UNITED STATES
POSTAL SERVICE

NOTICE OF VACANT POSITION
BID CLUSTER CLERKS
Current Career Employees
Announcement Number: 15-04

OPENING DATE: **July 18, 2015**   CLOSING DATE: **July 27, 2015 4:30 PM**

POSITION: Position ID 70776857   HOURS OF DUTY: 0730-1600
               Address Management Sys Tech-Level 07   NON-SCHED DAYS: SAT/SUN
Salt Lake City Bid Cluster - **BEST QUALIFIED**   **Occupation Code: 2310-7142**
LOCATION: ADDRESS MANAGEMENT, SALT LAKE CITY DISTRICT OFFICE

DUTIES:
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.

QUALIFICATIONS:
This section is composed of the 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 senior-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.

TRAINING REQUIREMENTS:
Applicants who qualify and are selected under this standard will be required to complete prescribed training.

PHYSICAL REQUIREMENTS:
Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:
Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

HOW TO APPLY:
It is the responsibility of the Applicant to submit a completed PS Form 991 (October 1993 Version) to Jamie Seavello by 4:30 PM on July 27, 2015. You may submit it in one of two ways: 1) via mail to Jamie Seavello, Salt Lake District, 1760 West 2100 South, Salt Lake City, UT 84199-9420 or 2) via email to Jamie.r.seavello@usps.gov . **Supervisor evaluations are not needed.**

ALL APPLICANTS WILL BE CONSIDERED ON THE BASIS OF QUALIFICATIONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR PHYSICAL HANDICAP.