

APWU EL-201

(formerly P-1)

HANDBOOK

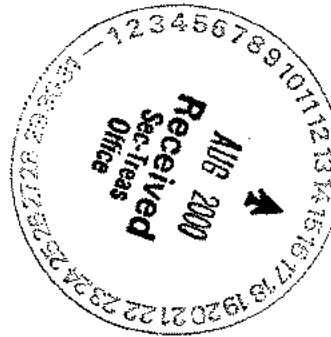
- **Position Descriptions**
- **Bargaining Unit Positions**

UPDATE IN 8-21 -00

Prepared by:
AMERICAN POSTAL WORKERS UNION, AFL-CIO
1300 L STREET, NW, WASHINGTON, DC 20005
MOE BILLER, PRESIDENT



August 10, 2000



Mr. Robert L. Tunstall
Secretary-Treasurer
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Dear Bob:

This letter responds to your August 7 telephone call requesting an update concerning any new or deleted bargaining unit position descriptions.

The following bargaining unit positions have been added as active position descriptions:

Secretary PS-06 (occupation code 0318-0004)
Payroll Processing Tech Sr (PDC) DCS-13 (occupation code 0544-0001)
Maintenance Mechanic, General MESC-06 (occupation code 4749-0003)

Enclosed are copies of these position descriptions. Further, the Postal Service has inactivated the Extraction Code Clerk, PS-05, position description (occupation code 2315-63xx).

Should there be any questions regarding the foregoing, please contact Thomas J. Valenti at (202) 268-3831.

Sincerely,

A handwritten signature in dark ink, appearing to read "Peter A. Sgro".

Peter A. Sgro
Manager
Contract Administration

Enclosures

SECRETARY, PS-06

FUNCTIONAL PURPOSE

Provides secretarial support for a manager and staff. Processes information in accordance with established practices and procedures. Performs a variety of miscellaneous office clerical and typing duties.

DUTIES AND RESPONSIBILITIES

1. Produces reports, letters and other documentation using appropriate software and word processing equipment; monitors peripheral equipment.
2. Accesses, retrieves and/or updates files and other data maintained on personal computers.
3. Sends and receives electronic messages, files and other documentation via the local area network.
4. Produces charts, tables, and other documentation using various graphics software.
5. Composes routine memorandums and letters relating to business of the office, such as transmittals and acknowledgments.
6. Reviews materials prepared for manager's signature for accuracy, completeness, and format.
7. Acts as receptionist and performs routine clerical duties such as tracking correspondence, answering telephones and forwarding messages, making necessary travel arrangements and submitting related forms, operating standard office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests.
8. Screens, logs, and routes office mail in accordance with established procedures.
9. Performs other administrative duties and maintains a variety of reports, such as time and attendance records, correspondence control, training plans, etc. and establishes and maintains office files.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

BARGAINING UNIT

CLERK

(End of Document)

Document Date: 12-14-99

Occupation Code: 0318-0004

PAYROLL PROCESSING TECHNICIAN, SENIOR, DCS-13

FUNCTIONAL PURPOSE

Process a variety of more complex types payroll transactions and/or adjustments to ensure accurate employee payments; Reviews, validates and inputs complex transactions to maintain employee's master payroll records.

DUTIES AND RESPONSIBILITIES

1. Monitors complex file maintenance and adjustment processing to ensure accurate employee payments; Provides guidance to field employees on more complex payroll related issues.
2. Reviews, researches, and processes complex field generated adjustment requests to an employee's pay, leave and/or miscellaneous withholdings.
3. Prepares and processes internal documents to adjust an employee's pay, leave and/or miscellaneous withholdings; Reviews, researches, and prepares correspondence to employees concerning internally generated changes to an employee's account.
4. Processes special payroll for Postmasters, Rural Carriers, and other specialized employee categories, including suspense registers for employees in non-duty, non-pay status.
5. Inputs, retrieves, and corrects other data using a Personal computer desktop workstation connected to a fully integrated Local Area Network.
6. Processes more complex internal revenue service tax levies, garnishments, child support withholding orders, other agency debts and other pay withholdings; processes duplicate wage statements.
7. Provides technical advice and guidance to lower level employees within the payroll branches; Acts a liaison to representatives of other government agencies and financial organizations regarding employee accounts.
8. Processes complex back pay claim computations, both direct and indirect, Office of Worker's Compensation Program cases, payments due deceased employee estates, and unemployment compensation cases, including communication with the appropriate state agencies.
9. Participates in the preparation of complex accounts receivable and set-off authorizations; Performs other job related duties as assigned.
10. Monitors error reports, and may audit selected processing forms prepared by other employees engaged in the processing of pay related adjustments and change transactions for postal employee's accounts.

SUPERVISION

Supervisor or manager of unit to which assigned.

(Continued on Next Page)

PAYROLL PROCESSING TECHNICIAN, SENIOR, DCS-13

SELECTION METHOD

(Continued from Previous Page)

BARGAINING UNIT

POSTAL DATA CENTER

(End of Document)

Document Date: 06-05-00

Occupation Code: 0544-0001

MAINTENANCE MECHANIC, GENERAL, MESC-06

FUNCTIONAL PURPOSE

Repairs and maintains a wide variety of electromechanical production shop equipment including, sewing and bag fabricating machines, building equipment and systems including, boilers, heating, ventilating and air conditioning, and electrical systems; performs general carpentry, welding, and electrical maintenance at a mail equipment shop.

DUTIES AND RESPONSIBILITIES

1. Troubleshoots and identifies source of equipment malfunctions using appropriate diagnostic test equipment such as gauges, meters, oscilloscopes, and computerized diagnostic devices; makes necessary repairs to minimize production downtime.
2. Performs routine, scheduled preventive maintenance to maintain equipment in good working order.
3. Inspects equipment, systems and component parts; removes and replaces component parts and assemblies as necessary; makes necessary adjustments.
4. Prepares work orders; estimates time and materials needed to complete necessary maintenance and repairs; maintains route sheets, logs, and records.
5. Notifies technician or supervisor in situations requiring higher level technical support.
6. Removes, relocates, and constructs interior secondary walls as necessary to effect building floor plan modifications.
7. Removes, relocates, and reinstalls shop equipment as necessary.
8. Works off ladders, scaffolds, and rigging within heights common to the facility; works under various weather conditions outdoors.
9. Ensures work complies with established safety procedures and standards with particular attention to OSHA standards; notifies supervisor immediately of potential defects or unsafe conditions and recommends appropriate remedial action; makes decisions and takes necessary corrective action when appropriate.
10. May oversee the work of lower level maintenance employees participating in preventive maintenance.
11. May drive a truck and operate material handling equipment in support of the position.
12. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

MAINTENANCE MECHANIC, GENERAL, MESC-06

SELECTION METHOD

(Continued from Previous Page)

BARGAINING UNIT

MAIL EQUIPMENT SHOP

(End of Document)

Document Date: 08-25-99

Occupation Code: 4749-0003



March 20, 2000

Mr. Cliff Guffey
Director
Clerk Division
American Postal Workers Union
AFL-CIO
1300 14th Street, NW
Washington, DC 20005-4128

Dear Cliff:

As discussed with Curtis Warren of my staff, enclosed are copies of revised qualification standards for Bulk Mail Clerk, PS-5 and Bulk Mail Technician, PS-6.

The qualification standards have been revised as follows: the mandatory examination requirement to successfully pass Postal Service Test 714 has been removed from both positions. However, Test 714 may still be administered as a local option.

If you have any questions concerning this matter, please contact Curtis at (202) 268-5359.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Sgro".

Peter A. Sgro
Manager
Contract Administration

Enclosures



BARGAINING UNIT QUALIFICATION STANDARD
2301
(2320-15XX) BULK MAIL CLERK—LEVEL 5

DOCUMENT DATE: March 17, 2000

FUNCTION:

Accepts, verifies, classifies, and computes postage on all classes of domestic and international business mail. Provides customer assistance to ensure customer's understanding of postal mailing standards, mail preparation requirements and methods of presentation.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Code given above.

REQUIREMENTS:

This section is composed of 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 provide customer service, as it relates to providing advice and/or information specific to the customer's individual mailing needs. Includes asking appropriate questions, listening to the customer and providing information or services as required.
2. Ability to communicate orally sufficient to express ideas or facts clearly and logically when answering questions, giving instructions or explaining postal regulations and procedures.
3. Ability to work and deal with people as it relates to interacting tactfully and respectfully with customers and coworkers. Includes dealing effectively and calmly with complaints, problems and difficult customers by exercising courtesy, etiquette and self-control at all times.
4. Ability to follow instructions, either oral or written, such as directions, instructions, equipment operating information, and directions included in forms or manuals (such as the *Domestic Mail Manual*), and applying relevant information as needed.
5. Ability to perform basic mathematical computations refers to performing basic calculations such as addition, subtraction, multiplication and division with whole numbers, fractions and decimals.
6. Ability to identify and analyze problems, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
7. Ability to work without immediate supervision.

8. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

When filled internally, this position usually involves a deferment period during which the senior bidder is provided appropriate combinations of training, testing, and practical demonstration of ability to perform in the actual position. Sequencing of examinations is as follows:

To be declared the senior bidder to begin training, the bidder must:

Successfully complete Postal Service Test 470, Configuration 1.

TRAINING REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

Applicants must be physically able to lift mail sacks weighing up to 70 pounds.



March 20, 2000

Mr. Cliff Guffey
Director
Clerk Division
American Postal Workers Union
AFL-CIO
1300 14th Street, NW
Washington, DC 20005-4128

Dear Cliff:

As discussed with Curtis Warren of my staff, enclosed are copies of revised qualification standards for Bulk Mail Clerk, PS-5 and Bulk Mail Technician, PS-6.

The qualification standards have been revised as follows: the mandatory examination requirement to successfully pass Postal Service Test 714 has been removed from both positions. However, Test 714 may still be administered as a local option.

If you have any questions concerning this matter, please contact Curtis at (202) 288-5359.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Sgro".

Peter A. Sgro
Manager
Contract Administration

Enclosures



BARGAINING UNIT QUALIFICATION STANDARD
2345n
(2320-28XX) BULK MAIL TECHNICIAN--LEVEL 6

DOCUMENT DATE: March 17, 2000

FUNCTION:

Accepts, verifies, classifies, and computes postage on all classes of domestic and international business mail. Provides customer assistance to ensure customer's understanding of postal regulations, mail preparation requirements and methods of presentation.

NOTE: Serves as a working leader to one or more employees on a tour. Works alone for approximately 75 percent of the time.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Code given above.

REQUIREMENTS:

This section is composed of 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 provide proactive customer service, as it relates to providing advice and/or information specific to the customer's individual mailing needs. Includes asking appropriate questions, listening to the customer and providing information or services, anticipating needs and volunteering information about changes in policies or procedures that may affect a customer's mailing.
2. Ability to communicate orally sufficient to express ideas or facts clearly and logically when answering questions, giving instructions or explaining complex postal regulations and procedures.
3. Ability to work and deal with people as it relates to interacting tactfully and respectfully with customers and coworkers. Includes dealing effectively and calmly with complaints, problems and difficult customers by exercising courtesy, attitude and self-control at all times.

4. Ability to follow instructions, either oral or written, such as directions, instructions, equipment operating information, and directions included in forms or manuals (such as the *Domestic Mail Manual*), and applying relevant information as needed.
5. Ability to perform basic mathematical computations refers to performing basic calculations such as addition, subtraction, multiplication and division with whole numbers, fractions and decimals.
6. Ability to identify and analyze problems, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
7. Ability to work without immediate supervision.
8. Knowledge of business mail acceptance practices.
9. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

When filled internally, this position usually involves a deferment period during which the senior bidder is provided appropriate combinations of training, testing, and practical demonstration of ability to perform in the actual position.

To be declared the senior bidder to begin training, the bidder must:

Successfully complete Postal Service Test 470, Configuration 1.

TRAINING REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

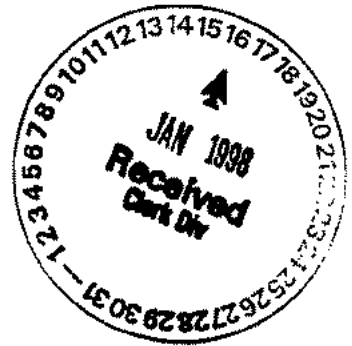
Applicants must be physically able to lift mail sacks weighing up to 70 pounds.

ADDITIONAL PROVISIONS:

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.



January 15, 1998



Mr. Robert Tunstall
Director, Clerk Division
American Postal Workers Union,
AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Dear Bob:

This letter is for the purpose of complying with item 3 of the October 31, 1995, Step four settlement agreement, Case #HOC-NA-C 53 (copy attached), which reads, in part:

"No less than once each calendar year, the Postal Service will provide the APWU with a transmittal letter listing all bargaining unit position descriptions which have been updated, added, or deleted since the previous year's transmittal, along with copies of all new or updated bargaining unit position descriptions".

There have been no updates, additions, deletions since the last transmittal, therefore this letter completes the obligation in the aforementioned settlement.

Should there be any questions regarding the foregoing, you may contact Thomas J. Valenti of my staff at (202) 268-3831.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sam Pulcrano".

Samuel M. Pulcrano
Manager
Contract Administration (APWU/NPMHU)

Mr. Robert L. Tunstall
Director, Clerk Craft Division
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Re: HOC-NA-C 53
M. Biller
Washington DC 20005

Dear Mr. Tunstall:

On numerous occasions the Postal Service has met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance involves the Postal Service providing the APWU with standard position descriptions for bargaining unit positions.

During the aforementioned discussions, it was mutually agreed that the following would constitute a complete settlement of the issue at hand:

1. As of November 2, 1994, the Postal Service has provided the APWU with current versions of all bargaining unit position descriptions.
2. The EL-201 is now electronically transmitted. Therefore, in the future, as bargaining unit position descriptions are updated or added, the Postal Service will provide the APWU with copies of the print screen versions. These standard position descriptions will be dated after November 2, 1994.
3. Not less than once each calendar year, the Postal Service will provide the APWU with a transmittal letter listing all bargaining unit positions which have been updated, added, or deleted since the previous year's transmittal, along with copies of all new or updated bargaining unit position descriptions.
4. This agreement constitutes full and final settlement of all issues related to bargaining unit position descriptions with the exception of those specific position descriptions which are currently the subject of another open grievance or dispute.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to settle this case in its entirety.

Time limits at Step 4 were extended by mutual consent.

Sincerely,



Daniel P. Magazu
Grievance and Arbitration
Labor Relations



Robert L. Tunstall
Director,
Clerk Craft Division
American Postal Workers
Union, AFL-CIO

Date: 10-31-95



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

Dear APWU Officer:

Moe Biller, President
(202) 842-4246

I am pleased to announce the availability of the new Position Descriptions Handbook. The attached copy is the APWU's version of the EL-201 (formerly the P-1).

The USPS is now electronically transmitting the EL-201 and providing the APWU with copies of a print screen version (hard copy).

National Executive Board

Moe Biller
President

William Burrus
Executive Vice President

Douglas C. Holbrook
Secretary-Treasurer

Thomas A. Neill
Industrial Relations Director

Robert L. Turistall
Director, Clerk Division

James W. Lingberg
Director, Maintenance Division

Donald A. Ross
Director, MVS Division

George N. McKeithen
Director, SDM Division

The APWU's EL-201 has the following features:

- **Three indexes**
 - **Alphabetical Index**
 - **SP/KP Index**
 - **Occupational Code Index**
- **Position Descriptions (including deactivated positions).**
- **Transmittal letters. (Note: In November of each year, the APWU will receive an updated copy of all changes, updates, etc.).**

If you have any comments, corrections, etc., please send them to the Director of Industrial Relations or the Clerk Craft Director.

Regional Coordinators

James P. Williams
Central Region

Jim Burke
Eastern Region

Elizabeth "Liz" Powell
Northeast Region

Terry Stapleton
Southern Region

Raydell R. Moore
Western Region

Yours In Union Solidarity,

Moe Biller
President

MB/ndh
opeiu#2
afl-cio

Attachment

CONTENTS

ALPHABETICAL INDEX

SP/KP INDEX

OCCUPATIONAL CODE INDEX

KEY POSITION DESCRIPTIONS

STANDARD POSITION DESCRIPTIONS

TRANSMITTAL LETTERS

ALPHABETICAL INDEX

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAET
ACCOUNTABLE PAPER SUPPLY CLERK	5	2042	0530-05XX	C
ACCOUNTING CLERK	5	2023	0520-01XX	C
ACCOUNTING TECHNICIAN	6	2443	0525-31XX	C
ADMINISTRATIVE CLERK EXPRESS MAIL	5	2032	2340-81XX	C
ADMINISTRATIVE CLERK VMF	6	5043	0301-09XX	MV
AIR RECORDS PROCESSOR	5	2383	2330-46XX	C
AREA MAINTENANCE SPECIALIST	7	6078	4801-21XX	M
AREA MAINTENANCE TECHNICIAN	8	6077	4801-20XX	M
ASSIGNMENT CLERK	6	2010	0212-05XX	C
AUTOMOTIVE MECHANIC	6	KP14	5823-03XX	MV
AUTOMOTIVE MECHANIC JUNIOR	5	5052	5823-02XX	MV
AUTOMOTIVE PAINTER	6	5054	4155-01XX	MV
AUXILIARY RURAL CARRIER	5	0	2325-03XX	RC
BOODY AND EENDER REPAIRMAN	7	5055	3809-02XX	MV
BUILDING EQUIPMENT MECHANIC	7	6020	5306-07XX	M
BUILDING MAINTENANCE CUSTODIAN	4	6025	4749-10XX	M
BULK MAIL CLERK	5	2044	2320-15XX	C
BULK MAIL DOCK CLERK	8	2615	2315-99XX	C
BULK MAIL TECHNICIAN	6	2387	2320-28XX	C
CARPENTER	6	6006	4607-02XX	M
CARRIER (CITY)	5	KP11	2310-01XX	CA
CARRIER TECHNICIAN	6	2261	2310-02XX	CA
CLAIMS AND INQUIRY CLERK	5	2043	2345-15XX	C
CLERK FINANCE STATION	6	2020	2320-05XX	C
CLERK RECOVERY CENTER (LETTERS)	5	2029	2345-07XX	C
CLERK RECOVERY CENTER (PARCELS)	5	2030	2345-09XX	C
CLERK STENOGRAPHER	5	1006	0312-01XX	C
CLERK TYPIST	4	1002	0322-02XX	C
CLERK VEHICLE DISPATCHING	5	5010	0301-47XX	MV
COMPLAINTS AND INQUIRY CLERK	6	2013	2345-23XX	C
COMPUTER PRINT LINE PRODUCTION OPER	5	2632	4401-02XX	MH
CONTRACT TECHNICIAN	6	2008	1102-01XX	C
CUSTODIAN	2	KP1	3566-04XX	M
CUSTOMER SERVICE CLERK (PFSC)	6	8064	0530-2015	C
DATA COLLECTION TECHNICIAN	6	2508	0301-69XX	C
DATA CONVERSION OPERATOR	4	2626	0356-09XX	C
DISTRIBUTION AND WINDOW CLERK	5	2001	2340-02XX	C
DISTRIBUTION CLERK	5	KP12	2315-04XX	C
DISTRIBUTION CLERK MACHINE MPLSM	6	2633	2315-13XX	C

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAET
DISTRIBUTION CLERK MACHINE MPLSM TRAINEE	5	2635	2315-17XX	C
DISTRIBUTION CLERK MACHINE SPLSM	6	2634	2315-14XX	C
DISTRIBUTION CLERK MACHINE SPLSM TRAINEE	5	2636	2315-18XX	C
DISTRIBUTION WINDOW AND MARK-UP CLERK	5	2829	2340-80XX	C
DRAFTING CLERK	5	1017	0818-01XX	C/M
DRIVER INSTRUCTOR AND EXAMINER	6	5024	5752-01XX	MV
ELECTRONIC TECHNICIAN	10	6076	0856-01XX	M
ELECTRONIC TECHNICIAN	9	6080	2604-01XX	M
ELEVATOR OPERATOR	3	KP2	5438-01XX	M
EXAMINATION SPECIALIST	6	2188	0203-19XX	<i>note 1</i>
EXPRESS MAIL SERVICE CLERK	6	2617	2330-77XX	C
EXPRESS MAIL TECHNICIAN	6	2033	2340-82XX	C
EXTRACTION CODE CLERK	5	2047	2315-63XX	C
FILE CLERK	4	KP6	0305-03XX	C
FLAT SORTING MACHINE OPERATOR	5	2027	2315-20XX	C
FLAT SORTING MACHINE OPERATOR	8	2028	2315-21XX	C
GARAGEMAN	4	KP9	6955-02XX	MV
GENERAL CLERK	5	2045	2340-01XX	C
GENERAL CLERK VMF	5	5042	0301-48XX	MV
GENERAL EXPEDITER	6	2025	2315-11XX	C
GENERAL OFFICE CLERK FOREIGN MAIL	6	2181	2340-16XX	C
GROUP LEADER CUSTODIAL	4	6058	3601-01XX	M
GROUP LEADER DATA CONVERSION OPERATORS	5	2627	0356-10XX	C
GROUP LEADER MAIL HANDLERS	5	1033	2315-02XX	MH
HIGHWAY TRANSPORTATION CLERK	6	1054	2330-13XX	C
ILLUSTRATOR	7	2252	1020-01XX	C
INFORMATION CLERK	6	2003	2320-12XX	C
INTERNATIONAL CLAIMS CLERK PAYING OFFICE	7	2159	2345-16XX	C
LABEL MACHINE OPERATOR	4	2579	4401-05XX	MH
LABEL PRINTING CENTER MECHANIC	6	6079	4418-01XX	M
LABEL PRINTING TECHNICIAN	5	2578	4401-06XX	MH
LABORER CUSTODIAL	3	6013	3502-03XX	M
LEAD AUTOMOTIVE MECHANIC	7	5065	5823-10XX	MV
LETTER BOX MECHANIC	6	6046	3843-02XX	M
MACHINE OPERATOR (PFSC)	5	2036	2340-05XX	C
MACHINIST	7	6018	3414-02XX	M
MAIL CLASSIFICATION CLERK	6	2464	2345-62XX	C
MAIL CLASSIFICATION CLERK	7	2465	2345-52XX	C
MAIL EQUIPMENT HANDLER	4	2247	3502-01XX	MH

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
MAIL HANDLER	4	KP8	2315-01XX	MH
MAIL HANDLER EQUIPMENT OPERATOR	5	2021	5704-03XX	MH
MAIL HANDLER TECHNICIAN	5	2498	2315-62XX	MH
MAIL ORDER CLERK (PFSC)	5	8040	0530-26XX	C
MAIL PROCESSING MACHINE OPERATOR	5	2354	2340-45XX	MH
MAIL PROCESSOR	4	2037	2315-55XX	C
MAIL REWRAPPER	4	2009	2340-27XX	MH
MAILING REQUIREMENTS CLERK	6	2468	2345-32XX	C
MAILING REQUIREMENTS CLERK	5	2469	2345-32XX	C
MAINTENANCE ELECTRICIAN	6	6010	2805-03XX	M
MAINTENANCE MECHANIC	5	6087	4749-03XX	M
MAINTENANCE MECHANIC	4	6086	4748-11XX	M
MAINTENANCE MECHANIC MPE	7	6064	5342-01XX	M
MAINTENANCE SUPPORT CLERK	5	6089	0303-01XX	M
MAINTENANCE SUPPORT CLERK	6	6090	0303-02XX	M
MARK-UP CLERK AUTOMATED	4	2016	0301-41XX	C
MASON	6	6044	3603-02XX	M
MATERIALS HANDLING EQUIPMENT OPER	4	1009	5704-01XX	M
MOTOR VEHICLE OPERATOR	5	KP10	5703-02XX	MV
OCR OPERATOR	5	2528	2315-78XX	C
OFFICE CLERK	4	1012	0301-01XX	C
OFFICE CLERK VEHICLE OPERATIONS	5	5023	0301-04XX	MV
OFFICE MACHINE OPERATOR	5	1035	0350-02XX	C
OFFICE MACHINE OPERATOR	5	1035	0350-01XX	MH
OVERHAUL SPECIALIST	8	6082	5342-11XX	M
PACKER SHIPPER	4	2581	7002-03XX	MH
PAINTER	6	6005	4102-02XX	M
PARCEL POST DISTRIBUTOR (MACHINE)	6	2362	2315-06XX	C
PARCEL POST DISTRIBUTOR (MACHINE)	5	2439	2315-06XX	C
PERSONNEL CLERK	5	1010	0203-14XX	C
PHILATELIC CLERK	5	2630	2345-02XX	C
PLUMBER	6	8017	4206-02XX	M
POST OFFICE CLERK	3	KP4	2340-04XX	C
POSTAGE QUE CLERK	5	2011	2340-06XX	C
POSTAGE QUE TECHNICIAN	6	2012	2340-24XX	C
POSTAL SOURCE DATA TECHNICIAN	6	2501	0301-45XX	C
PROCUREMENT & MATERIEL MGMT ASSIST	6	2346	2003-09XX	C
PROCUREMENT CLERK	5	1008	1106-01XX	C
RAMP CLERK, AMF	6	2385	2330-42XX	C

