
Position Description
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U.S.Postal Service

PSE POST OFFICE CLERK
OCCUPATION CODE: 2395-0016
JOB LEVEL: P4-04

FUNCTIONAL PURPOSE

Performs a variety of supervisory, window, box, general delivery, rural route, highway contract route, or city delivery services to support a small community when the Postmaster is on leave or not available.

OPERATIONAL REQUIREMENTS

This position is to be used for non-career Postal Support Employee positions in Level 15 and 16 Post Offices only.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility supervising a small size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established postal rules, laws(>,<)> and regulations.
3. Submits and monitors a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of customers and the protection of the mails.
6. Maintains files and records and submits reports.
7. May personally handle window transactions and perform distribution tasks as the workload requires.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper, building equipment, and office supplies.
10. Follows established safe work methods, procedures and safety precautions while performing all duties.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Chapter 2 - Selection Policies for Non-career Recruitment.

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