotion* (Pages 1 and 2), plus a separate statement of qualifications for each knowledge, skill or ability (KSA) (Page 3) to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP + 4 in their mailing address.