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
RECEIVING CLERK FOREIGN AIRMAIL	6	2218	2340-18XX	C
RECORDS CLERK INTERNATIONAL AIRMAIL	6	2495	2340-10XX	C
RETAIL SALES CLERK POSTAL STORES	5	2619	2320-39XX	C
REVIEW CLERK	6	2026	2315-26XX	C
RURAL CARRIER	0	0	2325-01XX	RC
RURAL CARRIER ASSOCIATE AUXILIARY ROUTE	5	0	2325-09XX	RC
RURAL CARRIER ASSOCIATE REGULAR ROUTE	5	0	2325-07XX	RC
RURAL CARRIER ASSOCIATE VACANT ROUTE	5	0	2325-08XX	RC
RURAL CARRIER RELIEF	5	0	2325-06XX	RC
SACK SORTING MACHINE OPERATOR	6	2502	2315-70XX	C
SACK SORTING MACHINE OPERATOR	4	2367	2315-72XX	MH
SACK SORTING MACHINE OPERATOR	5	2438	2315-72XX	MH
SCHEDULE CLERK FOREIGN MAIL	6	2158	2350-06XX	C
SCHEDULES EXAMINER VEHICLE RUNS	7	5021	2330-22XX	MV
SCHEMES AND SCHEDULES CLERK	6	2014	2350-08XX	C
SCHEME EXAMINER	6	2004	1712-04XX	C
SELF SERVICE POSTAL CENTER TECHNICIAN	6	2433	2340-48XX	C
SENIOR MAIL PROCESSOR	5	2038	2315-56XX	C
SENIOR MARK-UP CLERK AUTOMATED	5	2035	0301-49XX	C
SENIOR POSTAL SOURCE DATA TECHNICIAN	7	2568	0301-84XX	C
SIGN PAINTER ILLUSTRATOR	6	2018	1020-05XX	C
SIGN PAINTER LETTERER	5	2019	4104-04XX	C
SPECIAL DELIVERY MESSENGER	5	KP11	2310-53XX	SO
SPECIAL POSTAL CLERK	6	2157	2315-08XX	C
SPECIAL POSTAL CLERK	6	2157	2320-31XX	C
SPECIAL TRANSFER CLERK	7	2331	2330-02XX	C
SPECIAL TRANSFER CLERK AIRMAIL	7	2386	2330-43XX	C
STAMP DISTRIBUTION CLERK (SON)	6	8065	2345-70XX	C
STAMP SUPPLY CLERK	6	2158	2320-03XX	C
STOREKEEPER AUTOMOTIVE PARTS	6	5046	2040-11XX	MV
STOREKEEPER AUTOMOTIVE PARTS	7	5047	2040-11XX	MV
SUPPLY CLERK	4	1004	2040-07XX	C/M
TELEPHONE OPERATOR	4	1003	0382-01XX	M
TIME AND ATTENDANCE CLERK	5	1029	0590-01XX	note2
TIRE REPAIRMAN	5	5053	4504-01XX	MV
TOOL AND PARTS CLERK	5	1031	6904-01XX	MV/M
TRACTOR TRAILER OPERATOR	6	5022	5756-01XX	MV
TRAINING TECHNICIAN (PEOC)	6	2621	1712-34XX	C
TRANSFER CLERK	6	KP15	2330-01XX	C

ALPHABETICAL INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
TRANSFER CLERK AMF	6	2217	2330-04XX	C
TRANSLATOR CORRESPONDENCE	7	2620	1045-02XX	C
TYPIST LABEL PRINTING	4	2580	0322-04XX	MH
VEHICLE DISPATCHER	6	5011	2151-01XX	MV
VEHICLE DISPATCHER	7	5012	2151-01XX	MV
VEHICLE MAINTENANCE ANALYST	7	5056	1601-08XX	MV
VEHICLE OPERATIONS AND MAINT ASSIST	6	2195	0341-06XX	<i>note3</i>
VEHICLE OPERATIONS ASSISTANT	6	5001	2150-08XX	MV
VEHICLE OPERATIONS ASSISTANT BULK MAILS	6	5066	2150-03XX	MV
WELDER	6	6043	3704-02XX	M
WINDOW CLEANER	4	6009	3540-01XX	M
WINDOW CLERK	5	KP13	2320-01XX	C
WINDOW SERVICES TECHNICIAN	6	2388	2320-29XX	C
WLRS CONTROL CLERK	5	2565	0301-94XX	C

note1 C/SD/CA/MH/MV/M

note2 C/M/MV

note3 C/SD/MV/CA/M

SP / KP INDEX

JOB TITLE	GR	SP#	DCC CDDE	CRAFT
CUSTODIAN	2	KP1	3566-04XX	M
ELEVATOR OPERATOR	3	KP2	5438-01XX	M
POST OFFICE CLERK	3	KP4	2340-04XX	C
FILE CLERK	4	KP6	0305-03XX	C
MAIL HANDLER	4	KP8	2315-01XX	MH
GARAGEMAN	4	KP9	6955-02XX	MV
MOTOR VEHICLE OPERATOR	5	KP10	5703-02XX	MV
CARRIER (CITY)	5	KP11	2310-01XX	CA
SPECIAL DELIVERY MESSENGER	5	KP11	2310-53XX	SO
DISTRIBUTION CLERK	5	KP12	2315-04XX	C
WINDOW CLERK	5	KP13	2320-01XX	C
AUTOMOTIVE MECHANIC	6	KP14	5823-03XX	MV
TRANSFER CLERK	8	KP15	2330-01XX	C
CLERK TYPIST	4	1002	0322-02XX	C
TELEPHONE OPERATOR	4	1003	0382-01XX	M
SUPPLY CLERK	4	1004	2040-07XX	C/M
CLERK STENOGRAPHER	5	1006	0312-01XX	C
PROCUREMENT CLERK	5	1008	1106-01XX	C
MATERIALS HANDLING EQUIPMENT OPER	4	1009	5704-01XX	M
PERSONNEL CLERK	5	1010	0203-14XX	C
OFFICE CLERK	4	1012	0301-01XX	C
DRAFTING CLERK	5	1017	0818-01XX	C/M
TIME AND ATTENDANCE CLERK	5	1029	0590-01XX	<i>note2</i>
TOOL AND PARTS CLERK	5	1031	6904-01XX	MV/M
GROUP LEADER MAIL HANDLERS	5	1033	2315-02XX	MH
OFFICE MACHINE OPERATOR	5	1035	0350-02XX	C
OFFICE MACHINE OPERATOR	5	1035	0350-01XX	MH
HIGHWAY TRANSPORTATION CLERK	6	1054	2330-13XX	C
DISTRIBUTION AND WINDOW CLERK	5	2001	2340-02XX	C
INFORMATION CLERK	6	2003	2320-12XX	C
SCHEME EXAMINER	6	2004	1712-04XX	C
CONTRACT TECHNICIAN	6	2008	1102-01XX	C
MAIL REWRAPPER	4	2009	2340-27XX	MH
ASSIGNMENT CLERK	6	2010	0212-05XX	C
POSTAGE DUE CLERK	5	2011	2340-06XX	C
POSTAGE DUE TECHNICIAN	6	2012	2340-24XX	C
COMPLAINTS AND INQUIRY CLERK	6	2013	2345-23XX	C
SCHEMES AND SCHEDULES CLERK	6	2014	2350-08XX	C
MARK-UP CLERK AUTOMATED	4	2016	0301-41XX	C

JD8 TITLE	GR	SP#	OCC CDDE	CRAFT
SIGN PAINTER ILLUSTRATOR	6	2018	1020-05XX	C
SIGN PAINTER LETTERER	5	2019	4104-04XX	C
CLERK FINANCE STATION	6	2020	2320-05XX	C
MAIL HANDLER EQUIPMENT OPERATOR	5	2021	5704-03XX	MH
ACCOUNTING CLERK	5	2023	0520-01XX	C
GENERAL EXPEDITOR	6	2025	2315-11XX	C
REVIEW CLERK	8	2028	2315-28XX	C
FLAT SORTING MACHINE OPERATOR	5	2027	2315-20XX	C
FLAT SORTING MACHINE OPERATOR	6	2028	2315-21XX	C
CLERK RECOVERY CENTER (LETTERS)	5	2029	2345-07XX	C
CLERK RECOVERY CENTER (PARCELS)	5	2030	2345-09XX	C
ADMINISTRATIVE CLERK EXPRESS MAIL	5	2032	2340-81XX	C
EXPRESS MAIL TECHNICIAN	6	2033	2340-82XX	C
SENIOR MARK-UP CLERK AUTOMATED	5	2035	0301-49XX	C
MACHINE OPERATOR (PFSC)	5	2038	2340-05XX	C
MAIL PROCESSOR	4	2037	2315-55XX	C
SENIOR MAIL PROCESSOR	5	2038	2315-58XX	C
ACCOUNTABLE PAPER SUPPLY CLERK	5	2042	0530-05XX	C
CLAIMS AND INQUIRY CLERK	5	2043	2345-15XX	C
BULK MAIL CLERK	5	2044	2320-15XX	C
GENERAL CLERK	5	2045	2340-01XX	C
EXTRACTION CODE CLERK	5	2047	2315-63XX	C
STAMP SUPPLY CLERK	6	2156	2320-03XX	C
SPECIAL POSTAL CLERK	6	2157	2315-08XX	C
SPECIAL POSTAL CLERK	6	2157	2320-31XX	C
SCHEDULE CLERK FOREIGN MAIL	6	2158	2350-08XX	C
INTERNATIONAL CLAIMS CLERK PAYING OFFICE	7	2159	2345-18XX	C
GENERAL OFFICE CLERK FOREIGN MAIL	8	2181	2340-16XX	C
EXAMINATION SPECIALIST	6	2188	0203-18XX	<i>note 1</i>
VEHICLE OPERATIONS AND MAINT ASSIST	8	2195	0341-08XX	<i>note 3</i>
TRANSFER CLERK AMF	6	2217	2330-04XX	C
RECEIVING CLERK FOREIGN AIRMAIL	6	2218	2340-18XX	C
MAIL EQUIPMENT HANDLER	4	2247	3502-01XX	MH
ILLUSTRATOR	7	2252	1020-01XX	C
CARRIER TECHNICIAN	6	2261	2310-02XX	CA
SPECIAL TRANSFER CLERK	7	2331	2330-02XX	C
PROCUREMENT & MATERIEL MGMT ASSIST	6	2346	2003-09XX	C
MAIL PROCESSING MACHINE OPERATOR	5	2354	2340-45XX	MH
PARCEL POST DISTRIBUTOR (MACHINE)	6	2362	2315-06XX	C

JOB TITLE	GR	SP#	OCC CODE	CRAFT
SACK SORTING MACHINE OPERATOR	4	2367	2315-72XX	MH
AIR RECORDS PROCESSOR	5	2383	2330-46XX	C
RAMP CLERK, AMF	6	2385	2330-42XX	C
SPECIAL TRANSFER CLERK AIRMAIL	7	2386	2330-43XX	C
BULK MAIL TECHNICIAN	6	2387	2320-28XX	C
WINDOW SERVICES TECHNICIAN	8	2388	2320-29XX	C
SELF SERVICE POSTAL CENTER TECHNICIAN	6	2433	2340-48XX	C
SACK SORTING MACHINE OPERATOR	5	2438	2315-72XX	MH
PARCEL POST DISTRIBUTOR (MACHINE)	5	2439	2315-08XX	C
ACCOUNTING TECHNICIAN	6	2443	0525-31XX	C
MAIL CLASSIFICATION CLERK	6	2464	2345-52XX	C
MAIL CLASSIFICATION CLERK	7	2465	2345-52XX	C
MAILING REQUIREMENTS CLERK	6	2468	2345-32XX	C
MAILING REQUIREMENTS CLERK	5	2469	2345-32XX	C
RECORDS CLERK INTERNATIONAL AIRMAIL	6	2495	2340-10XX	C
MAIL HANDLER TECHNICIAN	5	2498	2315-82XX	MH
POSTAL SOURCE DATA TECHNICIAN	6	2501	0301-45XX	C
SACK SORTING MACHINE OPERATOR	6	2502	2315-70XX	C
DATA COLLECTION TECHNICIAN	8	2506	0301-69XX	C
OCR OPERATOR	5	2528	2315-78XX	C
WLRS CONTROL CLERK	5	2565	0301-94XX	C
SENIOR POSTAL SOURCE DATA TECHNICIAN	7	2568	0301-84XX	C
LABEL PRINTING TECHNICIAN	5	2578	4401-06XX	MH
LABEL MACHINE OPERATOR	4	2579	4401-05XX	MH
TYPIST LABEL PRINTING	4	2580	0322-04XX	MH
PACKER SHIPPER	4	2581	7002-03XX	MH
BULK MAIL DOCK CLERK	6	2615	2315-99XX	C
EXPRESS MAIL SERVICE CLERK	6	2617	2330-77XX	C
RETAIL SALES CLERK POSTAL STORES	5	2619	2320-39XX	C
TRANSLATOR CORRESPONDENCE	7	2620	1045-02XX	C
TRAINING TECHNICIAN (PEOC)	6	2621	1712-34XX	C
DATA CONVERSION OPERATOR	4	2626	0356-09XX	C
GROUP LEADER DATA CONVERSION OPERATORS	5	2627	0356-10XX	C
DISTRIBUTION WINDOW AND MARK-UP CLERK	5	2629	2340-80XX	C
PHILATELIC CLERK	5	2630	2345-02XX	C
COMPUTER PRINT LINE PRODUCTION OPER	5	2632	4401-02XX	MH
DISTRIBUTION CLERK MACHINE MPLSM	6	2633	2315-13XX	C
DISTRIBUTION CLERK MACHINE SPLSM	6	2634	2315-14XX	C
DISTRIBUTION CLERK MACHINE MPLSM TRAINEE	5	2635	2315-17XX	C

JOB TITLE	GR	SP#	OCC CODE	CRAFT
DISTRIBUTION CLERK MACHINE SPLSM TRAINEE	5	2636	2315-18XX	C
VEHICLE OPERATIONS ASSISTANT	6	5001	2150-08XX	MV
CLERK VEHICLE DISPATCHING	5	5010	0301-47XX	MV
VEHICLE DISPATCHER	6	5011	2151-01XX	MV
VEHICLE DISPATCHER	7	5012	2151-01XX	MV
SCHEDULES EXAMINER VEHICLE RUNS	7	5021	2330-22XX	MV
TRACTOR TRAILER OPERATOR	6	5022	5756-01XX	MV
OFFICE CLERK VEHICLE OPERATIONS	5	5023	0301-04XX	MV
DRIVER INSTRUCTOR AND EXAMINER	8	5024	5752-01XX	MV
GENERAL CLERK VMF	5	5042	0301-48XX	MV
ADMINISTRATIVE CLERK VMF	6	5043	0301-09XX	MV
STOREKEEPER AUTOMOTIVE PARTS	6	5046	2040-11XX	MV
STOREKEEPER AUTOMOTIVE PARTS	7	5047	2040-11XX	MV
AUTOMOTIVE MECHANIC JUNIOR	5	5052	5823-02XX	MV
TIRE REPAIRMAN	5	5053	4504-01XX	MV
AUTOMOTIVE PAINTER	6	5054	4155-01XX	MV
BOOY AND FENDER REPAIRMAN	7	5055	3809-02XX	MV
VEHICLE MAINTENANCE ANALYST	7	5056	1601-08XX	MV
LEAD AUTOMOTIVE MECHANIC	7	5065	5823-10XX	MV
VEHICLE OPERATIONS ASSISTANT BULK MAILS	6	5066	2150-03XX	MV
PAINTER	6	6005	4102-02XX	M
CARPENTER	6	6006	4607-02XX	M
WINDOW CLEANER	4	6009	3540-01XX	M
MAINTENANCE ELECTRICIAN	6	6010	2805-03XX	M
LABORER CUSTODIAL	3	6013	3502-03XX	M
PLUMBER	6	6017	4206-02XX	M
MACHINIST	7	6018	3414-02XX	M
BUILDING EQUIPMENT MECHANIC	7	6020	5306-07XX	M
BUILDING MAINTENANCE CUSTODIAN	4	8025	4749-10XX	M
WELDER	6	6043	3704-02XX	M
MASON	6	6044	3603-02XX	M
LETTER BOX MECHANIC	6	6046	3843-02XX	M
GROUP LEADER CUSTODIAL	4	6058	3501-01XX	M
MAINTENANCE MECHANIC MPE	7	6064	5342-01XX	M
ELECTRONIC TECHNICIAN	10	6076	0856-01XX	M
AREA MAINTENANCE TECHNICIAN	8	6077	4801-20XX	M
AREA MAINTENANCE SPECIALIST	7	6078	4801-21XX	M
LABEL PRINTING CENTER MECHANIC	6	6079	4418-01XX	M
ELECTRONIC TECHNICIAN	9	6080	2604-01XX	M

JOB TITLE	GR	SP#	OCC CODE	CRAFT
OVERHAUL SPECIALIST	8	6082	5342-11XX	M
MAINTENANCE MECHANIC	4	6086	4749-11XX	M
MAINTENANCE MECHANIC	5	6087	4749-03XX	M
MAINTENANCE SUPPORT CLERK	5	6089	0303-01XX	M
MAINTENANCE SUPPORT CLERK	8	6090	0303-02XX	M
MAIL ORDER CLERK (PFSC)	5	8040	0530-26XX	C
CUSTOMER SERVICE CLERK (PFSC)	8	8064	0530-2015	C
STAMP DISTRIBUTION CLERK (SDN)	6	8065	2345-70XX	C
AUXILIARY RURAL CARRIER	5	0	2325-03XX	RC
RURAL CARRIER	0	0	2325-01XX	RC
RURAL CARRIER ASSOCIATE AUXILIARY ROUTE	5	0	2325-09XX	RC
RURAL CARRIER ASSOCIATE REGULAR ROUTE	5	0	2325-07XX	RC
RURAL CARRIER ASSOCIATE VACANT ROUTE	5	0	2325-08XX	RC
RURAL CARRIER RELIEF	5	0	2325-08XX	RC

note 1 C/SD/CA/MH/MV/M

note 2 C/M/MV

note 3 C/SD/MV/CA/M

OCCUPATIONAL CODE INDEX

OCCUPATION CODE INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
PERSONNEL CLERK	5	1010	0203-14XX	C
EXAMINATION SPECIALIST	6	2188	0203-19XX	<i>note1</i>
ASSIGNMENT CLERK	6	2010	0212-05XX	C
OFFICE CLERK	4	1012	0301-01XX	C
OFFICE CLERK VEHICLE OPERATIONS	5	5023	0301-04XX	MV
ADMINISTRATIVE CLERK VMF	6	5043	0301-09XX	MV
MARK-UP CLERK AUTOMATED	4	2016	0301-41XX	C
POSTAL SOURCE DATA TECHNICIAN	6	2501	0301-45XX	C
CLERK VEHICLE DISPATCHING	5	5010	0301-47XX	MV
GENERAL CLERK VMF	5	5042	0301-48XX	MV
SENIOR MARK-UP CLERK AUTOMATED	5	2035	0301-49XX	C
DATA COLLECTION TECHNICIAN	6	2506	0301-69XX	C
SENIOR POSTAL SOURCE DATA TECHNICIAN	7	2568	0301-84XX	C
WLRS CONTROL CLERK	5	2565	0301-84XX	C
MAINTENANCE SUPPORT CLERK	5	6089	0303-01XX	M
MAINTENANCE SUPPORT CLERK	8	6090	0303-02XX	M
FILE CLERK	4	KP6	0305-03XX	C
CLERK STENOGRAPHER	5	1006	0312-01XX	C
CLERK TYPIST	4	1002	0322-02XX	C
TYPIST LABEL PRINTING	4	2580	0322-04XX	MH
VEHICLE OPERATIONS AND MAINT ASSIST	6	2195	0341-06XX	<i>note3</i>
OFFICE MACHINE OPERATOR	5	1035	0350-01XX	MH
OFFICE MACHINE OPERATOR	5	1035	0350-02XX	C
DATA CONVERSION OPERATOR	4	2626	0356-09XX	C
GROUP LEADER DATA CONVERSION OPERATORS	5	2627	0356-10XX	C
TELEPHONE OPERATOR	4	1003	0382-01XX	M
ACCOUNTING CLERK	5	2023	0520-01XX	C
ACCOUNTING TECHNICIAN	6	2443	0525-31XX	C
ACCOUNTABLE PAPER SUPPLY CLERK	5	2042	0530-05XX	C
CUSTOMER SERVICE CLERK (PFSC)	6	8064	0530-2015	C
MAIL ORDER CLERK (PFSC)	5	8040	0530-26XX	C
TIME AND ATTENDANCE CLERK	5	1029	0590-01XX	<i>note2</i>
DRAFTING CLERK	5	1017	0818-01XX	C/M
ELECTRONIC TECHNICIAN	10	6078	0856-01XX	M
ILLUSTRATOR	7	2252	1020-01XX	C
SIGN PAINTER ILLUSTRATOR	6	2018	1020-05XX	C
TRANSLATOR CORRESPONDENCE	7	2620	1045-02XX	C
CONTRACT TECHNICIAN	6	2008	1102-01XX	C
PROCUREMENT CLERK	5	1008	1106-01XX	C

OCCUPATION CODE INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
VEHICLE MAINTENANCE ANALYST	7	5056	1601-08XX	MV
SCHEME EXAMINER	6	2004	1712-04XX	C
TRAINING TECHNICIAN (PEDC)	6	2621	1712-34XX	C
PROCUREMENT & MATERIEL MGMT ASSIST	6	2346	2003-09XX	C
SUPPLY CLERK	4	1004	2040-07XX	C/M
STOREKEEPER AUTOMOTIVE PARTS	6	5046	2040-11XX	MV
STOREKEEPER AUTOMOTIVE PARTS	7	5047	2040-11XX	MV
VEHICLE OPERATIONS ASSISTANT BULK MAILS	6	5066	2150-03XX	MV
VEHICLE OPERATIONS ASSISTANT	6	5001	2150-06XX	MV
VEHICLE DISPATCHER	6	5011	2151-01XX	MV
VEHICLE DISPATCHER	7	5012	2151-01XX	MV
CARRIER (CITY)	5	KP11	2310-01XX	CA
CARRIER TECHNICIAN	6	2261	2310-02XX	CA
SPECIAL DELIVERY MESSENGER	5	KP11	2310-53XX	SO
MAIL HANDLER	4	KP8	2315-01XX	MH
GROUP LEADER MAIL HANDLERS	5	1033	2315-02XX	MH
DISTRIBUTION CLERK	5	KP12	2315-04XX	C
PARCEL POST DISTRIBUTOR (MACHINE)	6	2362	2315-06XX	C
PARCEL POST DISTRIBUTOR (MACHINE)	5	2439	2315-06XX	C
SPECIAL POSTAL CLERK	6	2157	2315-08XX	C
GENERAL EXPEDITER	6	2025	2315-11XX	C
DISTRIBUTION CLERK MACHINE MPLSM	6	2633	2315-13XX	C
DISTRIBUTION CLERK MACHINE SPLSM	6	2634	2315-14XX	C
DISTRIBUTION CLERK MACHINE MPLSM TRAINEE	5	2635	2315-17XX	C
DISTRIBUTION CLERK MACHINE SPLSM TRAINEE	5	2636	2315-18XX	C
FLAT SORTING MACHINE OPERATOR	5	2027	2315-20XX	C
FLAT SORTING MACHINE OPERATOR	6	2028	2315-21XX	C
REVIEW CLERK	6	2026	2315-26XX	C
MAIL PROCESSOR	4	2037	2315-55XX	C
SENIOR MAIL PROCESSOR	5	2038	2315-56XX	C
MAIL HANDLER TECHNICIAN	5	2498	2315-82XX	MH
EXTRACTION CODE CLERK	5	2047	2315-63XX	C
SACK SORTING MACHINE OPERATOR	6	2502	2315-70XX	C
SACK SORTING MACHINE OPERATOR	4	2367	2315-72XX	MH
SACK SORTING MACHINE OPERATOR	5	2438	2315-72XX	MH
OCR OPERATOR	5	2528	2315-78XX	C
BULK MAIL CHECK CLERK	8	2615	2315-99XX	C
WINDOW CLERK	5	KP13	2320-01XX	C
STAMP SUPPLY CLERK	6	2156	2320-03XX	C

OCCUPATION CODE INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
CLERK FINANCE STATION	6	2020	2320-05XX	C
INFORMATION CLERK	6	2003	2320-12XX	C
BULK MAIL CLERK	5	2044	2320-15XX	C
BULK MAIL TECHNICIAN	6	2387	2320-28XX	C
WINDOW SERVICES TECHNICIAN	6	2388	2320-29XX	C
SPECIAL POSTAL CLERK	6	2157	2320-31XX	C
RETAIL SALES CLERK POSTAL STORES	5	2618	2320-39XX	C
RURAL CARRIER	0	0	2325-01XX	RC
AUXILIARY RURAL CARRIER	5	0	2325-03XX	RC
RURAL CARRIER RELIEF	5	0	2325-06XX	RC
RURAL CARRIER ASSOCIATE REGULAR ROUTE	5	0	2325-07XX	RC
RURAL CARRIER ASSOCIATE VACANT ROUTE	5	0	2325-08XX	RC
RURAL CARRIER ASSOCIATE AUXILIARY ROUTE	5	0	2325-09XX	RC
TRANSFER CLERK	6	KP15	2330-01XX	C
SPECIAL TRANSFER CLERK	7	2331	2330-02XX	C
TRANSFER CLERK AMF	6	2217	2330-04XX	C
HIGHWAY TRANSPORTATION CLERK	6	1054	2330-13XX	C
SCHEDULES EXAMINER VEHICLE RUNS	7	5021	2330-22XX	MV
RAMP CLERK, AMF	6	2385	2330-42XX	C
SPECIAL TRANSFER CLERK AIRMAIL	7	2386	2330-43XX	C
AIR RECORDS PROCESSOR	5	2383	2330-46XX	C
EXPRESS MAIL SERVICE CLERK	6	2617	2330-77XX	C
GENERAL CLERK	5	2045	2340-01XX	C
DISTRIBUTION AND WINDOW CLERK	5	2001	2340-02XX	C
POST OFFICE CLERK	3	KP4	2340-04XX	C
MACHINE OPERATOR (PFSC)	5	2036	2340-05XX	C
POSTAGE QUE CLERK	5	2011	2340-06XX	C
RECORDS CLERK INTERNATIONAL AIRMAIL	6	2495	2340-10XX	C
GENERAL OFFICE CLERK FOREIGN MAIL	6	2181	2340-16XX	C
RECEIVING CLERK FOREIGN AIRMAIL	6	2218	2340-18XX	C
POSTAGE QUE TECHNICIAN	6	2012	2340-24XX	C
MAIL REWRAPPER	4	2009	2340-27XX	MH
MAIL PROCESSING MACHINE OPERATOR	5	2354	2340-45XX	MH
SELF SERVICE POSTAL CENTER TECHNICIAN	6	2433	2340-48XX	C
DISTRIBUTION WINDOW AND MARK-UP CLERK	5	2629	2340-80XX	C
ADMINISTRATIVE CLERK EXPRESS MAIL	5	2032	2340-81XX	C
EXPRESS MAIL TECHNICIAN	6	2033	2340-82XX	C
PHILATELIC CLERK	5	2630	2345-02XX	C
CLERK RECOVERY CENTER (LETTERS)	5	2028	2345-07XX	C

