
Position Description
[Qualification Standard](#)[List of Positions](#)U.S.Postal Service

POST OFFICE CLK
OCCUPATION CODE: 2340-04XX

FUNCTIONAL PURPOSE

Sorts incoming and dispatches outgoing mail for a small number of points of separation and destination; provides a limited number of services at public windows.

OPERATIONAL REQUIREMENTS

Position for use in post offices with fewer than 190 revenue units annually.

DUTIES AND RESPONSIBILITIES

1. Sorts incoming mail for general delivery, lock boxes, and one or more delivery routes.
2. Postmarks and prepares mail for dispatch by train or other mail route; closes, locks, and affixes labels to pouches and mail sacks.
3. Performs services at a public window, such as selling stamps, stamped envelopes, or other routine functions.
4. As the needs of the service require, may perform other related duties incidental to the operation of the post office.

SUPERVISION

Postmaster

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0004

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