OCCUPATION CODE INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
CLERK RECOVERY CENTER (PARCELS)	5	2030	2345-09XX	C
CLAIMS AND INQUIRY CLERK	5	2043	2345-15XX	C
INTERNATIONAL CLAIMS CLERK PAYING OFFICE	7	2159	2345-16XX	C
COMPLAINTS AND INQUIRY CLERK	6	2013	2345-23XX	C
MAILING REQUIREMENTS CLERK	6	2468	2345-32XX	C
MAILING REQUIREMENTS CLERK	5	2469	2345-32XX	C
MAIL CLASSIFICATION CLERK	6	2464	2345-52XX	C
MAIL CLASSIFICATION CLERK	7	2485	2345-52XX	C
STAMP DISTRIBUTION CLERK (SON)	6	8065	2345-70XX	C
SCHEDULE CLERK FOREIGN MAIL	6	2158	2350-06XX	C
SCHEMES AND SCHEDULES CLERK	8	2014	2350-08XX	C
ELECTRONIC TECHNICIAN	9	6080	2804-01XX	M
MAINTENANCE ELECTRICIAN	6	6010	2805-03XX	M
MACHINIST	7	6018	3414-02XX	M
GROUP LEADER CUSTODIAL	4	6058	3501-01XX	M
MAIL EQUIPMENT HANDLER	4	2247	3502-01XX	MH
LABORER CUSTODIAL	3	6013	3502-03XX	M
WINDOW CLEANER	4	6009	3540-01XX	M
CUSTODIAN	2	KP1	3566-04XX	M
MASON	6	6044	3603-02XX	M
WELDER	6	6043	3704-02XX	M
BOODY AND FENDER REPAIRMAN	7	5055	3809-02XX	MV
LETTER BOX MECHANIC	6	6046	3843-02XX	M
PAINTER	6	6005	4102-02XX	M
SIGN PAINTER LETTERER	5	2019	4104-04XX	C
AUTOMOTIVE PAINTER	6	5054	4155-01XX	MV
PLUMBER	6	6017	4206-02XX	M
COMPUTER PRINT LINE PRODUCTION OPER	5	2632	4401-02XX	MH
LABEL MACHINE OPERATOR	4	2579	4401-05XX	MH
LABEL PRINTING TECHNICIAN	5	2578	4401-08XX	MH
LABEL PRINTING CENTER MECHANIC	6	6079	4418-01XX	M
TIRE REPAIRMAN	5	5053	4504-01XX	MV
CARPENTER	6	6006	4607-02XX	M
MAINTENANCE MECHANIC	5	6087	4749-03XX	M
BUILDING MAINTENANCE CUSTODIAN	4	6025	4749-10XX	M
MAINTENANCE MECHANIC	4	6086	4749-11XX	M
AREA MAINTENANCE TECHNICIAN	8	6077	4801-20XX	M
AREA MAINTENANCE SPECIALIST	7	6078	4901-21XX	M
BUILDING EQUIPMENT MECHANIC	7	6020	5306-07XX	M

OCCUPATION CODE INDEX (11/2/94)

JOB TITLE	GR	SP#	OCC CODE	CRAFT
MAINTENANCE MECHANIC MPE	7	6064	5342-01XX	M
OVERHAUL SPECIALIST	8	6082	5342-11XX	M
ELEVATOR OPERATOR	3	KP2	5438-01XX	M
MOTOR VEHICLE OPERATOR	5	KP10	5703-02XX	MV
MATERIALS HANDLING EQUIPMENT OPER	4	1009	5704-01XX	M
MAIL HANDLER EQUIPMENT OPERATOR	5	2021	5704-03XX	MH
DRIVER INSTRUCTOR AND EXAMINER	6	5024	5752-01XX	MV
TRACTOR TRAILER OPERATOR	6	5022	5756-01XX	MV
AUTOMOTIVE MECHANIC JUNIOR	5	5052	5823-02XX	MV
AUTOMOTIVE MECHANIC	6	KP14	5823-03XX	MV
LEAD AUTOMOTIVE MECHANIC	7	5065	5823-10XX	MV
TOOL AND PARTS CLERK	5	1031	6904-01XX	MV/M
GARAGEMAN	4	KP9	6955-02XX	MV
PACKER SHIPPER	4	2581	7002-03XX	MH

note1 C/SD/CA/MH/MV/M

note2 C/M/MV

note3 C/SD/MV/CA/M

KEY POSITION DESCRIPTIONS

CUSTODIAN, PS-02

FUNCTIONAL PURPOSE

Performs manual laboring duties in connection with custody of an office or building.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Moves furniture and equipment.
3. Uncrates and assembles furniture and fixtures, using bolts and screws for assembly.
4. Loads and unloads supplies and equipment.
5. Removes trash from work areas, lobbies, and washrooms.
6. Tends to lawns, shrubbery, and premises of the post office and cleans ice and snow from the sidewalks and driveways.
7. Stacks supplies in storage rooms and on shelves, and completes forms or records as required.
8. May perform cleaning duties as assigned.

SUPERVISION

Supervisor, Maintenance Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0001

(End of Document)

ELEVATOR OPERATOR, PS-03

FUNCTIONAL PURPOSE

Operates a freight or passenger elevator.

DUTIES AND RESPONSIBILITIES

1. Operates elevator.
2. Cleans cab of elevator and polishes metal fittings.
3. In addition, may push handcarts of mail on and off elevator or assists in loading or unloading material carried on elevator; attends to the heating plant or performs cleaning duties in the vicinity of the elevator.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from any equivalent or lower level position.

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0002

2

(End of Document)

ORDER FILLER—LEVEL 3

BASIC FUNCTION.—Selects, assembles, and makes ready for shipment items requisitioned by postal field establishments.

DUTIES AND RESPONSIBILITIES.—Is assigned any of the following duties:

- (A) Separates sheets of the requisition form, fastens copies to clipboards and places on appropriate conveyor line.
- (B) Clarifies writing on carbon copies of requisitions in order to minimize errors in filling requisitions.
- (C) Sets up and prepares shipping containers.
- (D) Places in cartons on conveyor lines the quantities of items requisitioned from an assigned station, indicating action taken opposite each item.
- (E) Fills and labels bulk shipping orders and moves bulk material to dispatch area.
- (F) Replenishes from stock items stored in individual stations and keeps stations neat and orderly to facilitate filling of requisitions.
- (G) Transports bulk and individual shipments on hand trucks.
- (H) Assembles materials for each requisition where conveyor lines converge.
- (I) Places cartons on assembly table for coordination and packing.
- (J) Checks requisition copies and items to assure that proper action has been taken.
- (K) Directs items not requiring packing to dispatch area.
- (L) Combines shipments to reduce packing.
- (M) Transmits bulk slips and shipping labels to the appropriate person.
- (N) Labels bulk and individual packages with printed labels to avoid hand labeling.
- (O) Prepares labels by use of appropriate rubber stamps.
- (P) Seals cartons with stapling machine or tape.
- (Q) Packs supplies for shipment.
- (R) Stacks and trucks completed orders.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a foreman or other designated supervisor.

OBSELETE

TL 75-1

POST OFFICE CLERK, PS-03

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.

4

SUPERVISION

Postmaster

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0004

(End of Document)

GUARD—LEVEL 4

BASIC FUNCTION.—Makes rounds of the post office building, and punches clocks at designated stations.

DUTIES AND RESPONSIBILITIES.—

- (A) Patrols buildings, punching watchman's clock where furnished, checking door and window locks, noting and reporting fire hazards and other irregularities, such as running water and unclosed doors and windows.
- (B) Sounds fire alarm.
- (C) Preserves order in corridors and, when necessary, detains persons for interrogation by post office inspectors or local police.
- (D) In addition may perform any of the following duties:
 - (i) Gives directions to the public in building lobby.
 - (ii) Raises and lowers the flag.
 - (iii) Retrieves lost and found articles and delivers them to the appropriate place.
 - (iv) Obtains names of victims, doctors, police, and witnesses in the event of accident.
 - (v) Guards property entrances and prevents damage to property by the public.
 - (vi) Tends the heating plant of the building.
 - (vii) Operates elevators on a relief basis.
 - (viii) Does incidental cleaning and laboring work.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a lieutenant of the guard, a building superintendent, or other designated supervisor.

OBSOLETE

TL 94-1

FILE CLERK, PS-04

FUNCTIONAL PURPOSE

Sets up and maintains files on one or more subject matters.

DUTIES AND RESPONSIBILITIES

1. Prepares new file folders and maintains existing folders in correct order as prescribed in an established filing system.
2. Transmits folders or information contained in folders to authorized persons; copies information from folders and forwards to requesters.
3. Opens, sorts and searches file material, and maintains files in up-to-date condition.
4. In addition, may perform any of the following duties: type from rough draft or plain copy; answer telephones; prepare requisitions; and operate copy machines.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0006

(End of Document)

TYPIST-LEVEL 4

BASIC FUNCTION. Types material such as forms, correspondence, and stencils from rough draft or plain copy.

DUTIES AND RESPONSIBILITIES

- (A) In accordance with instructions and information furnished by supervisor, types forms, standard reports, and documents such as invitations to bid, orders, contracts, invoices, personnel actions, and related materials.
- (B) Types correspondence and memoranda from rough drafts or general information.
- (C) Cuts stencils for instructions, circulars, and other general uses.
- (D) In addition, may perform any of the following duties:
 - (i) Transcribes from a dictating machine.
 - (ii) Operates a mimeograph machine.
 - (iii) Files, checks requisitions, prepares vouchers, and answers the telephone.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor.

OBSOLETE

TL 94-1

MAIL HANDLER, MH-04

FUNCTIONAL PURPOSE

Loads, unloads, and moves bulk mail and performs other duties incidental to the movement and processing of mail.

DUTIES AND RESPONSIBILITIES

1. Unloads mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas.
2. Places empty sacks or pouches on racks, labels them where prearranged or where racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks and closes and locks sacks and pouches. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.
3. Handles and sacks empty equipment; inspects empty equipment for mail and restrings sacks.
4. Cancels stamps on parcel post, operates cancelling machines, carries mail from cancelling machine to distribution cases.
5. Assists in supply and slip rooms and operates copy machine and related office equipment.
6. In addition, may perform any of the following duties: make occasional simple distribution of parcel post mail that requires no scheme knowledge; operate electric fork lifts; rewrap damaged parcels; weigh incoming sacks; clean and sweep work areas, offices, rest rooms, and trucks where work is not performed by a regular cleaner.
7. With approval of the Chief Postal Inspector, acts as an armed guard for valuable registry shipments and as a watchman and guard around post office building.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

MAIL HANDLER, MH-04

(Continued from Previous Page)

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0008

(End of Document)

Document Date: 11-02-94

Occupation Code: 2315-01XX
SPD Number: KP-0008

Page: 2

GARAGEMAN, PS-04

FUNCTIONAL PURPOSE

Performs a variety of routine services for the proper maintenance of vehicles.

DUTIES AND RESPONSIBILITIES

1. Lubricates trucks in accordance with lubrication charts and type of truck.
2. Changes crankcase oil and filter cleaners and cleans case in conformance with instructions and vehicle mileage.
3. Changes tires and makes necessary repairs.
4. Washes and steam-cleans trucks.
5. Assists automotive mechanics.
6. Fuels and oils trucks.
7. Cleans garage, garage office, swing room, and washroom, as assigned.

SUPERVISION

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0009

10

(End of Document)

MOTOR VEHICLE OPERATOR, PS-05

FUNCTIONAL PURPOSE

Operates a mail truck on a regularly scheduled route to pick up and transport mail in bulk.

DUTIES AND RESPONSIBILITIES

1. Picks up and delivers bulk quantities of mail at stations, branch office, and terminal points; as required, picks up mail from collection boxes and deposits mail in relay boxes.
2. Operates truck in conformance with time schedules and rules of safety, and in accordance with instructions regarding the route assigned.
3. Determines condition of the truck prior to leaving and upon returning to the garage; reports all accidents, mechanical defects and mechanical failures while on route.
4. Performs other duties as assigned, such as, driving a tractor and semitrailer on occasion, unloading bagged mail and packages at post offices and picking up mail for delivery to a central point; preparing daily trip reports showing work performed; and making minor mechanical repairs to truck in emergencies while on route.

11

SUPERVISION

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from either Motor Vehicle Operator (Lvl 5), 5703-02XX, KP 10 or Tractor-Trailer Operator (Lvl 6), 5756-01XX, SP 5-22. Best Qualified when filled from any other position.

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0010

(End of Document)

THE FOLLOWING JOB DESCRIPTION
IS UNDER PROTEST BY THE
SPECIAL DELIVERY CRAFT

SPECIAL DELIVERY MESSENGER, PS - 5
KP - 11 (2310 - 53 xx)

FOR DETAILS, CONTACT THE DIRECTOR
SPECIAL DELIVERY

SPECIAL DELIVERY MESSENGER, PS-05

FUNCTIONAL PURPOSE

Delivers and collects mail on foot or by vehicle under varying conditions in a prescribed area within a city. Maintains pleasant and effective public relations with route customers and others, requiring a general familiarity with postal laws, regulations, and procedures commonly used, and with the geography of the city.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required by route adjustments and changes in deliveries.
2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery by himself or a substitute along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
3. Sorts mail to be forwarded into throw-back case for handling by clerks.
4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes. Collects mail from street letter boxes and accepts letters for mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail.
5. Delivers and collects charges on customs, postage-due, and c.o.d. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.
6. Deposits mail collected in the post office upon return from route; faces such mail for stamp cancellation.
7. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.
8. Furnishes customers with postal information when requested, and provides change of address cards and other postal forms as requested.

12

(Continued on Next Page)

SPECIAL DELIVERY MESSENGER, PS-05

(Continued from Previous Page)

9. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and NDBCUs.
10. Becomes proficient, when assigned to a foot route, in the casing of mail on at least one other foot delivery route.
11. May, as a substitute carrier, perform clerical duties and be required to pass examinations on scheme of city primary distribution.
12. When serving as a special delivery carrier or special delivery messenger, will sign for C.O.D. and registered items at post office before beginning route; deliver on foot and by vehicle special delivery mail to customers; obtains signatures when required and collects fees on C.O.D.s; exercises judgment in determining when to leave mail or leave notice and return mail to post office; returns receipts and money collected to authorized person.
13. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for residents undeliverable as addressed is not improperly held; delivers stamps or other paper supplies to contract or classified stations; serves at carriers' delivery window; receives and registers, where practical, for all letters and packages of first-class matter properly offered for registration; makes deliveries on other routes as assigned.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

SPECIAL DELIVERY

KEY POSITION REFERENCE

KP-0011

(End of Document)

CARRIER (CITY), PS-05

FUNCTIONAL PURPOSE

Delivers and collects mail on foot or by vehicle under varying conditions in a prescribed area within a city. Maintains pleasant and effective public relations with route customers and others, requiring a general familiarity with postal laws, regulations, and procedures commonly used, and with the geography of the city.

DUTIES AND RESPONSIBILITIES

1. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required by route adjustments and changes in deliveries.
2. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery by himself or a substitute along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
3. Sorts mail to be forwarded into throw-back case for handling by clerks.
4. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes. Collects mail from street letter boxes and accepts letters for mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail.
5. Delivers and collects charges on customs, postage-due, and c.o.d. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.
6. Deposits mail collected in the post office upon return from route; faces such mail for stamp cancellation.
7. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.
8. Furnishes customers with postal information when requested, and provides change of address cards and other postal forms as requested.

(Continued on Next Page)

CARRIER (CITY), PS-05

(Continued from Previous Page)

9. Reports to supervisor all unusual incidents or conditions relating to mail delivery, including condition of street letter boxes and NDBCUS.
10. Becomes proficient, when assigned to a foot route, in the casing of mail on at least one other foot delivery route.
11. May, as a substitute carrier, perform clerical duties and be required to pass examinations on scheme of city primary distribution.
12. When serving as a special delivery carrier or special delivery messenger, will sign for C.O.D. and registered items at post office before beginning route; deliver on foot and by vehicle special delivery mail to customers; obtains signatures when required and collects fees on C.O.D.s; exercises judgment in determining when to leave mail or leave notice and return mail to post office; returns receipts and money collected to authorized person.
13. In addition, may perform any of the following duties: check hotels and other establishments to ensure that mail for residents undeliverable as addressed is not improperly held; delivers stamps or other paper supplies to contract or classified stations; serves at carriers' delivery window; receives and registers, where practical, for all letters and packages of first-class matter properly offered for registration; makes deliveries on other routes as assigned.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CITY CARRIER

KEY POSITION REFERENCE

KP-0011

(End of Document)

DISTRIBUTION CLERK, PS-05

FUNCTIONAL PURPOSE

Separates mail in a post office, terminal, airport mail facility or other postal facility in accordance with established schemes, including incoming or outgoing mail or both.

DUTIES AND RESPONSIBILITIES

1. Makes primary and one or more secondary distributions of incoming mail by delivery point, (for example, classified or contract station or branch or other delivery unit, general delivery, lockboxes, rural, highway contract route, or city carrier route) based on a knowledge of the distribution scheme.
2. Makes primary and one or more secondary distributions of outgoing mail for dispatch (for example, by city, state, or region) based on a knowledge of the distribution scheme.
3. In addition, may perform any of the following duties: maintain records of mails; examine balances in advance deposit accounts; face and cancel mail; tie mail and insert facing slips; open and dump pouches and sacks; operate cancelling machines; record and bill mail (for example, c.o.d., registered, etc.) requiring special service; and provide service at public windows.

16

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

WINDOW CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a variety of services at a public window of a post office or post office branch or station. Maintains pleasant and effective public relations with customers and others requiring a general familiarity with postal laws, regulations, and procedures commonly used.

DUTIES AND RESPONSIBILITIES

1. Sells stamps, stamped paper, postal cards, and other similar products.
2. Accepts from and, after proper identification, delivers to customers parcel post, insured, c.o.d., and registered mail; makes collection of required postage, issues necessary receipts; and issues general delivery mail to customers.
3. Verifies second-, third-, and fourth-class mailings, computing and maintaining on a current basis mailers' credit balances.
4. Assigns special delivery and registered mail for delivery.
5. Checks and sets post office stamp-vending machines, postage meters, and large mailers' stamp permit meters.
6. Receives, follows up, and recommends action on customer claims and complaints.
7. Issues and cashes foreign and domestic money orders.
8. Rents post office boxes, receives rental payments, conducts reference checks, and completes related forms.
9. Provides information to the public concerning postal regulations, mailing restrictions, rates, and other matters involving postal transactions.
10. In addition, may perform any of the following duties: make emergency carrier relays; assist in census matters; and separate and distribute mail.

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

(Continued on Next Page)

WINDOW CLERK, PS-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

AUTOMOTIVE MECHANIC, PS-06

FUNCTIONAL PURPOSE

Repairs vehicles, including the removal and installation of complete motors, clutches, transmissions, and other major component parts.

DUTIES AND RESPONSIBILITIES

1. Diagnoses mechanical and operating difficulties of vehicles, repairing defects, replacing worn or broken parts.
2. Adjusts and tunes up engines, cleaning fuel pumps, carburetors, and radiators; regulates timing, and makes other necessary adjustments to maintain in proper operating condition trucks that are in service.
3. Repairs or replaces automotive electrical equipment such as generators, starters, ignition systems, distributors, and wiring; installs and sets new spark plugs.
4. Conducts road tests of vehicles after repairs, noting performance of engine, clutch, transmission, brakes, and other parts.
5. Operates standard types of garage testing equipment.
6. Performs other duties as assigned, such as, removing, disassembling, reassembling, and installing entire engines; overhauling transmission, rear end assemblies, and braking systems; straightening frames and axles, welding broken parts where required; making road calls to make emergency repairs; and making required truck inspections.

19

SUPERVISION

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0014

(End of Document)

TRANSFER CLERK, PS-06

FUNCTIONAL PURPOSE

Arranges for transfer of mail at junction points between mail units and observes the separation, loading and unloading of mail by railroad employees to make certain that this is done properly.

DUTIES AND RESPONSIBILITIES

1. Provides for the most expeditious transfer of mail from observations of the operations of trains, highway contract routes, or mail messenger vehicles, Government-owned vehicles and platform vehicles.
2. Examines outgoing and incoming cars to determine maximum utilization of space and proper adherence to railroad safety requirements; reports findings, when necessary, to the transportation management office.
3. Decides whether outbound cars in full authorizations should be held beyond the first available dispatches in order to obtain fuller loading and maximum utilization of the space paid for, making certain that this will not unduly delay the arrival of the mail at destination.
4. Studies the routing and loading of mail dispatched in storage cars in order to recommend changes which would bring about economics in line haul and terminal charges and effect earlier arrival. Provides similar attention to incoming mail to assure that dispatching divisions are using best routing and loading methods; reports facts to the transportation management office.
5. Maintains close liaison with supervisors of appropriate incoming and outgoing trains and vehicles to assure prompt receipt and expeditious dispatch of mail.
6. Keeps informed on local holding orders for each outgoing dispatch and requests that departure of unit within these limitations be withheld when scheduled connections are delayed.
7. Prepares list of railroad cars in which mail is loaded, and maintains record of mail loaded and unloaded in outgoing and incoming trains. Serves notice on railroad company to cancel operation and purchases lesser storage unit in its place when necessary. Prepares official diagram and appropriately labels outgoing cars to indicate destination or next relay point.

20

(Continued on Next Page)

TRANSFER CLERK, PS-06

(Continued from Previous Page)

8. Inspects the loading and unloading of storage mail to secure individual piece count of lesser storage units (thirty feet and less); estimates volume when more than thirty feet.
9. Observes and reports to designated supervisor any failure of the railroad company that does not properly protect the mail.
10. Qualifies periodically through examination on knowledge of distribution schemes, postal regulations, space rules, and train connections.
11. In addition, may receive, transfer and deliver registered mail between trains and post office; and distribute mail prescribed for distribution in transfer office.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

DISTRIBUTION CLERK, R. P. O. OR H. P. O.—LEVEL 6

BASIC FUNCTION.—Distributes mail in railway or highway post office prior to departure and while en route.

DUTIES AND RESPONSIBILITIES.—

- (A) Determines the fastest or most expeditious dispatch of mail from the standpoint of assignment. In emergencies, such as floods, storms, wrecks, strikes, and missed connections, redistributes the mail so as to reach destination by the most expeditious alternative means, for example, by other railway post office or highway post office, airmail route, or star route.
- (B) Distributes mail rapidly into letter case or pouches and sacks.
- (C) Hangs pouches and sacks in racks and places labels in holders provided; labels letter cases in accordance with official diagram.
- (D) Prepares mail for dispatch, involving labeling and tying of letter mail in packages for distribution in pouches, closing and locking sacks and pouches, and maintenance of proper separations for connections en route.
- (E) In addition, may perform any of the following duties:
 - (i) Receives and dispatches mail en route.
 - (ii) Unloads mail and equipment at terminal of run.
 - (iii) Examines car to ascertain that no mail is left.
 - (iv) Convoys registered mail to post office and connecting lines.
- (F) Qualifies through examination periodically on knowledge of distributing schemes, postal regulations, space rules, and train schedules.

22

ORGANIZATIONAL RELATIONSHIPS.—Reports to a foreman in charge of the railway post office car or highway post office.

OBSOLETE

TL 94-1

CLAIMS CLERK, PAYING OFFICE—LEVEL 6

BASIC FUNCTION.—Examines claims for loss or damage of insured or c. o. d. mail matter and determines and approves for payment the amount found to be due under postal regulations.

DUTIES AND RESPONSIBILITIES.—

- (A) Receives and reviews prescribed claim papers to ascertain whether:
 - (i) All necessary items of the appropriate claim form have been properly completed.
 - (ii) Proof of value has been properly determined.
 - (iii) Appropriate check has been made of applicable records.
 - (iv) Other necessary information has been supplied.
- (B) Determines whether amount of claim exceeds amount of loss and the proper amount payable is within the limits of the indemnity.
- (C) Conducts necessary correspondence in connection with the claim.
- (D) Approves amount to be paid, and directs disposition of damaged articles.
- (E) Maintains prescribed record of claims.

ORGANIZATIONAL RELATIONSHIPS.—Reports to an assistant postmaster or other designated supervisor.

23

To be used only when more than 100 claims per month, during a representative period of three (3) consecutive months, are adjudicated. If less than 100 match to SP 2-43.

CLAIMS CLERK, COMMON AND CONTRACT CARRIERS—LEVEL 7

BASIC FUNCTION.—Audits carriers' claims for the transportation of mail to insure their accuracy and correctness of form prior to certifying them for payment.

DUTIES AND RESPONSIBILITIES.—

- (A) Checks original or draft of claims submitted by carriers using space procurement data, records of air carrier flights and weight allocations, reports of railroad space utilization, emergency space procured, and other pertinent reports and data submitted by the districts.
- (B) Corrects errors in drafts of claims and returns them to the carrier for re-submission in final corrected form.
- (C) Expedites the processing of claims by continuous coordination with the carriers to minimize the incidence of error on claims submitted.
- (D) Rechecks resubmitted claims prior to certifying them for payment.
- (E) Maintains records pertinent to carrier claims such as unscheduled air carrier flights, weight allocations for mail on flights of air carriers, and air line flight schedules.
- (F) Accumulates data and prepares periodic and special reports on subjects related to the purchase and use of railroad space, and air carrier weight allocation.

ORGANIZATIONAL RELATIONSHIPS.—Reports to the supervisor in charge of the fiscal section in a Postal Transportation Service division office or other designated supervisor.

24

OBSOLETE

TL 74-1

CLEANER-LEVEL 1

BASIC FUNCTION. Performs a variety of light cleaning and housekeeping tasks in connection with the custodial maintenance of a postal installation.

DUTIES AND RESPONSIBILITIES

- (A) Sweeps, mops, dusts, washes, and otherwise performs light cleaning and housekeeping tasks to maintain offices, washrooms, lobbies, corridors, stairways, and other areas of the building in neat and orderly condition.
- (B) Performs such duties as dusting, waxing, and polishing office furniture, sweeping and mopping floors, vacuuming rugs, emptying wastebaskets and trash, washing interior window and partition glass and fixtures which can be reached without use of ladders or scaffolding.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other designated supervisor.

OBSOLETE

TL 94-1

STANDARD POSITION DESCRIPTIONS

U.S. POSTAL SERVICE

Title: Card Punch Operator
Key Position Reference No. 3

Salary Level: PS-3

BASIC FUNCTION. Operates a numeric key punch and punches a wide variety of basic data into punch cards, and verifies punches.

DUTIES AND RESPONSIBILITIES.

- (A) Punches cards which are involved in several phases of the money order system operation (replacement money order cards, for outstanding money orders, for stolen money orders, etc.).
- (B) Separates mutilated money orders by regions of issue and prepares them for shipment to those regions.
- (C) Punches replacement cards for mutilated postal savings certificates.
- (D) Punches cards for each item appearing on the monthly and quarterly accounts rendered by postmasters.
- (E) Punches cards for exceptions taken in the audit of accounts rendered by postmasters at all classes of offices.
- (F) Punches cards for any other purpose as assigned.

ORGANIZATIONAL RELATIONSHIPS. Reports to a unit chief or other designated supervisor

27

OBSOLETE

TL 76-2

CLERK TYPIST, PS-04

FUNCTIONAL PURPOSE

Performs miscellaneous office clerical and typing duties.

DUTIES AND RESPONSIBILITIES

1. Types from handwritten and other drafts or from dictating machine, records, letters, memorandums, reports, and other materials; sets up the material typed in accordance with the prescribed format and assembles it for initialing, signing, routing, and dispatch.
2. Performs general office clerical duties of the following types: makes up folders, keeps them in prescribed order, and places in and withdraws from them papers relating to the business of the office.
3. Makes and keeps routine records of the office.
4. Composes routine memorandums and letters relating to the business of the office, such as acknowledgements and transmittals.
5. Examines the incoming and outgoing mail of the office, routes it to the appropriate persons, and controls the time allowed for preparation of replies to incoming correspondence.
6. Receipts for and delivers salary checks and fills out various personnel forms.
7. Acts as receptionist and answers telephone calls, taking and relaying messages and furnishing routine information requested.
8. Relieves typists, office clerks, clerk-stenographers (except for their stenographic work), or other clerk-typists during periods of their absence.
9. Operates office machines such as calculators and copy machines.

28

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

CLERK TYPIST, PS-04

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0007

(End of Document)

TELEPHONE OPERATOR, PS-04

FUNCTIONAL PURPOSE

Operates telephone switchboard.

DUTIES AND RESPONSIBILITIES

1. Operates a single-position switchboard or one position of a multiple position switchboard in the handling of local, long distance, or information calls.
2. Keeps records of toll calls made.
3. May be required to keep informed of government agencies and key employees in the building in order to answer routine inquiries from the public; may also furnish limited information to public concerning mail dispatches, hours of service, and other matters.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

30

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0007

(End of Document)

SUPPLY CLERK, PS-04

FUNCTIONAL PURPOSE

Performs clerical work involved in the supply operations of a postal installation.

OPERATIONAL REQUIREMENTS

Clerk craft if in post office branch; maintenance craft if in maintenance branch.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Examines incoming items and compares them with documents pertaining to their receipt to ascertain whether their quantity and condition are those specified.
3. Examines requisitions and compares them with inventory records to ascertain whether the desired items are in stock; makes out orders for items needed to replenish stock or to fill requisitions.
4. Keeps stock inventory records by posting accession and withdrawal transactions and obtaining current balances of quantities of items.
5. In addition, may perform the following duties: fill requisitions from stock by selecting, packing, and directing the delivery of items; ship items when delivery points so require; store items in the stock room or area; and store records during their required period of retention and dispose of such records when their purposes have been served.

31

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when utilized within the Clerk craft. Best Qualified when utilized within any other craft.

BARGAINING UNIT

CLERK
BLDG/EQUIP MAINT

(Continued on Next Page)

SUPPLY CLERK, PS-04

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0006

(End of Document)

CLERK STENOGRAPHER, PS-05

FUNCTIONAL PURPOSE

Performs miscellaneous office clerical, stenographic, and typing work.

DUTIES AND RESPONSIBILITIES

1. Takes dictation, in shorthand or on a shorthand writing machine, of letters, memorandums, reports, and other materials and transcribes it on the typewriter or wordprocessor; sets up the material transcribed in accordance with prescribed format and assembles it for required initialing, signing, routing, and dispatch.
2. Types similar materials from handwritten and other drafts, and from dictating machine records.
3. Makes up file folders, keeps them in prescribed order, and places in and withdraws from them papers relating to the business of the office.
4. Makes and keeps routine records of the office.
5. Composes routine memorandums and letters relating to the business of the office, such as acknowledgments and transmittals.
6. Examines the incoming and outgoing mail of the office, routes it to the appropriate persons, and controls the time allowed for preparation of replies to incoming correspondence.
7. Receipts for and delivers salary checks and fills out various personnel forms.
8. Acts as receptionist and answers telephone calls, taking and relaying messages and furnishing routine information requested.
9. Relieves office clerks, typists, clerk-typists or other clerk-stenographers during periods of their absence.
10. Operates copy machine and calculators.

33

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

CLERK STENOGRAPHER, PS-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

34

(End of Document)

Document Date: 11-02-94

Occupation Code: 0312-01XX
SPD Number: SP-1006

Page: 2

PROCUREMENT CLERK, PS-05

FUNCTIONAL PURPOSE

Makes local cash purchases within delegated authority and requisitions items, parts, supplies, fuels, and lubricants for a post office, its stations and branches, or for a motor vehicle maintenance facility, through the area supply center, by purchase in the local market, or by purchase of common use items from General Services Administration.

DUTIES AND RESPONSIBILITIES

1. Reviews requests for parts and supplies; determines from review of area supply center and GSA supply catalogs whether required items may be requisitioned directly from the supply center, or must be purchased locally.
2. Prepares and forwards requisitions to the area supply center and GSA.
3. Makes authorized cash purchases from local or area suppliers.
4. Prepares forms required for procurement actions.
5. Maintains records of all purchases and accountable personal property, and supporting documents.
6. Maintains records of accountable personal property, and records changes.
7. Conducts or assists in conducting periodic inventories of personal property.
8. May occasionally assist in the central supply room.
9. In addition, may perform the following duties: order from and return to the area supply center, keys, locks, and related items; correspond with other organizational elements concerning equipment, supplies, and services; and type, file and other office work as required.

35

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

PROCUREMENT CLERK, PS-05

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

MATERIALS HANDLING EQUIPMENT OPERATOR, PS-04

FUNCTIONAL PURPOSE

Operates power driven materials handling equipment to move and place stock; also works alone or as a member of a group performing general laboring work.

DUTIES AND RESPONSIBILITIES

1. Operates power-driven forklifts to transport and stack heavy objects and materials; reports faulty operation of equipment in order that necessary service or repairs may be obtained.
2. Loads and unloads freights cars and trucks.
3. Wheels or carries supplies and materials to and away from various locations.
4. Stacks supplies and materials in storage area, or stores same in specified bins or on shelves.
5. Participates in the rearrangement and moving of heavy pieces of machinery or other equipment such as conveyors.
6. Performs other duties as assigned, such as, operating track-mounted, overhead power lift; motor vehicles on occasion for short runs to pick up and deliver supplies and equipment; perform minor maintenance on materials handling equipment; overseeing order fillers or laborers assigned to loading, unloading and other materials handling activities; cleaning up around work areas and equipment; tending the lawn, shrubbery, and premises of the building; and cleaning ice and snow from sidewalks and driveways.

37

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from Laborer Materials Handling (Lvl 3), 3502-14XX, SP 1-11. Best Qualified when filled from any other position.

BARGAINING UNIT

HLDG/EQUIP MAINT

(Continued on Next Page)

MATERIALS HANDLING EQUIPMENT OPERATOR, PS-04

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0008

(End of Document)

PERSONNEL CLERK, PS-05

FUNCTIONAL PURPOSE

Performs specialized clerical work involved in providing the central personnel services of a postal installation.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Examines, documents, and otherwise processes official personnel actions.
3. Inducts new employees by taking their fingerprints, providing them with, and instructing them in filling out forms, administering oaths, and performing related operations.
4. Examines applications for leave by employees when the type or durations of leave desired fall within the categories required to be acted on centrally; compares the justification with the criteria for approval, and drafts memorandums or other notifications of the action to be taken on the applications.
5. Examines for completeness or composes reports of personnel injuries sustained by employees in the performance of their duties and examines for completeness claims by such employees for compensation due to time lost from work because of such injuries; makes these reports and claims ready for forwarding to the appropriate government agency and composes any required notification to the employees or their supervisors of additional information needed and of decisions made on claims.
6. Furnishes information to employees and applicants about personnel regulations and practices, including employment in the postal installation, by personal conversations, telephone conversations, and composition of letters and memorandums.
7. Maintains various personnel records by performing such operations as posting actions taken concerning employees, adding names to and removing them from registers and rosters, and filing official papers in personnel folders.

39

(Continued on Next Page)

PERSONNEL CLERK, PS-05

(Continued from Previous Page)

8. Compiles various recurring and special statistical reports on personnel subjects, such as numbers of actions of various types, numbers of employees of various titles and salaries, numbers of vacancies of various titles and organizational locations.
9. In addition, may perform any of the following duties:
document and otherwise process official personnel actions originating on the basis of personnel records; record the receipt of employee suggestions and initiate action for their review by appropriate supervisors; assist employees in filling out applications for retirement and documenting these forms for submission to appropriate organizations; process bids for position openings on seniority basis; and accept employment applications, and forward them to appropriate organizations.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

Craft-Maintenance (If in maintenance branch)

Craft-Mailhandler (If in post office branch)

U.S. POSTAL SERVICE

Title: Laborer, Materials Handling
Key Position Reference No. 3

Salary Level: PS-3

BASIC FUNCTION. Performs a variety of materials handling and general laboring work in locations such as supply centers, mail equipment shops, and regional offices.

DUTIES AND RESPONSIBILITIES

(A) Performs manual labor tasks of which the following are typical:

- (1) Loads and unloads freight cars and trucks.
- (2) Wheels or carries supplies and materials to and away from various locations.
- (3) Uncrates and unpacks supplies and materials.
- (4) Stacks supplies and materials in storage areas, or stores in specified bins or on shelves.
- (5) Participates in the rearrangement and moving of heavy pieces of machinery or other equipment such as conveyors.

(B) In addition, may perform any of the following:

- (1) Cleans up around work areas and equipment.
- (2) Tends the lawn, shrubbery, and premises of the building.
- (3) Cleans ice and snow from sidewalks and driveways.
- (4) Moves and arranges office furniture.
- (5) Opens mail and wraps mail for shipment.
- (6) Selects and packs requisitioned stock for shipment.

ORGANIZATIONAL RELATIONSHIPS. Reports to supervisor of unit in which duties are performed.

OBSOLETE

TL 94-1

OFFICE CLERK, PS-04

FUNCTIONAL PURPOSE

Performs miscellaneous general office clerical and/or machine operator work.

DUTIES AND RESPONSIBILITIES

1. Makes routine acknowledgements and transmittals.
2. Routes incoming and outgoing office correspondence to appropriate persons and maintains control over preparation of replies to incoming correspondence.
3. Prepares file folders, keeps them in prescribed order, and files in or withdraws from them material as required by the business of the office.
4. Receipts for and delivers salary checks, prepares personnel forms, and performs related services.
5. Acts as receptionist for office, answering telephone calls, recording messages, and furnishing requested information.
6. Receives, opens, time stamps, sorts, and delivers mail to organizational units according to established schedules; distributes publications, issuances, and directives according to prescribed lists, making required changes in such lists.
7. Operates standard office machines, such as copy machines, calculators, binders, and related equipment.
8. Performs preventive maintenance and makes minor repairs to office machines.
9. Assembles and staples finished work; maintains files of master sheets.

42

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

OFFICE CLERK, PS-04

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0006

(End of Document)

Title: Bookkeeping Machine Operator

Salary Level: PS-5

Key Position Reference No. 13

BASIC FUNCTION. Operates one or more types of bookkeeping machines to perform analysis and grouping of accounting data ledger and statement work in a regional controller's office or in a large postal installation.

DUTIES AND RESPONSIBILITIES

(A) Performs one or more of the following duties:

- (1) Records daily transactions, showing both cost and quantity data, and prepares monthly summaries.**
- (2) Makes postings to various record sheets.**
- (3) Prepares summary statements of general ledger account balances, allotment accounts, schedules showing status of appropriations, and similar accounting statements.**
- (4) Makes prescribed adjustments to bring accounts into balance and checks subsidiary accounts with the general ledger.**

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor.

OBSOLETE

TL 76-2

DRAFTING CLERK, PS-05

FUNCTIONAL PURPOSE

Assists in the preparation of detailed maps and drawings according to scale for use in connection with postal operations.

OPERATIONAL REQUIREMENTS

Clerk craft if in post office branch; maintenance craft if in maintenance branch.

DUTIES AND RESPONSIBILITIES

1. Assists in developing and maintaining correct maps of an area served by the post office, adding to original maps, indicating by markings route and station boundaries, the location of street letter and storage boxes; maintains correct key of city streets from which to identify boundaries.
2. Rescales original subdivision plats to conform to map scale.
3. Assists in the preparation of drawings for structural and mechanical modifications and improvement to the main office and the stations and branches.
4. Assists in the preparation of drawings, models, charts, and graphs; makes tracings of drawings prepared by draftsmen.
5. In addition, may perform any of the following duties: type specifications and records to be used with prepared drawings, letter labels for cases, racks, files, etc.; maintain files and records of prepared drawings; make layouts and stencils; distribute incoming or outgoing mail.

45

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when utilized within the Clerk craft. Best Qualified when utilized within any other craft.

BARGAINING UNIT

CLERK
BLDG/EQUIP MAINT

(Continued on Next Page)

DRAFTING CLERK, PS-05

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0013

(End of Document)

Title: Alphabetical Card Punch Operator

Salary Level: PS-4

Key Position Reference No. 7

BASIC FUNCTION. Operates an alphabetical card punch machine and performs related clerical duties.

DUTIES AND RESPONSIBILITIES

- (A) Operates all types of alphabetical card punch machines to key into punch cards accounting, cost, statistical, and other data.
- (B) Follows up inquiries concerning postal savings certificates; searches paid certificate files or, if date and serial number indicate the need, refers for tabulating machine run.
- (C) Performs related clerical duties in electrical accounting operations.

ORGANIZATIONAL RELATIONSHIPS. Reports to a card punch supervisor or other designated supervisor.

OBSOLETE

TL 76-2

U.S. POSTAL SERVICE

Title: Tabulating Machine Operator
Key Position Reference No. 7

Salary Level: PS-4

BASIC FUNCTION. Operates all types of alphabetical and numerical wired tabulating equipment, including tabulator, electronic calculator, interpreter, collator, and sorter.

DUTIES AND RESPONSIBILITIES.

- (A) Using electronic calculator, checks and verifies postal savings certificate and money order transactions made by postmasters.
- (B) Using the tabulator, prepares lists of money order accountability, and various account cards and prints totals for certification against individual accounts.
- (C) Prepares registers, trial balances, statistical and cost distribution reports, schedules, and statements.
- (D) Prepares monthly revenue and expense listings for region for use by regional management.
- (E) Prepares regular monthly, quarterly, and annual reports required to disclose audited transactions.
- (F) Prepares lists reflecting allotments, obligations, and expenditures to detect any over-obligation of funds; prepares lists reflecting amounts of outstanding money orders.
- (G) Prepares quarterly reconciliation of money order accountability.

48

ORGANIZATIONAL RELATIONSHIPS. Reports to a project planner, unit supervisor or other designated supervisor.

OBSOLETE

TL 76-2

TIME AND ATTENDANCE CLERK, PS-05

FUNCTIONAL PURPOSE

Manually or using an electronic time and attendance system, ascertains the number of hours worked and absent by each employee in an assigned group; distributes these hours among the significant categories of time and leave to which they are chargeable, and totals this data for reporting purposes; provides information to employees on rules, regulations and policies concerning leave and pay matters; maintains master time and attendance records; makes studies relating to time and attendance.

OPERATIONAL REQUIREMENTS

Clerk craft if in post office branch; maintenance craft if in maintenance branch; motor vehicle craft if in motor vehicle branch.

DUTIES AND RESPONSIBILITIES

1. Examines the card, report, or other record on which there have been mechanically or manually recorded the times at which each employee who was present during any tour reported for and left work, and the employee tour schedule records; resolves any incorrect time entries with the appropriate supervisor; ascertains the number of hours worked during and absent from each tour by each employee.
2. Breaks down, by the applicable salary level, the hours of work into such categories as straight time, overtime, night work, Saturday, Sunday, or holiday time and the hours of absence into such categories as annual leave, sick leave, administrative and leave without pay, examining, as necessary, records of the balances of accrued and accumulated leave and overtime and of approved applications for types of leave; records these numbers of hours in appropriate places on each card or other time record for each day during each pay period.
3. Adds, or uses an electronic time and attendance system to calculate, the number of hours in each category at the end of each pay period for each employee; verifies that at least as many hours are accounted for concerning each employee as are shown in the records of employee tour.
4. Manually or using an electronic time and attendance system, assembles the computed time records in form appropriate for supervisor's approval; forwards records for payroll processing, and maintains files of time and attendance records in accordance with applicable procedures.

(Continued on Next Page)

TIME AND ATTENDANCE CLERK, PS-05

(Continued from Previous Page)

5. Receives and answers questions from employees concerning the hours they worked or were absent and the relationships of these matters to their pay and their balances of leave; serves as a liaison with personnel and finance offices on more complex employee questions and answers.
6. Receives preprinted time cards, badges, or other records from the accounting organization; distributes them into racks or other designated accessible places and collects them at the conclusion of tours.
7. Compiles data from available information for use in studies in progress relative to leave, punctuality of employees, and similar matters.
8. In addition, may perform any of the following duties: compile records and reports on such subjects as workhours and units of work, distribute mail of the office in which employed, and file correspondence of the office.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when utilized within the Clerk craft. Best Qualified when utilized within any other craft.

BARGAINING UNIT

CLERK
BLDG/EQUIP MAINT
MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0012

(End of Document)

U.S. POSTAL SERVICE

Title: Tabulating Machine Operator
Key Position Reference No. 3

Salary Level: PS-3

BASIC FUNCTION. Operates several types of wired tabulating devices, such as sorter, electronic statistical machine, collator, and interpreter, in the simpler tabular operations incident to the processing of money orders, postal savings certificates and various other postal accounting transactions.

DUTIES AND RESPONSIBILITIES. Is assigned duties such as the following:

- (A) Collates money orders into the paid order files.
- (B) Using the electronic statistical machine balances paid money orders received from Federal Reserve banks and credit claimed by them, and makes determination of differences.
- (C) Sorts paid money orders, replacement cards, signal card, stop payment cards, etc., into numerical sequence by serial numbers. This includes a series of separate sorting operations as:
 - (1) Block sorting (million digit)
 - (2) Middle sorting (hundreds of thousands to thousands digit).
 - (3) Fine sorting (hundreds to units digit)
- (D) Makes routine and recurring tabular runs of postal savings certificates and various other postal accounting transactions not requiring wiring of the machines.
- (E) Performs minor clerical work incident to employee's machine operation.

ORGANIZATIONAL RELATIONSHIPS. Reports to a unit head or other designated supervisor.

51

OBSOLETE

TL 76-2

TOOL AND PARTS CLERK, PS-05

FUNCTIONAL PURPOSE

Requisitions, receives, stores, issues, and accounts for a wide variety of parts, tools and supplies used in the maintenance of motor vehicles.

DUTIES AND RESPONSIBILITIES

1. Selects, issues, and accounts for items requested by users; maintains follow-up on items to be returned; fills requisitions from within the organization and from other postal installations for stock; uses knowledge of the stock, familiarity with maintenance operations, and reference to catalogs or parts lists to supply proper items of stock to using personnel.
2. Prepares and submits requisitions to maintain prescribed levels of mechanical, electrical, engineering and custodial stock items; requisitions special items on request.
3. Receives, unloads, unpacks, and checks stock against corresponding requisitions and invoices; reconciles variations in quantity, specifications, and condition; puts away shipments received as well as items returned by users.
4. Relocates stock to make room for new items or use space more effectively.
5. Inventories stock on hand either on a perpetual, periodic or special basis, traces shortages; searches for misplaced items; recommends changes in stock levels based upon usage experience.
6. Maintains stock records showing such information as nomenclature, stock number, stock levels, location, receipts, issues, and balances on hand; performs other record keeping functions such as filling out tags and issuing documents.
7. Performs other duties, as assigned, such as, assuming responsibility for operation of the stockroom in cases where the incumbent is the sole employee, or may oversee one or two employees such as supply clerks or stock record clerks; selecting, packing and shipping stock to fill requisitions; performing minor maintenance on tools such as oiling, greasing, sharpening and replacing wooden handles; receiving trouble calls and relaying to maintenance.

52

(Continued on Next Page)

TOOL AND PARTS CLERK, PS-05

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when utilized within the Motor Vehicle craft.
Best Qualified when utilized within the Maintenance craft.

BARGAINING UNIT

MOTOR VEHICLE
BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0012

(End of Document)

GROUP LEADER, MAIL HANDLERS, MH-05

FUNCTIONAL PURPOSE

Serves as working leader of a group of a least five mail handlers in an assigned work unit engaged in separating, piling, loading, and unloading of incoming and outgoing bulk mails and outside parcels on post office platforms, and at other points where bulk mails are separated, or work units assigned to culling, facing, or canceling pieces of mail.

DUTIES AND RESPONSIBILITIES

1. Controls and guides a work unit of mail handlers and participates in the nonscheme separation of incoming or outgoing bulk mails, the dumping and sorting of incoming and outgoing bulk mails at primary handling units, the loading and unloading of motor vehicles and platform trucks, and the operation of materials-handling equipment. Controls nondistribution work units requiring mail handlers, such as the culling area, facing tables and canceling operation.
2. Assures that bins, skids, or hampers are available and full loads are promptly moved, that each mail handler is assigned a fair share of the load, and that each mail handler understands the work to be done.
3. Receives assignments and well-defined work plans and instructions on a job-by-job or day-to-day basis; ensures that work is carried through to completion efficiently and effectively.
4. Assigns employees in the group, as instructed by a supervisor, to individual tasks, and shifts employees from one assignment to another to meet fluctuating workloads; requires proper performance of employees in their assigned duties and responsibilities in accordance with prescribed methods, procedures, and safety practices.
5. Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to supervisor.
6. Instructs new employees in the various aspects of their assignments and assures that adequate on-the-job training is carried out to promote employee efficiency.
7. Provides immediate supervisor with information for personnel actions affecting members of the group; maintains morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.

(Continued on Next Page)

GROUP LEADER, MAIL HANDLERS, MH-05

(Continued from Previous Page)

8. Performs nonsupervisory duties identical with those of employees in the group.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0012

(End of Document)

OFFICE MACHINE OPERATOR, PS-05

FUNCTIONAL PURPOSE

Serves as a working leader in charge of a unit engaged in duplicating and reproducing material.

DUTIES AND RESPONSIBILITIES

1. Schedules reproduction work for organizational units to provide material requested in quantities and at time required; makes revisions in daily schedules to meet high priority work; determines the most effective and economical process to use and the type and size of paper.
2. Outlines and assigns work to employees operating office machines.
3. Detects technical difficulties in the machine operation and makes minor adjustments to the machines; maintains the machines in accordance with manufacturers' maintenance schedules; calls manufacturer for service, as necessary.
4. Maintains centralized address files for use in distribution of reproduced materials.
5. As required, operates any of the office machines in order to meet work schedule requirements.
6. In addition, may open, separate, and distribute mail within the administrative office.

56

SUPERVISION

Is responsible to a designated supervisor. Directs the work of two or more office clerks.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

OFFICE MACHINE OPERATOR, MH-05

FUNCTIONAL PURPOSE

Serves as a working leader in charge of a unit engaged in duplicating and reproducing material.

DUTIES AND RESPONSIBILITIES

1. Schedules reproduction work for organizational units to provide material requested in quantities and at time required; makes revisions in daily schedules to meet high priority work; determines the most effective and economical process to use and the type and size of paper.
2. Outlines and assigns work to employees operating office machines.
3. Detects technical difficulties in the machine operation and makes minor adjustments to the machines; maintains the machines in accordance with manufacturers' maintenance schedules; calls manufacturer for service as necessary.
4. Maintains centralized address files for use in distribution of reproduced materials.
5. As required, operates any of the office machines in order to meet work schedule requirements.
6. In addition, may open, separate, and distribute mail within the administrative office.

57

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0013

(End of Document)

U.S. POSTAL SERVICE

Title: Schemes Clerk
Key Position Reference No. 13

Salary Level: PS-5

BASIC FUNCTION. Performs clerical and typing duties relating to the preparation of schemes and composes correspondence relative to distribution of mail.

DUTIES AND RESPONSIBILITIES.

- (A) Receives changes in schemes and schedules from the schemes technicians and analysts; assembles these changes with other information on schemes and schedules and makes a mock-up copy of new schemes and schedules; edits carefully the schemes and schedules to make certain that all information is included; types final copy for printer.
- (B) Upon receipt of notice of shipments of exceptional value, composes and types orders for the routing of these shipments to destination; and notifies proper officials of these shipments.
- (C) Maintains correct schemes, schedules, and other reference material for use of the distribution unit.
- (D) Composes and types tracers relating to delayed or damaged mail; maintains file on pending cases; notifies appropriate officials when further action is indicated by replies.

ORGANIZATIONAL RELATIONSHIPS. Is administratively responsible to the postmaster in the post office to which assigned. Receives technical direction and training from a schemes technician or other designated supervisor.

OBSOLETE

TL 94-1

HIGHWAY TRANSPORTATION CLERK, PS-06

FUNCTIONAL PURPOSE

Serves as a clerical assistant in the performance of clerical duties relating to the highway transportation function.

DUTIES AND RESPONSIBILITIES

1. Reviews reports of irregularities, omissions, and delays in the operation of routes; where necessary, corresponds with contractors and postal officials to obtain full information; and prepares briefs against contractor recommending action to be taken by the Postal Service.
2. From information provided by superiors, prepares orders for highway route contract service; computes changes in schedules; restates routes; orders additional service or curtailing service; computes changes in distance and pay for each change.
3. Prepares correspondence with contractors, postmasters, and the general public in connection with routine requests for information concerning service requirements, subletting of contractors, rates of pay per mile or pay period.
4. Maintains records and files of the highway transportation unit.

59

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

U.S. POSTAL SERVICE

Title: Accounting Technician (Cost Ascertainment)
Key Position Reference No. 17

Salary Level: PS-6

BASIC FUNCTION. Examines cost ascertainment sample data submitted by post offices and prepares it for processing at a postal data center or Headquarters.

DUTIES AND RESPONSIBILITIES. Performs any combination of the following duties:

- (A) Edits and reviews sample forms from post offices to assure adequacy of reporting in accordance with prescribed cost ascertainment handbooks and other instructions.
- (B) Receives and controls receipt of required report forms, follows up on late reporting offices.
- (C) Assures that proper sampling units were sampled on the specified date.
- (D) Assures that required sample forms for post offices are forwarded to the postal data center or to Headquarters.
- (E) Performs other related cost ascertainment duties as assigned.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor.

OBSOLETE

TL 94-1

DISTRIBUTION AND WINDOW CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a combination of the basic functions of a Distribution Clerk and a Window Clerk in a first or second-class post office or in a classified branch or station.

DUTIES AND RESPONSIBILITIES

1. Makes primary and one or more secondary distribution of incoming mail by delivery point (for example, zone, branch or station, carrier route, general delivery, or lockboxes) based on a knowledge of the distribution scheme established for the office, branch, or station.
2. Makes primary and one or more secondary distributions of outgoing mail for dispatch (for example, by city, state, geographic area) based on knowledge of current distribution schemes.
3. Sells postage stamps, stamped paper, postal cards, internal revenue stamps, migratory bird stamps, and money order certificates.
4. Accepts from and makes window delivery to patrons of parcel post, insured, c.o.d., and registered mail; makes collection of required postage-due and fees, when applicable; issues necessary receipts and delivers general mail to customers.
5. Verifies first, second, third and fourth class mailings as to size, weight, postage and other mailability requirements.
6. Assigns special delivery and registered mail for delivery.
7. Checks and sets post office stamp-vending machines and postage meters.
8. Issues and cashes foreign and domestic money orders.
9. Rents post office boxes, receives rental payments, conducts reference checks, and completes required forms.
10. Provides information to customers concerning postal regulations, mailing restrictions, rates, and other matters involving postal transactions.

61

(Continued on Next Page)

DISTRIBUTION AND WINDOW CLERK, PS-05

(Continued from Previous Page)

11. In addition, may perform any of the following duties: set postage meters; maintain records of mails; face and cancel mail; label and tie out mail for dispatch; open and dump pouches and sacks; make emergency calls to customers to adjust service complaints; perform miscellaneous office clerical duties incident to the personnel, accounting, and other administration of the office.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

62

(End of Document)

Document Date: 11-02-94

Occupation Code: 2340-02XX

SPD Number: SP-2001

Page: 2

Occupational Code 0203-14
Craft-Clerk

Standard Position 2-2

U.S. POSTAL SERVICE

Title: Personnel Clerk
Key Position Reference No. 13.

Salary Level: PS-5

BASIC FUNCTION.—Performs specialized clerical work involved in providing the central personnel services of the post office.

DUTIES AND RESPONSIBILITIES.—In accordance with the applicable regulations and practices prescribed by the Civil Service Commission, the Postal Establishment, and any other agencies having jurisdiction of the matters, performs a combination of the following duties:

- (A) Examines, documents, and otherwise processes official personnel actions of one or more of the types that, in order to be transacted, have to be requested by appropriate levels of supervision within the post office.
- (B) Inducts new employees of the post office by taking their fingerprints, providing them with and instructing them on the manner of filling out necessary forms, administering oaths, and performing related operations.
- (C) Examines applications for leave by employees of the post office when the types or durations of leave desired fall within the categories required to be acted upon centrally, compares the justifications with the criteria for approval, and drafts memoranda or other notifications of the action to be taken on the applications.
- (D) Examines for completeness or composes reports of personal injuries sustained by employees of the post office in the performance of their duties and examines for completeness claims by such employees for compensation because of time lost from work because of such injuries; makes these reports and claims ready for forwarding to the appropriate agency and composes any required notifications to the employees or their supervisors of additional information needed and of decisions made on claims.
- (E) Furnishes information to employees and applicants about personnel regulations and practices, including manner of seeking employment in the post office; performs this duty by personal conversations, telephone conversations, and composition of letters and memoranda.
- (F) Maintains various personnel records by performing such operations as posting actions taken concerning employees, adding names to and removing them from registers and rosters, and filing official papers in personnel folders.
- (G) Compiles various recurring and special statistical reports on personnel subjects, such as numbers of actions of various types, numbers of employees of various titles and salaries, numbers of vacancies of various titles and organizational locations, etc.

63

OBSOLETE

72 80-1

Standard Position 2-2

Duties and Responsibilities—Continued

(H) In addition, may perform any of the following duties:

- (i) Documents and otherwise processes types of official personnel actions originated on the basis of personnel records, such as automatic increases.
- (ii) Records the receipt of employee suggestions and initiates action for their review by appropriate supervisory personnel.
- (iii) Assists employees in filling out applications for retirement and documents these forms for submittal to appropriate organizations.
- (iv) Processes bids for position openings on seniority basis.
- (v) Accepts employment applications and forwards them to appropriate organizations.

ORGANIZATIONAL RELATIONSHIPS.—Reports to the personnel officer or other designated supervisor.

OBSOLETE

TL 80-1

INFORMATION CLERK, PS-06

FUNCTIONAL PURPOSE

Furnishes information to customers at a public window or over the telephone regarding the Postal Service in general, and regarding the services provided by the local post office in particular.

DUTIES AND RESPONSIBILITIES

1. Maintains a thorough and detailed knowledge of postal regulations and of all phases of the operations of the local post office.
2. Answers questions in person or by telephone regarding such matters as time of dispatch of mails to and arrival in other cities, time of arrival of incoming mails and hours of local delivery, postage rates and fees, methods of packing and wrapping, special services available, hours when post office is open to the public, filing of claims and service complaints.
3. Directs callers, when necessary, to other appropriate windows or offices.
4. Hands out postal publications on request and when they contain the informational requirements of callers.
5. In addition, may perform any of the following duties: provide service to customers at other public windows; and assist in census and other matters when necessary.

65

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

SCHEME EXAMINER, PS-06

FUNCTIONAL PURPOSE

Conducts inservice examinations of employees on city schemes, standpoint schemes, general distribution schemes, and other related schemes. Conducts scheme training classes, as assigned, in offices where this activity is authorized.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Conducts classes for new postal employees in the use of schemes and schedules; gives instructions in the proper methods of study; conducts practice sessions and gives preliminary examinations; maintains a record of each employee's progress; provides special guidance to those employees who encounter difficulties in learning schemes and schedules; aids and counsels those employees who fail to maintain the required training progress to meet schemes and schedules requirements.
3. Gives case examinations to individual employees or groups of employees on prescribed schemes and related items. Administers space examinations to transfer clerks and monitors the performance of employees during the examinations.
4. Grades examinations through the use of examination keys; notifies employees of ratings made; maintains record of examination results for report purposes; forwards reports of examination for inclusion in individual employee record; compiles general examination reports and forwards to regional office.
5. Reschedules examinations when employees are unable to take examinations or when they fail to pass first examination; discusses with supervisors the results obtained on the examination by their employees.
6. Counsels employees in preparing for examinations by furnishing information needed for study, in setting up cases, in posting changes to schemes and schedules, and in the use of schemes and schedules to determine alternate sources of supply.

66

(Continued on Next Page)

SCHEME EXAMINER, PS-06

(Continued from Previous Page)

7. In addition, may perform any of the following duties: maintain corrected schemes, examination cards, and keys used in scoring results; examine register records, if any, and government property, such as keys and guns, assigned to the personal custody of employees, to ensure rightful possession and maintenance in satisfactory condition; keep master copies of schemes and schedules of mail routes up-to-date; prepare instructions for publication announcing changes in general distribution schemes and schedules of mail routes; and separate and distribute mail.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

67

(End of Document)

Standard Position Descriptions
Occupation Code – 2315-24
Craft – Clerk

Chapter C
Standard Position
2-5

U.S. POSTAL SERVICE

Title: Mail Routing and Dispatching Clerk
Key Position Reference No.: KP-12

Salary Level: PS-5

BASIC FUNCTION. Labels military dispatches, distributes schedule revision information, and maintains locator boards.

DUTIES AND RESPONSIBILITIES

1. Labels military mail dispatches and coordinates label instructions with involved organizations.
2. Maintains military dispatch files.
3. Updates parcel and sack sorting machine runouts according to military dispatch and revisions received.
4. Monitors military mail dispatches for proper labeling.
5. Obtains and releases necessary information to others from daily scheme changes.
6. Issues emergency schedules when necessary.
7. Occasionally performs other job related tasks in support of primary duties.

68

ORGANIZATIONAL RELATIONSHIPS: Reports to supervisor, military mail planning.

OBSOLETE

TL 80-1

Occupational Code 0590-02
Craft-Clerk

Standard Position 2-6

U.S. POSTAL SERVICE

Title: Employee Accounts Clerk
Key Position Reference No. 13

Salary Level: PS 5

BASIC FUNCTION.—Examines and maintains various employee accounts, such as payroll, retirement, bond, tax, insurance, leave, and service accounts.

DUTIES AND RESPONSIBILITIES.—

- (A) Audits time cards, computing for necessary disbursement, and determining proper salary payment for class of employees.
- (B) Maintains required employee accounts in accordance with regulations and procedures established.
- (C) Prepares time, retirement, withholding tax, bond deductions, and service reports.
- (D) Prepares claims by postal employees, their beneficiaries or survivors, for retroactive pay adjustments, terminal leave payments, and other claims involving personal services, forwarding to regional controller's office for settlement.
- (E) Prepares journals reflecting payroll actions, transfers, separations, corrections, and the like.
- (F) Answers questions of employees and officials on pay regulations, retirement, insurance, and other matters affecting pay.

ORGANIZATIONAL RELATIONSHIPS.—Reports to the chief accountant or other designated supervisor.

OBSOLETE

TL 94-1

U.S. POSTAL SERVICE

Title: Mail Routing and Dispatching Technician
Key Position Reference No.: KP-15

Salary Level: PS-6

BASIC FUNCTION. Responsible for and coordinates the labeling of military dispatches, the distribution of scheme or schedule revision information, and the maintenance of related files and locator boards.

DUTIES AND RESPONSIBILITIES:

1. Performs and coordinates the dispatch of mail by giving timely notice of regular and emergency schedules to involved organizations.
2. Issues and coordinates revisions in military routing with mail processing activities.
3. Updates, issues and coordinates military routing distribution patterns and transportation schedules.
4. Responsible for proper labeling of all military mail dispatches and coordinating label instructions with involved organizations.
5. Maintains military dispatch files.
6. Updates parcel and sack sorting machine runouts according to military dispatch and revisions received.
7. Monitors military mail dispatches for proper labeling.
8. Obtains and releases necessary information to others from daily scheme changes.
9. Issues emergency schedules when necessary.
10. Occasionally performs other job related tasks in support of primary duties.

ORGANIZATIONAL RELATIONSHIPS: Reports to supervisor, military mail planning.

OBSOLETE

TL 80-1

CONTRACT TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Assists in soliciting, negotiating, administering, and terminating informal and formal contracts.

OPERATIONAL REQUIREMENTS

Position is authorized for use in Procurement Services Offices only.

DUTIES AND RESPONSIBILITIES

1. Reviews procurement requests for completeness and accuracy and coordinates modifications, corrections, or updating, as necessary.
2. As assigned, coordinates the solicitation, award, and administration of informal purchases.
3. Prepares solicitation documents and contracts for formally advertised and negotiated procurements; develops source list for those procurements; prepares appropriate findings in negotiated procurement for higher level approval; analyzes justification for sole source procurement; conducts solicitations; monitors bid openings and assists in negotiations.
4. Assists in the administration of all contracts assigned, including contract progress, contractor report analysis, post award approvals, determination of adherence to terms and conditions; analyzes data and end items; assesses damages and cost reviews; reviews prospective subcontractors, determining excusable delays, and initiates the termination and closing out of completed contracts.
5. Performs other job related tasks in support of primary duties.

71

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified .

BARGAINING UNIT

CLERK

(Continued on Next Page)

CONTRACT TECHNICIAN, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0017

(End of Document)

MAIL REWRAPPER, MH-04

FUNCTIONAL PURPOSE

Repairs and rewraps damaged parcels and other mail matter in the damaged parcel unit.

DUTIES AND RESPONSIBILITIES

1. Performs all tasks associated with repairing, rewrapping, or reconditioning of damaged parcels of any class, in order to minimize further damage before delivery or dispatch.
2. Cleans packages soiled by spilled liquids or other foreign matter.
3. Assembles loose articles belonging in a damaged parcel, reseals or reforms the parcel.
4. Operates and uses such necessary equipment as: wire strapping machine, heat-sealing machine, various large and small tape dispensers and rubber stamps.
5. Reports to supervisor such things as; unmailable matter found; excessive amount of improperly wrapped parcels from the same mailer; loss from or damage to parcels apparently due to depredation.
6. Examines sacks and pouches to determine condition and whether empty or not.
7. Performs other job related tasks in support of primary duties.

73

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0008

(End of Document)

ASSIGNMENT CLERK, PS-06

FUNCTIONAL PURPOSE

Schedules employees in relation to their work assignments, tours, basic workweek, and vacation schedules to ensure an effective working schedule between management and employees.

DUTIES AND RESPONSIBILITIES

1. Makes daily assignments of substitutes to replace scheduled and unscheduled absences.
2. Reviews employee requests for changes in schedules or assignments and makes recommendations as appropriate, consistent with regulations and procedures.
3. Assists in assigning vacation schedules, tours, and basic workweek with specific quotas, in accordance with instructions.
4. Maintains records, rosters, and charts, including but not limited to tour schedule charts, seniority standings, employee complements, basic workweeks, and vacation schedules.
5. Prepares postings of routes or job vacancies and processes the bids and/or applications according to established procedures.
6. Performs other job related tasks in support of primary duties.

74

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

POSTAGE DUE CLERK, PS-05

FUNCTIONAL PURPOSE

Distributes, weighs, computes and processes all classes and types of postage due mail; maintains accounts and records; and submits reports.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Distributes, classifies, weighs and rates all classes and types of mail to determine amount of postage due; forwards postage due mail to box section, carriers, stations or other units.
3. Affixes proper postage and posts on postage due bill; may collect from customer or carrier.
4. Maintains the tabulation and recording of all advance deposits and withdrawals made daily in individual postage due trust fund accounts; prepares daily reports showing the opening balance, advance deposits recorded, withdrawals and closing balances.
5. May operate adding machine and postage meter machine.
6. Performs other clerical duties, as assigned.

75

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

POSTAGE DUE TECNICIAN, PS-06

FUNCTIONAL PURPOSE

For approximately 75 percent or more of the scheduled daily tour, works alone or serves as a working leader to one or more employees on a tour, engaged in distributing, weighing, computing and processing all classes and types of postage due mail; maintains accounts and records; and prepares reports.

OPERATIONAL REQUIREMENTS

This standard position description is to be used where the scope of daily postage due activity requires that the employee spend at least 75 percent of the time on the basic function, and involves a minimum of 40 trust fund accounts with yearly revenue in excess of 1355 revenue units.

DUTIES AND RESPONSIBILITIES

1. Distributes, classifies, weighs and rates all classes and types of mail to determine amount of postage due; forwards postage due mail to box section, carriers, stations or other units.
2. Affixes proper postage and posts on postage due bill; may collect from customer or carrier.
3. Maintains the tabulation and recording of all advance deposits and withdrawals made daily in individual postage due trust fund accounts. When overseeing the work of other employees assigned to this activity examines each individual account on a regular scheduled basis to verify that entries made to accounts and balances are accurate and current.
4. Conducts required survey to determine if applicants for postage due accounts meet necessary requirements.
5. Answers inquiries from customers concerning their account balance, various charges to their accounts, specific pieces of mail they are expecting, etc., notifies customer when additional deposits are due; holds mail when deposits are exhausted.
6. When acting as leader of other employees, provides technical direction covering such matters as their recording and completion of postage due statements, rates to be applied, recording in trust accounts and similar policies, procedures and regulations. Keeps employees current on all precedent rulings, changes in rates, acceptance procedures, etc.

(Continued on Next Page)

POSTAGE DUE TECHNICIAN, PS-06

(Continued from Previous Page)

7. When acting as a leader of other employees, in accordance with general and specific directives of the supervisor, shifts employees in the group from one assignment to another to balance workload, resolve work problems and help supervisor train new employees in the work of the unit. Supplies leadership necessary to secure maximum interest and effort from the employees; promotes harmony and cooperation.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

77

(End of Document)

COMPLAINTS AND INQUIRY CLERK, PS-06

FUNCTIONAL PURPOSE

Receives, classifies, and processes customer complaints and inquiries relative to mail service. Applies a broad knowledge of postal regulations and local policy to effect resolutions.

DUTIES AND RESPONSIBILITIES

1. Accepts and reviews telephone, written, or in-person customer complaints regarding alleged service irregularities or employee conduct. Assembles all pertinent existing data and determines type of inquiry required.
2. Institutes necessary action to develop case analysis or investigation. Visits areas and confers with individuals involved, gathering and developing additional information pertaining to investigation.
3. Develops all pertinent facts for analysis as to what corrective action is to be taken. Presents analysis and recommendations to supervisor and employees involved in order to preclude a recurrence of a complaint.
4. Prepares correspondence to complaints and inquiries after investigation and complete information has been obtained.
5. Contacts customers in order to resolve complaints.
6. Reports unusual or repetitive complaints which indicate development of a trend; prepares and submits weekly and quarterly complaint summations and analysis of the data along with recommendations for improvement in service.
7. Performs other job related tasks in support of primary duties.

78

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

COMPLAINTS AND INQUIRY CLERK, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0017

(End of Document)

SCHEMES AND SCHEDULES CLERK, PS-06

FUNCTIONAL PURPOSE

Provides current scheme, schedule, and routing information, as required by the distribution function, to efficiently route mail and meet dispatch schedules.

DUTIES AND RESPONSIBILITIES

1. Receives changes to distribution schemes, updates all records and files with the pertinent change information and notifies the appropriate distribution and dispatching points.
2. Receives changes to both surface and air transportation schedules and routes; updates all related records, and notifies the appropriate mail processing locations.
3. Participates in test letter programs and complies information that supports recommendations for changes in scheduling and routing.
4. Answers inquiries relative to the dispatch and routing of mail.
5. Prepares instructions for the proper pouching, labeling, and routing of mail.
6. Reviews notices of missent mail or other mail processing irregularities and notifies the units involved relative to the correct distribution, labeling, routing, and dispatching of mail.
7. Performs other job related tasks in support of primary duties.

80

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0016

(End of Document)

Markup Clerk—Manual—Level 4

KP Ref: No. 6

Occupation Code 0301-40XX

Basic Function

Processes all classes of mail undeliverable as addressed.

Organizational Relationship

Reports to a designated supervisor in charge of the mark-up unit.

Duties and Responsibilities

1. Processes mail for forwarding or return to sender by withdrawing related address file box, matches name of customer on mail with name on index card, affixes new address label, makes appropriate endorsement on index card, if needed, and separates processed mail in the prescribed manner.
2. Orders new address labels for forwarding mail for all carrier routes and box sections within a designated area.
3. Verifies and files new labels and index cards and reorders labels daily, prior to forwarding mail.
4. Prepares required forms for address correction services.
5. Operates and maintains label printing machines.
6. Types index cards and stencils from information extracted from change of address order or reorder form.
7. Types correspondence and memoranda in draft form.
8. Performs other job related tasks in support of primary duties.

81

OBSOLETE

TL 94-1

MARKUP CLERK-AUTOMATED, PS-04

FUNCTIONAL PURPOSE

Operates an electro-mechanical operator paced machine to process mail undeliverable as addressed.

DUTIES AND RESPONSIBILITIES

1. Operates the keyboard of a computer terminal to enter and extract data to several data bases including change of address, mailers data base, and address correction file.
2. Selects correct program and operating mode for each application.
3. Affixes labels to mail either manually or with mechanical devices.
4. Prepares forms for address correction services.
5. Manually distributes processed markups to appropriate separations for further handling.
6. May operate a photo copy machine.
7. Performs other job related tasks in support of primary duties.

82

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified for INSERVICE APPLICANTS in the positions of Markup Clerk, Automated (Lvl 4), 0301-41XX, SP 2-16 and Senior Markup Clerk, Automated (Lvl 5), 0301-49XX, SP 2-35. Test 710 may be waived if applicants have previously completed Test 440.

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0007

(End of Document)

U.S. POSTAL SERVICE

Title: Billing and Coding Clerk, AMF
Key Position Reference No. 15

Salary Level PS-6

BASIC FUNCTION. Performs billing and/or coding duties requiring the application of expert and comprehensive knowledge of dispatch schemes, transportation schedules, and receipt and dispatch information involving air-transported mail in a mechanized airport mail facility.

DUTIES AND RESPONSIBILITIES

- A. As a billing clerk, prepares dispatch documents and maintains records of mail transported by air.
 - 1. Determines how mail should be routed; prepares forms necessary for dispatch of air-transported mail.
 - 2. Maintains records of mail dispatched and makes division of mail between competitive carriers based on postal regulations and service requirements.
 - 3. Reviews daily scheme and schedule changes and notifies supervisor and employees affected; studies schemes and schedules and recommends changes for service improvement.
 - 4. Records flight delays and advises supervisor of changes; advises supervisor of alternate routings in event of serious delay or interruption of service affecting the dispatch of mail.
 - 5. Prepares and corrects work sheets used in the dispatching of mail.
- B. As a coding clerk, provides coding for airmail pouches, sacks, and other air-transported mail for handling through the machine distribution and conveyance complex.
 - 1. Notifies the billing clerk by telephone the destination and weight shown on pouch and sack labels of mail destined for dispatch.
 - 2. Annotates destination points, transfer points, and connecting airlines on labels of pouches and sacks from knowledge of air service scheme, zip code, and other routing information.
 - 3. Key punch pouches and sacks to various airline carriers and to in-house work stations by own knowledge and upon information furnished by telecommunication from billing office.
 - 4. Observes panel lights and television monitors, and determines operating and load conditions of collection, transport, and surge conveyors; deflectors, sorting lines, and other segments of the sorting system. Makes instant decision of alternatives to use when malfunctions or jams occur.
 - 5. Advises foreman of unusual increases or decreases of mail from the normal work-load patterns so adjustment of the work force can be made.
 - 6. May make manual distribution of incoming and outgoing air mail pouches and sacks to in-house distribution sections and dispatching area for air carriers.
- C. In addition may perform any of the following duties:
 - 1. Serve as a transfer or ramp clerk.
 - 2. Serve as liaison between post office and airlines.
 - 3. Serve as a receiving and dispatching clerk for mail carried by motor vehicle.
- D. Performs other job related tasks in support of primary duties.

ORGANIZATIONAL RELATIONSHIPS. Reports to a Foreman, Mails or other designated supervisor.

OBSOLETE

SIGN PAINTER-ILLUSTRATOR, PS-06

FUNCTIONAL PURPOSE

Performs sign painting, lettering, mechanical drawings, and other related tasks; performs work requiring artistic and limited creative ability in preparing illustration material, using various media, for promotional or informational use in postal facilities.

DUTIES AND RESPONSIBILITIES

1. Plans, lays out, and performs lettering and/or sign painting from written work orders or verbal requests from any of the various units of the post office.
2. Prepares surfaces for lettering or sign painting by refinishing old materials, finishing new materials, and selecting proper points and tools to be used.
3. Letters display cases, carrier cases, racks; scheme distribution, delivery, collection, and box route charts through approved work orders.
4. Executes gold or silver leaf lettering on glass windows, door panels, and lobby screenline windows.
5. Performs painting and lettering of outdoor displays calling for technical skill in following scaled layouts and designs, such as giant mail boxes, cloth banners, and floats.
6. Properly mixes, thins, or blends media to obtain the proper consistency and hue desired through the use of compatible mixtures and the proper thinners or solvents.
7. May perform silk screen work, involving the cutting of silk screen film, the placement of the design on the silk screen, and, by use of paints, the reproduction of the requested number of signs.
8. Prepares charts, graphs, maps, posters, cartoons, sketches, and acetate overlays for administrative use, operational training, and for safety purposes, as directed.
9. Prepares for final approval artistic layouts, such as covers for booklets, illustrations in pamphlets and handouts for training, safety, and operational purposes.
10. Prepares drawings and layouts for offset reproduction.

84

(Continued on Next Page)

SIGN PAINTER-ILLUSTRATOR, PS-06

(Continued from Previous Page)

11. Prepares drawings of floor plans and of structural and mechanical modifications and completes other similar assignments.
12. May serve as a group leader over other employees as projects require.
13. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

85

(End of Document)

SIGN PAINTER-LETTERER, PS-05

FUNCTIONAL PURPOSE

Performs all types of sign painting. Prepares displays, graphs, maps, and cover pages; labels or letters distribution cases and equipment for postal facilities.

DUTIES AND RESPONSIBILITIES

1. Plans, lays out, and performs lettering and/or sign painting from written work orders or verbal requests from any of the various units of the post office.
2. Prepares surfaces for lettering or sign painting by refinishing old materials, finishing new materials, and selecting proper paints and tools to be used.
3. Letters display cases, carrier cases, racks; scheme distribution, delivery, collection, and box route charts through approved work orders.
4. Cuts cardboard to size required, measures and plans layout according to work order, and letters charts, rosters, signs, or indoor displays.
5. Executes gold or silver leaf lettering on glass windows, door panels, and lobby screenline windows.
6. Performs painting and lettering of outdoor displays calling for technical skill in following scaled layouts and designs such as giant mail boxes, cloth banners, and floats.
7. Properly mixes, thins, or blends media to obtain the proper consistency and hue desired through the use of compatible mixtures and the proper thinners or solvents.
8. May perform silk screen work, involving the cutting of silk screen film, the placement of the design on the silk screen, and by use of paints the reproduction of the requested number of signs.
9. Performs other job related tasks in support of primary duties.

86

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

SIGN PAINTER-LETTERER, PS-05

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

87

(End of Document)

Document Date: 11-02-94

Occupation Code: 4104-04XX
SPD Number: SP-2019

Page: 2

CLERK, FINANCE STATION, PS-06

FUNCTIONAL PURPOSE

Provides, alone or with a limited number of window clerks, a variety of window services in a small finance station with or without direct supervision.

OPERATIONAL REQUIREMENTS

Position is authorized in post offices with 100 or more bargaining unit employees at finance stations where three or less full-time clerical employees are assigned. No more than one position is authorized within a station.

DUTIES AND RESPONSIBILITIES

1. Sells stamps, stamped paper, and services; accepts articles for mailing; rents lock boxes; issues and cashes foreign and domestic money orders; provides information to customers concerning postal regulations.
2. Accepts claims for processing and resolves routine customer complaints, referring others to the main office for resolution.
3. Maintains stamp credits of sufficient size to meet demands of customers and may fill stamp and accountable paper requisitions submitted by other clerks.
4. Prepares daily financial reports and deposits funds according to operating procedures.
5. Provides leadership and training to assigned employees when required.
6. Determines, requisitions, and stores supply items required for station or branch operations.
7. Maintains liaison with the reporting unit to effect changes in operating policies and/or procedures.
8. Performs other job related tasks in support of primary duties.

88

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

CLERK, FINANCE STATION, PS-06

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

89

(End of Document)

Document Date: 11-02-94

Occupation Code: 2320-05XX

SPD Number: SP-2020

Page: 2

MAIL HANDLER EQUIPMENT OPERATOR, MH-05

FUNCTIONAL PURPOSE

Operates a jitney, fork-lift or pallet truck for the movement of mail, and performs other mail handler functions as required.

DUTIES AND RESPONSIBILITIES

1. Operates a jitney, fork-lift or pallet truck, as a qualified licensed driver in the performance of transporting mail within a postal facility.
2. Moves empty equipment utilized in transporting mail to storage or staging area.
3. Performs routine safety inspection of vehicular equipment utilized; reports deficiencies.
4. Observes established safety practices and requirements.
5. Performs other mail handler duties when not occupied as a licensed driver.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

90

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0010

(End of Document)

Foreign Container Inventory Clerk—Level 5

KP Ref: No. 13

Occupation Code 2040-04XX

Basic Function

Determines ownership and/or drayage responsibility for all foreign containers and advises those contractors of their responsibilities.

Organizational Relationship

Reports to the supervisor, foreign mail planning or other designated supervisor.

Duties and Responsibilities

1. Conducts a daily physical yard inventory of all foreign steamship containers in the bulk mail center.
2. Prepares container inventory report, listing all containers by steamship line and their status at the facility versus the required amount of containers by the steamship line.
3. Maintains a cradle-to-grave container log of every foreign container that enters the bulk mail center, listing arrival, unloading times, reloading times, and departure date and time to refute claims to the Postal Service for demurrage.
4. Reviews paperwork of dispatch of foreign mail for accuracy. Communicates with steamship companies and drayers, advising them of all mails ready for dispatch and ensures timely movement of containers to meet ship schedules.
5. Advises steamship companies and drayers of the status of their equipment and orders containers and/or movements to keep inventories to required level.
6. Provides information or assistance to the supervisor for updating the terminal control board.
7. Answers correspondence relating to dispatch and/or receipt of foreign mail.
8. Performs other job related tasks in support of primary duties.

91

OBSOLETE

TL 94-1

ACCOUNTING CLERK, PS-05

FUNCTIONAL PURPOSE

Performs clerical accounting tasks or statistical computing and calculator operations in an accounting office.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Maintains records and prepares statements of accountability for money order transactions.
3. Prepares various money order reports, such as, daily report of money order transactions of main office, stations, and branches; report of each completed block of 2,000 money orders; summary report of money orders issued each quarter.
4. Examines and verifies daily financial reports and deposits of main office, stations, and branches.
5. Maintains trust fund accounts, such as metered and nonmetered permits and second-class mailings.
6. Computes data for work performance standards programs, including number of hours to complete a mail-handling activity; conversion of types of work measurement reported on mail volume forms to equivalent number of pieces of mail; standard hours and percent of efficiency obtained.
7. Computes data for work-hours reporting program, totalling annual, sick, and other kinds of leave used by employees; consolidating reports of time worked, and computing data for quarterly budget estimates.
8. In addition, may perform any of the following duties: prepare performance reports on standard, special and non-standard operations from readily available data; prepare reports of absences; and distribute incoming and outgoing mail.
9. Occasionally performs other job related tasks in support of primary duties.

92

SUPERVISION

Supervisor in the finance office, or other designated supervisor.

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

ACCOUNTING CLERK, PS-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

93

(End of Document)

Document Date: 11-02-94

Occupation Code: 0520-01XX
SPD Number: SP-2023

Page: 2

GENERAL EXPEDITER, PS-06

FUNCTIONAL PURPOSE

Arranges for the proper transfer for mail which may require the knowledge of incoming and/or outgoing schemes, transportation schedules, and receipt and dispatch information in performing mail distribution between highway contract routes, mail messengers and truck routes, and other mail units; and the separating, loading, and unloading of railway storage cars, flexi-vans and piggy-back trailers, by contractors and postal employees to ensure proper and expeditious handling.

DUTIES AND RESPONSIBILITIES

1. Expedites the distribution and dispatch of all mails processed in the assigned work areas.
2. Coordinates the dispatch of mail from cases, registry section, and/or other areas by giving timely notice of regular and emergency dispatches to ensure expeditious handling of mail. Coordinates the movement of mails from the platform (or related receipt point) to processing areas or from cases to pouches, and pouches to dispatch points or platform.
3. Recommends changes in pouch and sack racks, pouch authorization, and work assignments as changes in distribution and dispatch schedules dictate.
4. Assists supervisor in carrying out special assignments, such as, mail volume counts, information for surveys, observing handling of selected mail matter, and other similar duties. May maintain records of mail volumes, work hours, and other record keeping; assists with on-the-job training.
5. Ensures proper labeling, timely closing, routing and dispatch of all pouches and sacks within the assigned work area; arranges for equipment.
6. Keeps informed on contract provisions for routes serving the facility such as, loading agreements, correct sized vehicles, proper protection of the mail and other special conditions. Periodically inspects contract vehicles and reports deficiencies or irregularities to supervisor.
7. Keeps informed of all scheduled arrivals and departures at the duty station, and has knowledge of the most expeditious dispatches to ensure an alternative rerouting of preferential mails due to unusual circumstances; determines whether mail should be held for alternate connections.

(Continued on Next Page)

GENERAL EXPEDITER, PS-06

(Continued from Previous Page)

8. Examines outgoing and incoming vehicles to determine degree of utilization and adherence to highway safety regulations and reports irregularities to supervisor.
9. Recommends arrangements for extra trips of service when necessitated by volume or unusual circumstances.
10. Oversees the loading and unloading of storage cars, flexi-vans, piggy-back trailers, or other mail containers intended for transportation by rail when such activities are performed at the facility.
11. Maintains close contact with supervisor in the distribution and vehicle service units to assure close coordination of all mail handling operations.
12. Performs manual distribution of all classes of mail.
13. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

REVIEW CLERK, PS-06

FUNCTIONAL PURPOSE

Checks assigned cases and racks for distribution accuracy; reviews incoming and/or outgoing mail removed from normal distribution channels; and takes appropriate action.

DUTIES AND RESPONSIBILITIES

1. Assists in checking assigned cases and racks for distribution, proficiency and accuracy and prepares reports of errors found for the attention of the immediate supervisor.
2. Assists the supervisor with on-the-job training in distribution, dispatching, labeling, pouching, and disposition of all classes of mail in accordance with established procedures.
3. Examines and disposes of incoming and/or outgoing mail which is un-ZIP Coded, mis-ZIP Coded, illegible, incomplete or incorrectly addressed.
4. Uses such references as, but not limited to, ZIP Code Directory, telephone directories, and local master schemes.
5. May rate mail with short-paid postage or mail being forwarded.
6. May maintain records of mail volumes, work hours; and assist supervisor in carrying out special distribution assignments.
7. Separates and manually distributes mail. May have scheme/s assignments.
8. Performs other job related tasks in support of primary duties.

96

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

REVIEW CLERK, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0015

(End of Document)

FLAT SORTING MACHINE OPERATOR, PS-05

FUNCTIONAL PURPOSE

Operates a single or multi-position, electro-mechanical operator paced flat sorting machine in the distribution of flats requiring knowledge and application of approved machine distribution of directs, alphabetical or geographic groupings, by reading the ZIP Code on each flat.

DUTIES AND RESPONSIBILITIES

1. Reads ZIP Code on each piece of mail. Depresses proper key/keys to enable the machine to divert each piece of mail to the proper destination. Applies a high degree of manual and visual coordination and close visual attention for sustained periods.
2. May serve for a portion of the time, on a rotation basis, as a loader and/or sweeper/tyer. As a loader: culls mail to remove nonmachineable pieces and loads mail onto ledges for processing. As a sweeper/tyer: removes mail from separations in the machine; verifies sorted mail for accuracy; ties mail into bundles or dispatches direct to sacks, pouches or other containers.
3. May perform manual distribution, not limited to flats, as required.
4. May operate other mail sorting machines using similar keypad after completion of appropriate training.
5. Performs other job-related tasks in support of primary duties.

98

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

FLAT SORTING MACHINE OPERATOR, PS-06

FUNCTIONAL PURPOSE

Operates a single or multi-position electro-mechanical operator paced flat sorting machine in the distribution of flats requiring the knowledge and application of approved machine schemes consisting of distribution of other than directs, alphabetical and geographical groupings which requires a minimum of 100 scheme or memory items.

DUTIES AND RESPONSIBILITIES

1. Reads address of each piece of mail; depresses proper key/keys to enable the machine to divert each piece of mail to the proper destination requiring a high degree of manual and visual coordination and close visual attention for sustained periods.
2. May serve for a portion of the time, on a rotation basis, as a loader and/or sweeper/tyer. As a loader: culls mail to remove nonmachineable pieces and loads mail onto ledges for processing. As a sweeper/tyer: removes mail from separations in the machine; verifies sorted mail for accuracy; ties mail into bundles or dispatches direct to sacks, pouches or other containers.
3. May perform manual distribution, not limited to flats, as required.
4. Performs other job related tasks in support of primary duties.

99

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0016

(End of Document)

CLERK, RECOVERY CENTER (LETTERS), PS-05

FUNCTIONAL PURPOSE

Performs clerical work involved in the review and disposition of unpaid and dead letter mail.

DUTIES AND RESPONSIBILITIES

1. Opens and examines contents of unpaid and dead letters to determine name and address of sender or addressee.
2. Prepares mail for delivery when the address of sender or addressee is available; applies required fees.
3. Maintains an accounting of registered letters and letters containing money or other valuable articles; observes applicable retention and disposal procedures.
4. Makes final disposition of undeliverable dead mail having no obvious value.
5. Furnishes information in response to written and telephone inquiries concerning dead mail.
6. Prepares required reports and correspondence.
7. Performs other job related tasks in support of primary duties.

106

SUPERVISION

Supervisor, Recovery Center, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

CLERK, RECOVERY CENTER (PARCELS), PS-05

FUNCTIONAL PURPOSE

Performs clerical work involved in the review and disposition of parcel post matter that is considered dead mail.

DUTIES AND RESPONSIBILITIES

1. Opens and reviews dead parcels and attempts to forward contents to addressee or return to sender.
2. Separates unidentifiable parcels, merchandise and articles found loose in the mails into categories; maintains an accounting of loose money found in parcels.
3. Provides proper security and disposition of all merchandise and supplies in the Recovery Center. Maintains applicable records; prepares required reports.
4. Assists in the preparation and distribution of catalogs, notices and postings concerning items to be sold at auction.
5. Separates articles into saleable lots for auction; arranges merchandise for exhibition.
6. Participates in periodic auctions; accounts for funds received.
7. Furnishes information in response to written and telephone inquiries concerning dead mail.
8. Performs other job related tasks in support of primary duties.

101

SUPERVISION

Supervisor, Recovery Center, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

ADMINISTRATIVE CLERK - EXPRESS MAIL, PS-05

FUNCTIONAL PURPOSE

Provides clerical support in the Express Mail Service administrative office to assist in maintaining the overall program.

DUTIES AND RESPONSIBILITIES

1. Prepares reports, such as, Postal Inspector, Headquarters Service Analysis, weekly, bi-weekly, accounting period and other related reports.
2. Provides other Express Mail Service offices with information relating to service commitment irregularities, proof of delivery receipts, service breakdown areas, verification of claims, network revisions, customer irregularities and other matters.
3. Examines and investigates Express Mail Service Claims for postage refunds and merchandise/document reconstruction insurance. Ensures that all claims are filed in a timely manner.
4. Receives changes to surface and air transportation routes, updates all related records, files schedule logs and service agreements with pertinent change information and notifies appropriate units.
5. Answers common inquiries about service features such as, but not limited to, weight limitations, allowable sizes, acceptance and delivery schedules, procedures for processing claims in case of failures, or refunds of postage (service guarantees and overpayments) directly, in writing or over the telephone.
6. May receive reports and data relating to International Express Mail Service from the exchange office and prepare International Exchange Office Report; may review dispatch and receipt manifest and initiate inquiries on irregularities; and investigate and prepare replies for international inquiries and bulletins of verification.
7. Requisitions, receives and stores supplies, material and equipment from supply centers for distribution to postal units and customers. Processes supply orders and maintains records; ensures adequate stock levels.
8. Performs other job related tasks in support of primary duties.

10:

(Continued on Next Page)

ADMINISTRATIVE CLERK - EXPRESS MAIL, PS-05

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

EXPRESS MAIL TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Provides clerical support in the Express Mail Service administrative office, utilizing expert and comprehensive knowledge, to assist in the technical aspects of maintaining the overall program.

OPERATIONAL REQUIREMENTS

Minimum volume/legs for this position where no full-time manager exists is 35,000 pieces annually and 50 legs. The ratio of Express Mail Technician to Administrative Clerk- Express Mail shall not exceed 1 to 3 in installations having manager/coordinators.

DUTIES AND RESPONSIBILITIES

1. Provides technical information to customers, affected units and postal employees relative to all subclasses of Express Mail, both domestic and international.
2. Responds directly, in writing or over the telephone, to inquiries about service features such as, but not limited to, preparation requirements, rates; special permit and postage trust accounts; service performance standards; weight and size limits; acceptance and delivery schedules; procedures for processing claims in case of failures or refunds of postage.
3. Receives and processes customer inquiries and complaints, investigates and prepares written details of service failures. Follows up by maintaining telephone and written contact with domestic Express Mail Service offices, postal units and others to locate lost or missent Express Mail shipments. Investigates causes of service failures, recommends changes, as needed, and reports such recommendations to the supervisor.
4. Provides other Express Mail Service offices with information relating to service commitment irregularities, proof of delivery receipts, service breakdown areas, verification of claims, network revisions, customer irregularities and other matters.
5. Reviews Express Mail Service claims for postage refunds and merchandise/document reconstruction insurance prior to approval by the supervisor.

104

(Continued on Next Page)

EXPRESS MAIL TECHNICIAN, PS-06

(Continued from Previous Page)

6. May receive reports and data relating to International Express Mail Service from the exchange office and prepare International Exchange Office Report; review dispatch and receipt manifest and initiate inquiries on irregularities; and investigate and prepare replies for international inquiries and bulletins of verification.
7. Receives changes to surface and air transportation routes, updates all related records, files schedule logs and service agreements with pertinent change information and notifies appropriate units.
8. Prepares required reports such as Postal Inspector, Headquarters Service Analysis, weekly, bi-weekly, accounting period and other related reports.
9. May provide technical guidance to and oversee the work of lower level employees.
10. Requisitions, receives and stores supplies, material and equipment from supply centers for distribution to postal units and customers. Processes supply orders and maintains records; ensures adequate stock levels.
11. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

ADJUSTMENT CLERK (PSD) - LEVEL 5

KP Ref: No. 13

Occupation Code 0530-20

BASIC FUNCTION

Reviews order forms and computer order rejects to determine errors and make adjustments. Adjusts differences between remittance and value of stamps ordered.

ORGANIZATIONAL RELATIONSHIP

Reports to a designated supervisor.

DUTIES AND RESPONSIBILITIES

Performs one or more of the following duties:

1. Reviews order forms and makes adjustments for correct date entry.
2. Reviews orders computer rejects as out of balance and determines where error occurred.
3. Resolves differences between remittance and value of items ordered.
4. Reviews order variances and determines whether order will be filled or rejected; deletes items on under-paid orders.
5. Adjusts over-paid orders with items or a money refund according to established policy.
6. Separates orders according to types of items ordered, date items are to be issued, and the priority placed on filling the order.
7. Performs other job related tasks in support of primary duties.

106

OBSOLETE

SENIOR MARK-UP CLERK - AUTOMATED, PS-05

FUNCTIONAL PURPOSE

Operates an electro-mechanical operator paced machine to process mail undeliverable as addressed, and performs the more complex duties of the unit.

DUTIES AND RESPONSIBILITIES

1. Performs all system support programs regarding the automated mark-up unit including but not limited to the update of route disks, change of address purge, scheme change entries, and general data base maintenance.
2. Coordinates inquiries or problems from associate office, main offices, and/or stations and branches. Provides change of addresses to authorized sources.
3. May weigh, determine amount of postage due, and make separations of the mail according to amounts due.
4. As authorized by the supervisor, assigns and shifts workload according to priorities. Provides technical guidance and leadership to employees engaged in processing mail undeliverable as addressed.
5. Assists employees in the various operations involved in the mark-up unit.
6. Reviews machine malfunctions and takes corrective action or investigates to determine seriousness of problems. Performs limited analysis of hardware and software problems and suggests corrections.
7. Maintains unit files, statistical and production reports, and supplies.
8. Provides normal protective care of equipment used.
9. Operates the keyboard of a computer terminal to enter and extract data to several data bases including change of address, mailers data base, and address correction file.
10. Selects correct program and operating mode for each application.
11. Affixes labels to mail either manually or with mechanical devices.
12. Prepares forms for address correction services.

107

(Continued on Next Page)

SENIOR MARK-UP CLERK - AUTOMATED, PS-05

(Continued from Previous Page)

13. Manually distributes processed markups to appropriate separations for further handling.
14. May operate a photo copy machine.
15. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified for INSERVICE APPLICANTS in the positions of Markup Clerk, Automated (Lvl 4), 0301-41XX, SP 2-16 and Senior Markup Clerk, Automated (Lvl 5), 0301-49XX, SP 2-35. Test 710 may be waived if applicants have previously completed Test 440.

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

MACHINE OPERATOR (PHILATELIC FULFILLMENT), PS-05

FUNCTIONAL PURPOSE

Operates a variety of special type machines used in the Philatelic Fulfillment Service Center.

DUTIES AND RESPONSIBILITIES

1. Operates cancelling, imprinting, affixing, and inserting equipment.
2. Cleans and makes minor adjustments to machines.
3. Maintains records of number of pieces processed.
4. Separates cancellation requests according to date requested.
5. Tears and affixes stamps.
6. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor, First Day Cover Services, or other designated supervisor.

109

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

MAIL PROCESSOR, PS-04

FUNCTIONAL PURPOSE

Performs a combination of tasks required to process mail using a variety of automated mail processing equipment.

DUTIES AND RESPONSIBILITIES

1. Starts and stops the equipment.
2. Culls out non processable items.
3. Loads mail on the transport unit for induction into the distribution system.
4. Clears jams not requiring use of hand tools.
5. Sweeps mail from bins, separations, or runouts; rubber bands or ties as necessary; places mail into the trays, carts, racks, pouches, etc.
6. Notifies supervisor or maintenance when malfunctions occur.
7. Performs other job related tasks in support of primary duties.

SUPERVISION

110

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0008

(End of Document)

SENIOR MAIL PROCESSOR, PS-05

FUNCTIONAL PURPOSE

Operates a variety of automated mail processing equipment as a working member of a group of mail processors, performing a combination of tasks including feeding and sweeping mail and correcting simple machine malfunctions.

DUTIES AND RESPONSIBILITIES

1. Prepares work areas, ensuring all necessary equipment is in place.
2. Performs start-up of equipment; uses a computer keyboard to select and load sort programs for the type of mail to be processed.
3. Loads mail onto feeder module; culls out non-machinable mail and sets apart for future processing.
4. Removes sorted mail from stacker bins, rubber banding or tying mail as necessary and places in proper trays; prints or uses preprinted labels to identify trays; performs bin checks to verify sort accuracy.
5. Clears jams and keeps equipment clean and free of dust and debris during operation; performs simple adjustments, alignments, and preventive servicing.
6. Makes work assignments and shifts workload to mail processors within a work group according to priorities determined by supervisor; provides guidance to mail processors.
7. Follows step-by-step instructions presented on a computer driven video display screen to identify and correct machine malfunctions occurring during operating periods.
8. Uses hand tools to perform tasks such as removal and replacement of fuses, circuit boards, photocells, switches, belts and roller assemblies.
9. Notifies supervisor when skilled maintenance assistance is required to put machine back in operation.
10. Prepares service work orders, parts requests, service logs, and records on work performed, and other reports related to equipment operation.
11. Observes all established safety precautions and procedures.

111

(Continued on Next Page)

SENIOR MAIL PROCESSOR, PS-05

(Continued from Previous Page)

12. May perform non-scheme mail distribution through the use of an operator-paced manual keying station.
13. Performs other job-related tasks in support of primary duties.

SUPERVISION

Supervisor, Distribution Operations, Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

Occupational Code 2315-07
Craft-Clerk

Standard Position 2-41

U.S. POSTAL SERVICE

Title: Special Distribution Clerk
Key Position Reference No. 16

Salary Level: PS-6

BASIC FUNCTION.—Reviews incoming and outgoing mail removed from normal distribution channels because of apparently illegible, incomplete, or incorrect address, or for other reasons; disposes of it on the basis of broad knowledge and special skill in mails distribution methods and problems.

DUTIES AND RESPONSIBILITIES.—

- (A) Examines incoming mail with illegible, incomplete, or incorrect address, routing to proper destination, where possible, in accordance with detailed knowledge of city distribution, business firms, organizations, prominent personages, etc.
- (B) Examines outgoing mail items which cannot be normally distributed because of apparently illegible, incomplete, or incorrect address, routing to proper destination, where possible, or routing to sender.
- (C) Inspects outgoing mail items addressed to foreign countries which do not meet the mailing requirements of such countries; returns to sender with explanation.
- (D) Refers mail matter which requires directory service to inquiry clerks.
- (E) May perform any type of mail distribution.

113

ORGANIZATIONAL RELATIONSHIPS.—Reports to a foreman or other designated supervisor.

OBSOLETE

TL 80-1

ACCOUNTABLE PAPER SUPPLY CLERK, PS-05

FUNCTIONAL PURPOSE

Requisitions and ships stamp stock and accountable paper for main office, stations, and branches, or for other post offices served by accountable paper depository.

DUTIES AND RESPONSIBILITIES

1. Prepares master requisition for accountable paper stock from individual requisitions.
2. Witnesses receipt of stamp stock, posting quantities and values to perpetual inventory record.
3. Packages and ships stock to classified and contract stations and branches; supplies wholesale stamp clerk with stock to replenish amount shown in daily sales.
4. Packages and ships stock to post offices within area served by the depository, based upon orders received; prepares necessary records.
5. Replenishes redeemed stock certified by destruction committee and enters proper notation in report of accounts.
6. Prepares daily report for accounting office, showing opening and closing balances, amount of stock issued, etc.; submits monthly stamp account reports.
7. May perform any of the following duties: maintain inventory of blank money order, and employees' savings bond forms; issue forms to stations and branches, maintain control over such shipments by releasing money orders in blocks of 2000; issue receipts for redeemed stamps, stamped paper, and postal cards returned by stations and branches; replenish in like amounts and prepares redeemed stock for verification by destruction committee; perform services at a public window; distribute incoming or outgoing mails.

114

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

ACCOUNTABLE PAPER SUPPLY CLERK, PS-05

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0013

115

(End of Document)

Document Date: 11-02-94

Occupation Code: 0530-05XX
SPD Number: SP-2042

Page: 2

CLAIMS AND INQUIRY CLERK, PS-05

FUNCTIONAL PURPOSE

Performs clerical work involved in the claims and inquiry functions of the post office, where the claims work does not reach the level of difficulty and responsibility represented by KP-17 and the inquiry work relates to domestic mail.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Accepts and processes indemnity claims for insured and C.O.D. mail. Examines claims for completeness and accuracy and obtains information and evidence necessary for adjudication. Directs disposition of damaged articles. Maintains index records of claims and answers status inquiries from claimants and postmasters.
3. Accepts complaints relating to loss and rifling of mail. Completes and processes related inquiry forms. Makes appropriate search and inquiry for lost articles locally and through other post offices. Reports losses to postal inspection service and advises customers as to results of inquiries.
4. Processes undeliverable and loose-in-mail matter for identification or retention and disposition.
5. In addition, may perform any of the following duties: issue series of numbers to firm mailers for certified, insured and C.O.D. mailing; provide directory service; handle complaints of nonreceipt of return receipts; rate forwarded and returned mail, send proper and necessary notices on all classes of mail matter; file insured and C.O.D. delivery receipts and C.O.D. mailing records; examine and process dead mail for shipment or disposal in accordance with prescribed procedures; accept mailing list correction requests. Examine, distribute and file change of address orders.

116

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

CLAIMS AND INQUIRY CLERK, PS-05

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

117

(End of Document)

Document Date: 11-02-94

Occupation Code: 2345-15XX
SPD Number: SP-2043

Page: 2

BULK MAIL CLERK, PS-05

FUNCTIONAL PURPOSE

Accepts, classifies, and computes the chargeable postage on second- or third-class mail matter or both.

DUTIES AND RESPONSIBILITIES

1. Determines the correct classification on second- and third-class and all other mail matter mailed under a permit, computes the postage to be charged, and determines if sufficient deposit has been made by the mailer to cover the cost of mailing.
2. Completes the necessary reports and submits them to the accounting unit.
3. Maintains records of permit holders, deposits, withdrawals, and miscellaneous information incident to the processing of second- and third-class matter.
4. Accepts and makes simple distribution of second- and third-class mail.
5. Accepts precancelled and metered matter mailed in bulk quantities, and verifies if proper postage has been paid.
6. Advises customers as to proper mailing procedures.
7. In addition, may perform any of the following duties: accept other classes of mail and receipts for such matter, if necessary; separate and distribute mail; open and dump sacks and pouches; provide service at a public window.

118

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

GENERAL CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a variety of office clerical duties using postal knowledges or experience at a post office or installation such as a transfer office, station, AMF, etc.

DUTIES AND RESPONSIBILITIES

1. Maintains information books, manuals, transportation schedules, directories of post offices, etc., with information furnished by Headquarters, regional office, or others such as may be found in a scheme examination program at a post office, or in compiling schedules at a truck terminal.
2. Provides routine information to the public concerning postal rates, mailing information, etc. when no other source of information is available, such as information pertaining to the examination program.
3. Adjusts minor service complaints, referring others to the appropriate superior.
4. Verifies time records, keeps records of carfare expenditures, registered, insured and C.O.D. mail, and completes such reports as required.
5. Prepares holiday, compensatory time and daily work schedules, and maintains the necessary records for leave assignments in accordance with instructions and information furnished by a supervisor.
6. Distributes mail in accordance with established schemes.
7. Corrects and maintains mailing lists, indicating the correct ZIP Code and mailing address, which requires a thorough knowledge of a primary scheme.
8. In addition, may perform but not for substantial periods of time, any of the following duties: types correspondence and memoranda from rough drafts, general information, etc.; operates copy machines; files copies of correspondence; performs duties at a public window.

119

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

GENERAL CLERK, PS-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

120

(End of Document)

EXTRACTION CODE CLERK, PS-05

FUNCTIONAL PURPOSE

Processes letter mail using an electro-mechanical, operator paced, letter sorting machine with computer based scheme capability. Selects a pre-determined group of alphanumeric characters from each address and enters this information into the computer through use of a typewriter style keyboard.

DUTIES AND RESPONSIBILITIES

1. Selects alphanumeric data from the address on letter mail moved into viewing position by the machine using a pre-determined format.
2. Depresses sequentially the proper combination of keys, to enable the machine to convey a letter to the proper bin.
3. As a team member serves for a portion of time on a rotation basis as a loader or sweeper-tyer: preparing mail by culling and edging, loading machineable mail on consoles, removing mail from distribution bins, traying, tying, or banding mail, and clearing jams.
4. Notifies supervisor or maintenance when malfunctions occur.
5. Performs other job related tasks in support of primary duties.

121

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

STAMP SUPPLY CLERK, PS-06

FUNCTIONAL PURPOSE

Fills significant numbers of requisitions for stamps and stamped paper submitted by window clerks and/or classified and contract stations and branches and associate offices. Makes sales of stamps and stamped paper to customers in quantities which would deplete the stock of a window clerk.

DUTIES AND RESPONSIBILITIES

1. Responsible for a fixed credit/accountability stock of sufficient size to maintain stamps and stamped paper in variety and quantity suitable to area served. Fills requisitions submitted by employees and/or units, furnishing them with rolled coin, stamps, stamped paper, and migratory-bird hunting stamps in accordance with their request and sales made.
2. Prepares master requisition to maintain stamp stock, submitting to the accountable paper custodian; renders daily account of funds received.
3. Maintains adequate controls over quantity and variety of stamps and stamped paper and applies appropriate security measures for protection of stock, for which responsible, from theft, loss or damage. Makes appropriate recommendation to supervisor.
4. Fills customers' orders for stamps and stamped paper which exceed those filled by a regular stamp clerk and exchanges or redeems large amounts of stamps and stamped paper returned by customers. Collects international reply coupons, stamps and stamped paper redeemed by window clerks and/or units and takes necessary action for destruction. Verifies transaction and exchanges stamps for such stock received.
5. In addition, may perform the following: replenish stock in postage vending machines and remove and account for funds; and provide service at a public window, as required.

122

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

STAMP SUPPLY CLERK, PS-06

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

123

(End of Document)

Document Date: 11-02-94

Occupation Code: 2320-03XX
SPD Number: SP-2156

Page: 2

SPECIAL POSTAL CLERK, FS-06

FUNCTIONAL PURPOSE

Has charge, either at a workstation separated from the area regularly watched over by a supervisor, or during a tour on which no supervisor is present, of a mail processing activity carried out personally or with assistance of a limited number of mail processing employees.

OPERATIONAL REQUIREMENTS

This job is assigned to mail processing. The employee is on duty by himself, or with a limited number of mail processing employees, or performs an assignment comparable to it.

DUTIES AND RESPONSIBILITIES

1. Makes primary and one or more secondary distributions of incoming or outgoing mails, or both, based on a knowledge of the applicable distribution scheme or schemes.
2. Maintains direct contacts with persons picking up mails in bulk from or delivering it to the postal facility during the tour.
3. Personally resolves problems of a routine nature arising during the tour and decides when problems warrant contacting a supervisor at his home or other location away from the facility.
4. Keeps required records for such matters as mail on hand and processed.
5. May provide leadership to one or more clerks when assigned to the tour or a portion of the tour.

124

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

SPECIAL POSTAL CLERK, PS-06

FUNCTIONAL PURPOSE

Has charge, either at a workstation separated from the area regularly watched over by a supervisor, or during a tour on which no supervisor is present, of window service activities carried out personally or with assistance of a limited number of employees.

OPERATIONAL REQUIREMENTS

This job is assigned to window and related services. The employee is at a work station geographically separated from the parent installation, such as the plant of a mail order firm originating a large volume of mail, or an assignment comparable to it.

DUTIES AND RESPONSIBILITIES

1. Provides that employees of the originating firm who handle its outgoing bulk mail are sufficiently informed of and trained in the application of relevant postal regulations and practices to contribute effectively to the activity of which the clerk is in charge.
2. Weighs or oversees the weighing of the mail and the payment of the required postage.
3. Accepts and provides receipts for insured or COD mail.
4. In addition, may make a primary separation of the mail or take receipts from the firm for returned COD and insured mail.

125

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

SCHEDULE CLERK - FOREIGN MAIL, PS-06

FUNCTIONAL PURPOSE

Schedules mail for overseas dispatch in accordance with vessel sailings.

DUTIES AND RESPONSIBILITIES

1. Determines daily schedule of international mails after obtaining information on steamship schedules and sailings; schedules mails to be carried on each ship, listing countries to which mail is to be dispatched, sailing dates, ports of mail discharge, and dates of arrival, taking into consideration the standard procedures for routing, assigning, and dispatching of various classes of mail and for the use of preferential vessels.
2. Gives instructions to foreign mail section employees on closing times for mail to meet sailing departures; maintains contact with steamship companies to obtain information on delays, cancellations, and other deviations in schedules.
3. Prepares estimates of mail to be carried to each port of call and notifies steamship companies of required space; prepares daily report of commercial and APO mails scheduled for arrival, notifying proper officials so that incoming mail may be moved.
4. Verifies mail messenger bills for movement of mails from steamship pier to post offices prior to certification for payment.

126

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

INTERNATIONAL CLAIMS CLERK, PAYING OFFICE, PS-07

FUNCTIONAL PURPOSE

Examines claims for loss, rifling, or damage of international registered mail matter, insured parcel post, and Americo-Spanish ordinary parcel post, and determines and approves for payment the amount found to be due under international postal conventions and bi-lateral agreements.

DUTIES AND RESPONSIBILITIES

1. Receives and reviews prescribed claims papers to determine if: all necessary data have been submitted; proof of value has been properly determined; appropriate check has been made of applicable records; and other necessary information has been supplied; takes action to secure any additional information required.
2. Determines whether the responsibility of the Postal Service is involved and whether amount of claims exceeds amount of loss and proper amount payable is within the limits of the indemnity.
3. Conducts necessary correspondence with foreign postal administrations in connection with the claims.
4. Recommends action on proposals made by foreign postal administrations involving acceptance, rejection or sharing of responsibility for loss, damage or rifling of individual parcels or dispatches; recommends to supervisor proposals to foreign postal administrations to share equally the responsibility for such losses where evidence warrants; approves amounts to be paid and directs disposition of damaged articles.
5. Maintains prescribed record of claims; initiates action to obtain reimbursement where payment is made on behalf of other country, either in whole or in part, and to secure credit from Regional Finance for payment made.

127

SUPERVISION

Supervisor of unit to which assigned in the claims section.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

INTERNATIONAL CLAIMS CLERK, PAYING OFFICE, PS-07

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0019

128

(End of Document)

Document Date: 11-02-94

Occupation Code: 2345-16XX

SPD Number: SP-2159

Page: 2

GENERAL OFFICE CLERK, FOREIGN MAIL, PS-06

FUNCTIONAL PURPOSE

Performs clerical work involving the application of the provisions of international postal conventions and bi-lateral agreements to the administration of foreign mail service.

DUTIES AND RESPONSIBILITIES

1. Examines and verifies parcel post bills which constitute basis for payment due from other countries or payable to other countries; checks accuracy of money charges and verifies credits and charges with schedule of charges; and corrects, modifies or notates parcel post bills as recorded on Bulletins of Verification.
2. Prepares, and issues Bulletins of Verification to foreign exchange offices to adjust irregularities and discrepancies occurring in the receipt and dispatch of foreign mail.
3. Consolidates weight reports of various types of mail shipped to exchange offices overseas; verifies total of sacks dispatched on steamers by comparison of figures received from various departments with data drawn from steamer folders; prepares and forwards statements of weights of mail dispatched which are used as basis of payment to steamship companies.
4. Composes correspondence addressed to the public, post office officials and others regarding rates, regulation, routing and conditions governing mail exchanged with other countries, and prepares replies to correspondence concerning irregularities in the separation, dispatch, recall, withdrawal, interception, redirection or other treatment of mail.
5. In addition, may prepare and type regular and special reports concerning foreign mail.

129

SUPERVISION

Supervisor of unit in which assigned in the foreign mail section.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

GENERAL OFFICE CLERK, FOREIGN MAIL, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0017

130

(End of Document)

Document Date: 11-02-94

Occupation Code: 2340-16XX

SPD Number: SP-2181

Page: 2

EXAMINATION SPECIALIST, PS-06

FUNCTIONAL PURPOSE

Serves as a member of a nationwide examination network; receives all communications and instructions for the center; ensures that all duties are carried out appropriately; may serve as the Examination Specialist at nearby examination annexes without resident Examination Specialists; and performs duties such as processing personnel actions, serving as a window clerk and distributing mail.

OPERATIONAL REQUIREMENTS

To be used when examination function requires at least 50 percent of incumbent's time and the supervision of part-time examination clerks or monitors is on a half-time or less basis.

DUTIES AND RESPONSIBILITIES

1. Supervises and conducts written examinations; arranges for examination rooms.
2. Establishes and maintains contact with news media, such as press, radio, and television within an examining area to secure publicity for examination announcements; establishes contacts with high schools, colleges, and other organized groups to obtain applicants for examinations.
3. Answers inquiries regarding postal examinations, employment opportunities, and general postal procedures.
4. Furnishes inquiries with examination announcements and application forms and provides aid in filling out applications.
5. Trains examination clerks in the conducting of examinations and in the furnishing of information to the public.
6. Initiates and signs correspondence and makes necessary reports pertaining to the functions of the examination center.
7. Assists representatives of other postal installations who may be in the area to recruit applicants for positions in the Postal Service.
8. Reports to Area or District Manager, Human Resources, violations of rules and regulations learned directly or from examination clerks.

131

(Continued on Next Page)

EXAMINATION SPECIALIST, PS-06

(Continued from Previous Page)

9. Maintains bulletin boards concerning hiring information; maintains necessary supplies of examinations and other forms; orders necessary supplies and equipment from the appropriate supply sources; maintains pertinent manuals and handbooks.
10. Performs such duties as processing personnel actions, serving as window clerk, distributing mail, or other clerical duties as may be assigned locally to provide for full utilization of employee's time.
11. In addition, may conduct scheme examinations.

SUPERVISION

Supervisor of unit to which assigned. Receives functional guidance from District and Area Employee Relations.

SELECTION METHOD

Senior Qualified - This position is assigned to the craft of the successful bidder.

BARGAINING UNIT

CITY CARRIER
CLERK
BLDG/EQUIP MAINT
MOTOR VEHICLE
SPECIAL DELIVERY

KEY POSITION REFERENCE

KP-0017

(End of Document)

VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT, PS-06

FUNCTIONAL PURPOSE

Conducts the vehicle operations program and maintenance function at a perimeter office where postal-owned vehicles are assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts the vehicle operations program of the post office. Initiates and makes recurring and special surveys as required. Recommends corrective action for deficient vehicle utilization disclosed through analysis of prescribed forms and charts.
2. Analyzes and makes recommendations on requests for assignments of vehicles and additional vehicle service, including requirements for contract vehicles.
3. Continuously monitors vehicle operations schedules, recommends changes that will eliminate service duplications and maximize vehicle utilization.
4. Formulates and submits an annual planned program of vehicle use for the development of budget and vehicle purchase requirements. Weighs the advisability of using postal-owned vehicles in lieu of contract vehicles and vice-versa.
5. Administers road tests and provides training for postal drivers.
6. Recommends to Procurement Service Offices, reputable local firms in the automotive repair business, to service the post office vehicle fleet. Monitors contractor performance and submits periodic reports to PSO and designated VMF.
7. When vehicles need inspection, repairs, preventive maintenance, and other services, sends them for these purposes to the garages having contracts or to a designated vehicle maintenance facility.

133

(Continued on Next Page)

VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT, PS-06

(Continued from Previous Page)

8. When maintenance is performed under contract, obtains estimates on repair jobs and fills out the work order form. Communicates with the Manager, Fleet Operations or designated personnel of the parent vehicle maintenance facility when repair job costs are not within limitations, to obtain decisions as to whether the repairs should be performed by a contract garage or the VMF. Communicates with the contractors and their mechanics in order to obtain prompt repairs, resolve questions of work to be done and its costs, and assist them in properly completing the work order forms for particular jobs. Arranges for delivery of vehicles for necessary servicing.
9. Inspects the vehicles and road tests them, as necessary, before and after the work has been completed. Assures that mechanical work has been completed in a satisfactory manner, that job charges and parts costs are proper, and that approved parts have been used before the work is accepted. Administers necessary action to enforce all provisions of new vehicle warranty claims and rework of unsatisfactory repairs performed by contract. Picks up vehicles after such servicing as necessary.
10. Complies with regulations in obtaining services and materials required for maintenance of the vehicles for urgently needed work and for work that can be obtained at a reduced cost in this way.
11. Maintains vehicle records (such as time, mileage, maintenance, fuel consumption) providing source data for the Vehicle Maintenance Accounting System as designated. Examines invoices for accuracy and validity, and assembles for certification. Composes correspondence and required reports in connection with these office duties for appropriate management signature.
12. Performs road calls and minor repairs, such as replacing batteries, tires, etc.
13. In addition, may perform any of the following duties: examine vehicles reported to have malfunctions to determine whether repairs must be immediate, the extent of repairs needed and whether repair jobs may be combined to obtain lower labor costs; serves on the safety committee of the post office and investigates accidents, as needed, involving vehicles driven by postal employees.
14. Performs other job related tasks in support of primary duties.

(Continued on Next Page)

VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT, PS-06

(Continued from Previous Page)

SUPERVISION

Postmaster or other designated supervisor.

SELECTION METHOD

Senior Qualified - This position is assigned to the craft of the successful bidder.

BARGAINING UNITCITY CARRIER
CLERK
BLDG/EQUIP MAINT
MOTOR VEHICLE
SPECIAL DELIVERY**KEY POSITION REFERENCE**

KP-0015

135

(End of Document)

MAIL DISTRIBUTOR

SP 2 - 200 (2315 - 46XX)

136

OBSOLETE 4 - 1 - 94

NOTE: SEE ARBITRATORAWARD

U.S. POSTAL SERVICE

Title: Watchman (Mail Handling Areas)
Key Position Reference No. 5

Salary Level: PS 4

BASIC FUNCTION. As a member of the mail handler occupational group, is responsible for performing protective services in mail handling areas, or in connection with the custody of mail.

DUTIES AND RESPONSIBILITIES. Performs any one or a combination of such representative functions as the following:

- (A) At entrances and exits to work areas, prevents unauthorized entry or departure; checks each person leaving the building to insure that any property clearly is authorized for removal; preserves order and prevents loitering on the premises; directs strangers to locations in the building or to proper entrances; maintains a lookout for fires and dangerous conditions.
- (B) At vehicle entrances, such as driveways, roadways and ramps, guides vehicles in or out of post office property and takes necessary safety control action to protect pedestrians and moving vehicles.
- (C) At mailers' platforms prevents disorder, loitering, or thievery of parcels intended for placement in the mails or parcels already the responsibility of the U.S. Post Office. May also check contents of vehicles to assure all materials are accounted for on drivers' manifest or records.
- (D) Provides armed protection for valuable shipments or for items of exceptional value in the custody of the post office.
- (E) In addition may perform any of the following duties:
 - (1) Loads, unloads and moves bulk mail, and performs other duties incidental to the movement and processing of mail.
 - (2) Delivers lost and found articles to designated location.
 - (3) Obtains names of victims, doctors, police and witnesses in the event of accidents.
 - (4) Occasionally operates elevators.

137

ORGANIZATIONAL RELATIONSHIPS. Reports to designated supervisor.

OBSOLETE

TL 94-1

TRANSFER CLERK, AMF, PS-06

FUNCTIONAL PURPOSE

Receives, dispatches, documents and maintains records of all classes of foreign or domestic air mail or both and of other air transported mail.

DUTIES AND RESPONSIBILITIES

1. Receives and dispatches mail at an AMF; determine how mail should be routed; contacts carrier representatives and arranges for the handling or rehandling of mails for dispatch and rescheduling of dispatches where flights have been canceled or delayed; determines priority of mail that can be held and that which can be sent immediately in cases where the amount on hand for dispatch exceeds the carrier limit for a particular flight.
2. Prepares the forms necessary to expedite mail for either domestic or foreign flight^s or both; as required, prepares forms for receipt of mail from carrier, for transfer of mail to the AMF or to another carrier when flight was interrupted.
3. When processing foreign mail, makes division of mails between competitive carriers and controls volume of mails dispatched to a foreign flag carrier where bilateral agreement exists, based on information furnished.
4. Records any serious delay or other irregularity pertaining to delivery of mail to AMF by completing a form used to report irregularities in handling air mail by carriers; reports irregularities to supervisor so that appropriate action may be taken.
5. Records flight delays and advises supervisor of changes; advises supervisor of alternate routings in event of serious delay or interruption of service affecting the dispatch of mails.
6. Reviews the daily scheme and schedule changes noting the effects; notifies supervisor and employees who are affected; studies scheme and schedules and recommends changes for improvement of service.
7. Furnishes airline personnel with estimate of amount of mail on hand and to be dispatched; makes necessary arrangements for use of additional flights when volume of mail becomes unusually heavy or a backlog develops.

138

(Continued on Next Page)

TRANSFER CLERK, AMF, PS-06

(Continued from Previous Page)

8. Personally observes the transfer of mail between carriers at terminal locations and in that connection may operate a vehicle in moving between locations.
9. In addition may distribute mail; pouch mail; receive and open incoming foreign mail checking it for proper documentation; or process registered mail.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

139

(End of Document)

Document Date: 11-02-94

Occupation Code: 2330-04XX

SPD Number: SP-2217

Page: 2

RECEIVING CLERK, FOREIGN AIR MAIL, PS-06

FUNCTIONAL PURPOSE

Receives and opens sacks of incoming foreign airmail at an airport mail facility; determines whether airmail was dispatched and received in accordance with postal conventions and whether costs have been properly computed.

DUTIES AND RESPONSIBILITIES

1. Receives and accepts incoming foreign airmail with accompanying documents from carrier representatives; verifies actual mails received by origin, destination, dispatch and serial numbers, types and weights of mail and number of sacks; maintains liaison with carriers to determine location of missing documents; reports any errors or irregularities for use in preparing bulletins of verification; determines whether carriers are delivering the mail to the AMF within allocated time and in cases of negligence, prepares irregularity report.
2. In case of errors or irregularities, opens, examines, and weighs dispatches received without labels or in damaged condition; records data for bulletin of verification describing action taken and reason for action; completes report of irregular handling of airmail to be sent to carrier; notifies Inspection Service if damaged dispatches justifies such action.
3. Reroutes missent and over-carried mail to the airlines to avoid additional charges; forwards transit mail to intended exchange office; identifies diplomatic pouches transported as mail and forwards to proper destination.
4. Opens incoming foreign airmail dispatches for designated exchange office; verifies contents with entries on mail documents; accounts for registered mails and determines whether all open transit articles are properly weighed and documented; removes short paid articles and determines the amount of postage due; removes known or suspected articles for fraudulent examination; withholds articles subject to customs inspection; reports errors or irregularities for use in preparing bulletins of verification; and prepares mail for further processing at the AMF.
5. On occasion may serve as a lead clerk for a group of employees engaged in receiving and opening sacks and dispatches of foreign airmail at an airport mail facility.

140

(Continued on Next Page)

RECEIVING CLERK, FOREIGN AIR MAIL, PS-06

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

141

(End of Document)

Occupational Code 0590-03

Standard Position 2-229

Craft-Clerk

U.S. POSTAL SERVICE

Title: Trip Accounts Clerk

Salary Level: PS-6

Key Position Reference No. 17

BASIC FUNCTION.—Establishes and maintains the records of scheduled and performed service of a group of mobile employees; compiles and reports data from these records for payroll purposes; and certifies the accuracy and completeness of the data reported.

DUTIES AND RESPONSIBILITIES.—Performs the following work in accordance with written instructions and prescribed forms, an understanding of the time credit system for mobile employees, and a familiarity with the circumstances affecting the service of such employees:

- (A) Establishes records of the trip value and deficiency, the trip travel allowance, and other specified data concerning each scheduled assignment in a railway or highway post office under the jurisdiction of the postmaster. Obtains data for these records from crew organization sheets. Makes necessary conversions and computations of the data. Posts entries to a prescribed columnar form.
- (B) Establishes and maintains records of the service performed on either a scheduled or relief basis by each mobile employee, the travel allowance for the service, and the absence taken. Obtains data for these records from the records described in (A), above, and the payroll section of trip reports. Compares actual with scheduled service and determines whether excess service, omitted service, or additional travel allowance is applicable. Posts to a prescribed columnar form entries reflecting regular, overtime, night, and omitted service; deficiency: travel allowance; and leave.
- (C) Makes the necessary computations and conversions, at the end of each pay period, to determine the balances for each mobile employee of regular, overtime, and night service; deficiency; travel allowance; and leave. Posts these balances to time cards and certifies their accuracy.
- (D) Recognizes facts in the records maintained that need to be considered by the organization and assignment assistant or other member of the staff of the mobile unit section in the planning and adjusting of mobile employee assignments, such as the accumulation of excessive deficiency balances, and brings them to the attention of the appropriate member of the staff at the appropriate time. In addition, as requested, furnishes and explains to superior and other members of the staff information available in or derivable from these records.
- (E) Answers questions from mobile employees concerning service performed, leave balances, and travel allowance items.

142

TL-74-1, 8-1-74

OBsolete

TL 78-1

DUTIES AND RESPONSIBILITIES—Continued

(F) Compiles data for routine and special reports concerning mobile organizations, such as cost ascertainment and manhour estimates.

(G) In addition, may perform miscellaneous clerical duties.

ORGANIZATIONAL RELATIONSHIPS.—Responsible to the superintendent, mobile units, in a post office for which that position is authorized, or to the superintendent or assistant superintendent of mails, in a post office for which it is not authorized. Works in close harmony with and receives technical control from either the organization and assignment assistant or the mobile assignment and services assistant, in a post office for which either position is authorized.

OBSOLETE

TL 78-1

MAIL EQUIPMENT HANDLER, MH-04

FUNCTIONAL PURPOSE

At a post office mail bag consolidation point, performs all of the manual and simple clerical functions involved in receiving, segregating, consolidating, storing and shipping of empty mail bags.

DUTIES AND RESPONSIBILITIES

1. Separates bundles of mail bags by types and sizes; separates mixed bags by type, size, and whether serviceable or unserviceable.
2. Applies prescribed standards as set forth in the Postal Manual to determine whether mail bags are serviceable or unserviceable.
3. Consolidates bags into full bundles; completes and attaches proper labels to bundles according to contents.
4. Stores bundles in prescribed space by type and size; lifts bundles on and off nutting trucks, pallets, or conveyors; moves bundles by manual or powered methods including walking or riding tow, or forklift. Loads and unloads railroad cars and trucks.
5. Condemns mail bags which obviously are unfit for further use; removes cord fasteners and label holders from condemned bags and prepares salvaged articles for return to nearest depository; notifies supervisor of the number, type, and size of mail bags condemned.
6. Keeps records of mail bags received, segregated, consolidated, placed in storage, removed from storage, and dispatched.
7. Remains alert to detect mislabeled and incorrectly packed bundles; reports names of offending post offices to supervisor.
8. Uses semiautomatic or hand-operated wire-tying machines in bundling mail bags.
9. In addition, may perform any of the following duties: adjust wire-tying machines or replacing parts when mechanics are not available; sweeps and cleans work areas as required.

144

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

MAIL EQUIPMENT HANDLER, MH-04

(Continued from Previous Page)

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0008

145

(End of Document)

Document Date: 11-02-94

Occupation Code: 3502-01XX
SPD Number: SP-2247

Page: 2

ILLUSTRATOR, PS-07

FUNCTIONAL PURPOSE

Creates, designs, and prepares illustrative material in chart, graph, or poster form using various media.

DUTIES AND RESPONSIBILITIES

1. Performs art work and drawing in executing displays, posters, cover pages, charts, graphs, maps, and other similar illustrations to be used for administrative, operational, public and employee relations, and training and safety purposes.
2. Designs and creates material from verbal or written instructions, usually of a general nature, or provides suggestions for appropriate designs and layouts to present ideas of others, either pictorially or graphically or both.
3. Prepares visual aid slides for training and other purposes.
4. Selects and uses a variety of media, including oil, water color, wash, crayon, pen and ink, and pencil.
5. In addition, may perform the following duties: paint signs for use in lobbies, workrooms, and outside areas; perform gold leaf lettering on doors; prepare drawings of floor plans and of structural and mechanical modifications; letter racks and cases; and reproduce material by the silk screen copying process.

146

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0019

(End of Document)

CARRIER TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

As principal carrier for a designated group of not less than five letter routes, delivers mail on foot or by vehicle on the routes during the absence of the regularly assigned carrier and provides job instruction to newly assigned carriers.

DUTIES AND RESPONSIBILITIES

1. Serves any route in his group during absence of the regular carrier and performs complete and customary duties of a carrier (city or special).
2. Observes and notes conditions of the route while making deliveries.
3. Instructs new carriers in his group on office and street duties and responsibilities. Indicates best techniques for prompt, efficient, and safe serving of the route.
4. Observes the coverage of routes in his group during vacation periods and on occasions of multiple absences and reports his findings to the supervisor in charge.
5. Works with carriers in his group on improving delivery service and obtaining cooperation from customers.

147

SUPERVISION

Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CITY CARRIER

KEY POSITION REFERENCE

KP-0015

(End of Document)

SENIOR E-COM SYSTEMS OPERATOR

148

SP 2 - 277 0332 - 27XX)

OBSOLETE

EXTRACTION CODE CLERK

SP 2 - 310 (2315 - 63XX)

149

(NEVER USED SP 2 - 310; SEE SP 2-47)

SPECIAL TRANSFER CLERK, PS-07

FUNCTIONAL PURPOSE

At a transfer point as the only employee on the tour for this function, performs and directs the transfer of mail without assistance of regularly authorized subordinate employees; or at a large transfer office, coordinates the work of a small group of transfer clerks in a work area, dock, car spacing, or storage car loading or unloading area; or performs transfer clerk duties alone on a full tour at a publishing or other industrial plant.

OPERATIONAL REQUIREMENTS

Duties 1-8 are performed at a rail transfer point as the only employee on the tour for this function; duties 9-13 are performed at a detached section or a particular work area; duties 14-17 are performed at a publishing or other industrial plant.

DUTIES AND RESPONSIBILITIES

1. Provides for the most expeditious transfer of mail between highway contract or mail messenger vehicles, government-owned vehicles and platform vehicles.
2. Examines outgoing and incoming cars to determine maximum utilization of space and proper adherence to railroad safety requirements; reports findings when necessary to the supervisor.
3. Maintains close liaison with incoming and outgoing trains and vehicles to assure prompt receipt and expeditious dispatch of mail.
4. Keeps informed on local holding orders for each outgoing dispatch and requests that departure of unit, within these limitations, be withheld when scheduled connections are delayed.
5. Prepares list of railroad cars in which mail is loaded, and maintains record of mail loaded and unloaded in outgoing and incoming trains. Prepares official diagram and appropriately labels outgoing cars to indicate destination or next relay point.
6. Observes and reports to designated supervisor any failure of the railroad company to afford protection for the mail.
7. Performs administrative duties related to the operation of a transfer office.

150

(Continued on Next Page)

SPECIAL TRANSFER CLERK, PS-07

(Continued from Previous Page)

8. Receipts for, transfers, and delivers registered mail between trains or between train and post office and distributes mail prescribed for distribution in transfer office.
9. Coordinates the work of a small group of transfer clerks performing related duties.
10. Shifts employees from one assignment to another to meet fluctuating workloads within the area.
11. Resolves problems of a routine nature arising during a tour of duty; reports unusual difficulties to supervisor.
12. Instructs new employees in their assignments and assures adequate on-the-job training.
13. Performs transfer clerk duties similar to that of other employees in the group.
14. Studies the routing and loading of mail dispatched from an industrial plant in order to recommend changes which would bring about economies in line haul and terminal charges, and effect earlier arrival.
15. Prepares lists of railroad cars in which mail is loaded and maintains record of volume loaded. Prepares official diagram and appropriately labels outgoing cars to indicate destination or next relay point.
16. Inspects the loading of railroad cars to secure individual count of lesser storage units (thirty feet and less); estimates volume when more than thirty feet.
17. Qualifies periodically through examination on knowledge of distribution schemes, postal regulations, space rules, and train connections.
18. Performs other duties as a transfer clerk as appropriate to the assignment.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

SPECIAL TRANSFER CLERK, PS-07

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0020

152

(End of Document)

Document Date: 11-02-94

Occupation Code: 2330-02XX
SPD Number: SP-2331

Page: 3

PROCUREMENT AND MATERIEL MANAGEMENT ASSISTANT, PS-06

FUNCTIONAL PURPOSE

Administers the procurement, personal property management and supply programs for expendable supplies, capital and noncapital equipment required in the operation of major facility, except those used in the maintenance of the physical plant and vehicles.

DUTIES AND RESPONSIBILITIES

1. Receives, reviews, maintains and complies with procedures, instructions and regulations governing procurement, GSA catalogs, schedules and related pamphlets, and specific procurement and contracting authorities and procedures.
2. Prepares requests for proposals, including special provisions required; determines source of supply; receives and maintains custody of offers; as directed, serves as presiding officer at bid openings.
3. Reviews offers and prepares abstracts; makes recommendation of award; notifies successful bidder; and in the case of sales, collects and deposits funds in proper account.
4. Maintains close working relationship with appropriate officials in obtaining required approvals and determining availability of funds for local procurement.
5. Prepares and processes purchase orders and correspondence covering all phases of procurement, including alleged mistakes, terminating contracts, etc.
6. Coordinates requests for services to office machines; contacts local manufacturers' representatives or repair shops; arranges for necessary work and maintains records on equipment to meet criteria for replacement standards.
7. Procures locally, or from GSA stores and/or schedule contractors those items and services authorized for the facility.
8. Participates with higher level supervisors in the application of the personal property management procedures for control over the receipt, custody, use, and disposal of all personal property.
9. Receives and inspects acquired property; signs receiving documents and forwards to accounting office. Affixes property identification, assigns to area of need, and arranges for physical transportation thereto.

153

(Continued on Next Page)

PROCUREMENT AND MATERIEL MANAGEMENT ASSISTANT, PS-06

(Continued from Previous Page)

10. Supervises the maintenance of capital property records; determines and reports excess; and prepares forms required to declare, report, or dispose of excess property.
11. Reviews and certifies transaction listings of property acquisitions, transfers and disposals.
12. Arranges for shipment of excess as instructed and/or directs the preparation of Government bills of lading.
13. Makes periodic surveys to assure the proper and effective use of property; exercises control over its movement and arranges for changes in location.
14. Inspects unserviceable or obsolete personal property, recommends appropriate action and, when approved, disposes of property in accordance with authorities and procedures.
15. Reports obsolete and unserviceable property, and assists in the sale, transfer or disposal in accordance with the Materiel Management Handbook.
16. Receives, reviews and controls requests for supplies, materials and/or equipment; exercises judgement and discretion in ascertaining whether requests will be filled from stock on hand, substitution of similar item, transfer of available excess, requisitioning, or by procurement.
17. Recommends approval of requisitions for supplies, and for additional or replacement equipment items. Assures accuracy and completion of justifications given and forms used.
18. Assures maintenance of proper stock levels and records of supplies and materials, based on local operating requirements and guidelines furnished by the Department; consolidates and processes requisitions in accordance with established procedures and instructions.
19. As directed, supervises the taking of periodic supply inventories and prepares related supply activity reports.

(Continued on Next Page)

PROCUREMENT AND MATERIEL MANAGEMENT ASSISTANT, PS-06

(Continued from Previous Page)

20. May perform the following duties, as required: work closely with officials in establishing stations in new leased quarters; receive and store new equipment; arrange for transportation to building site and ensure delivery of all items ordered and shipped; perform inspections of postal supplies and equipment as authorized or required; provide for continuous on the job training for all employees assigned to purchasing, personal property management, and materiel management activities; may supervise employees necessary to carry out the functions of the unit; participates in the taking of physical inventories of capital equipment, prepares necessary reports and reconciles differences.
21. Performs inspections of postal supplies and equipment as authorized or required.
22. Provides for continuous on-the-job training for all employees assigned to procurement, personal property management, and supply activities.
23. May supervise employees necessary to carry out the functions of the unit.

SUPERVISION

Postmaster, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

U.S. POSTAL SERVICE

Title: Procurement, Property and Supply Assistant
Key Position Reference Nos.***

Salary Levels**

*Standard Position	**Salary Level	***Key Position Reference No.
2-346 (Craft-Clerk)	PFS-6	17
2-347	PFS-7	19

BASIC FUNCTION. Administers the procurement, personal property management and supply programs for expendable supplies, capital and noncapital equipment required in the operation of the post office, its stations, branches and facilities, except those used in the maintenance of the physical plant and vehicles.

DUTIES AND RESPONSIBILITIES.

- (A) Performs all functions relating to procurement including such activities as the following:
- (1) Receives, reviews, maintains and complies with procedures, instructions and regulations governing procurement, GSA catalogs, schedules and related pamphlets, and specific procurement and contracting authorities and procedures issued by the Bureau of Facilities.
 - (2) Prepares invitations to bid, including special provisions required; determines source of supply; receives and maintains custody of bids until bid opening and, as directed, serves as presiding officer at bid openings.
 - (3) Reviews bid responses and prepares abstracts; makes recommendation of award to postmaster; notifies successful bidder; and in the case of sales, collects and deposits funds in proper account.
 - (4) Maintains close working relationship with regional officials in obtaining required approvals and ascertaining availability of funds for local procurement.
 - (5) Prepares and processes purchase orders and correspondence covering all phases of procurement, including alleged mistakes, terminating contracts, etc.
 - (6) Coordinates requests for services to office machines; contacts local manufacturers' representatives or repair shops; arranges for necessary work and maintains records on equipment to meet criteria for replacement standards.
 - (7) Procures locally, or from GSA stores and/or schedule contractors those items and services authorized by the regional procurement and supply officer and/or the Bureau of Facilities.
- (B) Performs all functions relating to personal property management, including such activities as the following:
- (1) Participates with higher level supervisors in the application of the personal property management procedures for control over the receipt, custody, utilization and disposal of all personal property.
 - (2) Receives and inspects acquired property; signs receiving documents and forwards to accounting office through chief accountant. Affixes property identification, assigns to area of need and arranges for physical transportation thereto.
 - (3) Supervises the maintenance of capital property records; determines and reports excess; and prepares forms required to declare, report or dispose of excess property.

TL-74-1, 8-1-74

OBSOLETE

TL 94-1

- (4) Reviews and certifies transaction listings of property acquisitions, transfers and disposals.
 - (5) Arranges for shipment of excess as instructed by the regional procurement and supply officer or the Bureau of Facilities, and directs the preparation of Government bills of lading and shipment of street collection boxes stored for regional use.
 - (6) Makes periodic surveys to assure the proper and effective use of property; exercises control over its movement and arranges for changes in location.
 - (7) Serves on a committee of three to inspect unserviceable or obsolete personal property, recommends appropriate action and, when approved, disposes of property in accordance with authorities and procedures.
 - (8) Reports to GSA, when instructed to dispose of obsolete and unserviceable property, and assists that agency in the sale or transfer of the material; or, when authorized by GSA to do so, handles all details of public sale in accordance with Federal Personal Property Management Regulations.
- (C) Performs all functions relating to supply requirements, including such activities as the following:
- (1) Receives, reviews and controls requests for supplies, materials and/or equipment; exercises judgment and discretion in ascertaining whether requests will be filled from stock on hand, substitution of similar item, transfer of available excess, requisitioning, or by procurement.
 - (2) Recommends approval of requisitions for supplies, and for additional or replacement equipment items. Assures accuracy and completion of justifications given and forms used.
 - (3) Assures maintenance of proper stock levels and records of supplies and materials, based on local operating requirements and guidelines furnished by the Department. Consolidates and processes requisitions in accordance with established procedures and instructions.
 - (4) As directed, supervises the taking of periodic supply inventories and prepares related supply activity reports.
- (D) In addition, may perform any of the following:
- (1) Works closely with real estate personnel, engineers and inspectors, as required, in relation to establishment of stations and branches in new leased quarters; responsible for receipt and storage of all new equipment; arranges for transportation of same to building site and responsible for delivery of all items ordered and shipped.
 - (2) Performs factory inspections as authorized by the Bureau of Facilities; and approved by postmaster, of postal supplies and equipment manufactured locally for shipment to postal installations.
 - (3) Provides for continuous on-the-job training, for all personnel assigned to procurement, personal property management and supply activities.

OBSOLETE

TL 94-1

TL-74-1, 8-1-74

- (iv) Under technical supervision of the chief accountant, supervises and participates in the taking of physical inventories of capital equipment, prepares necessary reports and reconciles differences.

ORGANIZATIONAL RELATIONSHIPS. Reports to the postmaster, assistant postmaster, superintendent of mails, or other designated supervisor. May supervise employees necessary to carry out the functions of his unit.

****SALARY LEVEL CHARACTERISTICS.** The typical characteristics of offices in which these standard positions are located are given below in terms of the approximate numbers of employees.

<u>Salary Level</u>	<u>Employees</u>
PS-6	1,000
PS-7	2,000

OBSOLETE

TL 94-1

MAIL PROCESSING MACHINE OPERATOR, MH-05

FUNCTIONAL PURPOSE

Operates mail processing machines such as facer-canceler and related equipment and performs as necessary specified routine maintenance tasks, outlined in duty 3 pursuant to required training in an effort to keep machines in operation following erratic operation of equipment or failure in operation. Must be able to demonstrate ability to consistently operate the facer-canceler and related equipment to maximum efficiency.

DUTIES AND RESPONSIBILITIES

1. Operates a mail processing machine such as the facer-canceler and related equipment, which involves feeding mail into and removing mail from the machine.
2. Checks the effectiveness of additional mail handling employees culling, batching and traying mail for the machine(s) by observing and feeding trayed mail received for processing by the machine(s); provides immediate mail handling supervisor with information as to need of mail handling employees for training or direction to insure continuing flow of machinable mail.
3. When malfunctions occur during operating periods, performs routine troubleshooting limited to work which can be accomplished to promptly put the equipment back in operation. For example, checks the feed section of the equipment & removes foreign matter from the mechanism & photocell lamps & related openings. Also visually checks & corrects by replacement or adjustment such conditions as bent guides, mislocated feed fence, defective main feed & reverse rollers, ink felt rollers, & takeaway rollers. Restores displaced inverter belts to pulleys. Replaces scan lamps & observes & corrects loose connections or similar causes for interruption of power supply from building outlet. Fills the ink tank, stirs the ink, adjusts ink flow, replaces fuses & clears jams. However, incumbent does not perform scheduled preventive maintenance or other repair work requiring extensive disassembly of the machine, or requiring shop equipment & complex test devices/procedures.
4. Reports unusual machine difficulties to mail handling supervisor or maintenance personnel.
5. In addition, may perform other mail handling assignments as qualified.

159

(Continued on Next Page)

MAIL PROCESSING MACHINE OPERATOR, MH-05

(Continued from Previous Page)

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0012

(End of Document)

PARCEL POST DISTRIBUTOR (MACHINE), PS-06

FUNCTIONAL PURPOSE

Makes incoming or outgoing parcel post separations in an electro-mechanical parcel post sorting machine by operation of a keyboard applying codes utilizing either (1) a city distribution scheme covering delivery points such as carrier routes and stations and branches not limited to ZIP Code keying; or, (2) an approved outgoing scheme which must include distribution by other than ZIP Code, directs, alphabetical, or geographical groupings; or a combination of (1) and (2). Must be able to demonstrate and maintain machine distribution at an average rate of at least 30 parcels per minute on incoming parcels, or at an average rate of at least 35 parcels per minute on outgoing parcels or at an average rate of at least 30 parcels per minute on mixed incoming and outgoing parcels with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

1. Reads address on each parcel positioned on the supply belt by the facer. Associates the scheme item with the applicable machine code and depresses a combination of keys to set the triggering mechanism on the parcel pallets to dump the parcel at the desired destination runout belt or chute.
2. Pushes parcels on signal by buzzer or light to respective pallets that the keying device has set to trigger at the selected destination runout.
3. May periodically interchange assignments during a tour with the facer if the occupant of that assignment is qualified to fill the distribution assignment.
4. Loads labels and related consumable items on machines equipped with bar code sorters.
5. Performs other clerical duties as assigned when not occupied in the keying or alternating in the keying or facing functions on the machine.

161

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD.

Senior Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

PARCEL POST DISTRIBUTOR (MACHINE), PS-06

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

162

(End of Document)

Document Date: 11-02-94

Occupation Code: 2315-06XX
SPD Number: SP-2362

Page: 2

U.S. POSTAL SERVICE

Title: Distribution Clerk, Machine
Key Position Reference No. 12

Salary Level: PS-5

BASIC FUNCTION. Operates an electro-mechanical machine in the distribution of letter-size mail requiring the knowledge and application of departmentally approved machine schemes consisting of the distribution by only directs and alphabetical or geographical groupings or reads the ZIP Code on each letter as it is positioned by the machine and sequentially activates the proper keys to enable the machine to divert the letter to the proper bin. Must be able to demonstrate in examination operation of the machine requiring an accuracy rate of 98% and sorting speeds of 60 letters-per-minute.

DUTIES AND RESPONSIBILITIES

- (A) Reads address or ZIP Code of each piece of mail as it is positioned by machine; depresses proper combination of keys to enable machine to divert each letter to the proper bin. This requires a high degree of manual and visual coordination and close visual attention for sustained periods.
- (B) Serves for portion of time, on a rotation basis, as a loader or sweeper-tyer in culling mail to remove that which is nonmachineable; loading consoles; removing mail from distribution boxes in back of machine; verifying sorted mail for accuracy of sorting; and tying mail in bundles.
- (C) May perform manual distribution of mail and such other duties as required.

163

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman or other designated supervisor.

OBSOLETE

TL 76-1

TL-74-1, 8-1-74

U.S. POSTAL SERVICE

Title: Distribution Clerk, Machine
Key Position Reference No. 16

Salary Level: PS-6

BASIC FUNCTION. Operates an electro-mechanical machine in the distribution of letter-size mail requiring the knowledge and application of (1) two departmentally-approved machine schemes, one of which must include distribution by other than directs and alphabetical or geographical groupings or (2) city primary scheme where this is the sole operation involved in machine distribution. Must be able to demonstrate in examination operation of the machine requiring an accuracy rate of 98% and a sorting speed of 60-letters-per-minute for outgoing primary, 55 letters-per-minute for incoming primary and outgoing State secondary schemes including distribution to other than directs, and 50 letters-per-minute for incoming secondary.

DUTIES AND RESPONSIBILITIES.

- (A) Reads address of each piece of mail as it is positioned by machine; depresses proper combination of keys to enable machine to divert each letter to proper bin. This requires a high degree of manual and visual coordination and close visual attention for sustained periods.
- (B) Serves for portion of time, on a rotation basis, as a loader or sweeper-tyer in culling mail to remove that which is nonmachinable; loading consoles; removing mail from distribution boxes in back of machine; verifying sorted mail for accuracy of sorting; and tying mail in bundles.
- (C) May perform manual distribution of mail as required.

164

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman or other designated supervisor.

OBSOLETE

TL 76-1

U.S. POSTAL SERVICE

Title: Accounting Clerk
Key Position Reference No. 17

Salary Level: PS-6

BASIC FUNCTION. Serves as assistant to postmaster and assistant postmaster in performing accounting clerical duties involved in the preparation, maintenance and consolidation of accounts and related reports. This position is normally found in an office having 125 to 149 employees (excluding mobile unit employees), one or more reporting units, in addition to those in the main office, and at least 9,485 revenue units, and no accounting assistant position.

DUTIES AND RESPONSIBILITIES. Subject to the provisions of Part 413, Postal Manual, concerning internal control and separation of duties, performs any combination of the following duties:

- (A) Receives daily cash reports from all reporting units of the post office, verifies and balances reports with supporting documents, consolidates into one cash report, and posts the cashbook. Items which are questionable are taken up with the reporting unit or individual to determine the correct entries.
- (B) Receives reports relating to mail volume and manpower from the various reporting units, examines reports for completeness and accuracy, makes the necessary computations, consolidates the information in accordance with daily and periodic reporting requirements. Discusses with supervisors figures submitted by them to obtain further information and explanation as required. Prepares explanatory comments for inclusions in the reports.
- (C) Works closely with assistant postmaster in preparation of required accounting period reports including operating report, financial statement, manpower and mail volume reports.
- (D) May maintain main stamp stock and fill requisitions for window clerks, stations and branches.

ORGANIZATIONAL RELATIONSHIPS. Is administratively responsible to assistant postmaster.

OBSOLETE

TL 76-1

SACK SORTING MACHINE OPERATOR, MH-04

FUNCTIONAL PURPOSE

Operates a keyboard control unit on an electro-mechanical sorting machine to sort outgoing sacks of nonpreferential mail, making separations to ZIP Code, directs and alphabetical and geographical groupings. Must be able to demonstrate and maintain machine distribution at an average rate of at least 10 sacks per minute with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

1. Reads sacks labels as sacks are fed on a conveyor to the operator; determines separation item and code; depresses combination of keys to enable machine to direct each sack to appropriate separation area.
2. When not engaged in machine operation, performs duties such as loading and unloading bulk mail, separating mail for subsequent dispatch to other conveying units, placing empty sacks or pouches on racks, labeling sacks or pouches, dumping mail from sacks, removing filled sacks and pouches from racks, closing and locking sacks, inspecting empty equipment for mail content, restringing sacks, rewrapping soiled or broken parcels and occasionally distributing parcel post requiring no scheme knowledge.

166

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0008

(End of Document)

POSTAL FIELD SERVICE

Title: Transit Mail Expediter
Key Position Reference No. 15

Salary Level: PFS-6

BASIC FUNCTION. Arranges for the prompt transfer of mail between star routes, mail messenger or other truck routes, and other mail units, and as required the loading and unloading of railway storage cars, flexi-vans, piggy-back trailers, and other storage units by post office employees. Responsible for the separation, loading, and unloading of mail by contractors and postal employees and for assuring its proper and expeditious handling.

DUTIES AND RESPONSIBILITIES

- (A) Keeps informed on contract provisions for routes serving the facility as to loading agreements, correct sized vehicles, proper protection of the mail and other special conditions. Periodically inspects contract vehicles for apparent deficiencies and reports irregularities to supervisor.
- (B) Keeps informed of all scheduled arrivals and departures at his duty station, and has knowledge of the most expeditious dispatches to assure any alternative rerouting of preferential mails due to unusual circumstances; determines whether unit should be held for connections.
- (C) Studies the routing and loading of mail to determine if economies or service improvements could be made. Recommends changes for improvement.
- (D) Examines outgoing and incoming vehicles to determine degree of utilization and adherence to highway safety regulations and reports irregularities to postmaster.
- (E) Directs parking, loading, and unloading of vehicles to assure correct placement for immediate or subsequent operation.
- (F) Observes the movement of empty equipment between deficit and surplus offices and recommends adjustments to regional mail equipment officers as appropriate. Supervises the loading of mail equipment shipments.
- (G) Observes the loading of trucks; checks to see that necessary separations are made, and that all available mail is loaded before departure of route. Makes frequent spot checks of mail handling activity to assure that mail is correctly labeled and is being promptly separated to proper route.
- (H) Makes arrangements for extra trips of service when necessitated by volume or unusual circumstances.
- (I) Oversees the loading and unloading of storage cars, flexi-vans, piggy-back trailers, or other mail containers intended for transportation by rail when such activities are performed at the facility.
- (J) Qualifies periodically through examination on knowledge of distribution schemes, postal regulations, and special routing schemes for his particular assignment and duty station.
- (K) Maintains close contact with supervisors in the distribution and vehicle service units to assure close coordination of all mail handling operations.
- (L) Maintains required records of mail volumes, arrival and departure times, and other pertinent operating data.
- (M) In addition, may perform any of the following duties:
 - (1) Provide convoy service for valuable registers between truck platform and registry section of office.

167

- (2) Perform distribution if such activity is authorized at truck facility.
- (3) Assist supervisor in on-the-job training of employees.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other designated supervisor.

OBSOLETE

TL 80-1

U.S. POSTAL SERVICE

Title***

Salary Level: PS-6

Key Position Reference No. 15

<u>**Standard Position</u>	<u>*Occupational Code</u>	<u>***Title</u>
2-382	2315-09	Distribution and Dispatch Expediter
2-383	2315-68	Rack Distribution and Dispatch Expediter
2-384	2315-69	Distribution Review Clerk

BASIC FUNCTION. Responsible for either one or a combination of the tasks identified herein requiring the application of expert and comprehensive knowledge of incoming and/or outgoing schemes, transportation schedules and receipt and dispatch information in performing authorized distribution of mail.

DUTIES AND RESPONSIBILITIES. Shall perform the duties described under one or more of the specialized assignments described below. ***These assignments require the application of expert and comprehensive knowledge to distribute, rapidly and accurately, incoming city primary, combination primary-secondary, outgoing air and surface residue letter, flat, and/or other mail and to receive, dispatch or route mail as necessary for the accomplishment of his assignment.

169

- (A) As a distribution and dispatch expediter, expedites the distribution and dispatch of all mails processed in his work area as assigned;
- (1) Coordinates the dispatch of mail from cases, registry section, and/or other areas by giving timely notice of regular and emergency dispatches to assure most expeditious handling of mail.
- (2) Informs distributors and pouchers of changes in tie-down time because of interruptions to regular schedules. Recommends changes in schemes and work assignments as changes in distribution and dispatch schedules dictate. Coordinates the movement of mails from the platform (or a related receipt point) to processing areas (including registry rooms) or from cases to pouches, and pouches to dispatch points or platform.
- (3) Coordinates, under the direction of a supervisor whose assigned work area or tour does not permit a continuing observation of the total work force under his jurisdiction, the work of a group of employees assigned to specialized distribution, processing, or routing of mail, e.g., a sectional center; docks or platforms; air mail dispatch units; or detached work units. Answers questions from employees on scheme usage and changes; meets dispatch times, arranges with supervisor for equipment. Coordinates work of his unit with others.

*** Where the duties performed embrace those described under (A), or under (A) and one or more of the individual tasks described under (B) or (C), the title for the position shall be Distribution and Dispatch Expediter.

TL-74-1, 8-1-74

OBSOLETE

TL 80-1

- (4) Assists immediate supervisor in carrying out special assignments, such as mail volume counts, providing information for surveys, observing handling of selected mail matter, and other duties in this general area. May maintain for the supervisor, as assigned, records of mail volume, manpower and other record keeping.
- (B) As a rack distribution and dispatch expeditor: Responsible for proper labeling, timely closing, routing and dispatch of all pouches and sacks within his work area and for seeing that they are expedited to the maximum extent possible. Applies expert and comprehensive knowledge of authorized outgoing air and surface distribution schemes, related transportation schedules and dispatch information to distribute mail rapidly and accurately into a residue pouch or sack rack for which the individual is responsible. Recommends changes in schemes, pouch and sack racks, and pouch authorizations as changes in distribution and transportation schedule dictate.
- (C) As a distribution review clerk:
- (1) On a continuing basis, checks assigned cases and/or racks (within the scope of his expert and comprehensive knowledge) for distribution accuracy, preparing reports of errors found for the attention of the immediate supervisor. Ensures on-the-job training in dispatching, distribution, labeling, pouching and disposition of various classes of mail in accordance with authorized and established procedures. Responsible for the orientation of new personnel and the retraining of regular personnel as to techniques and procedures of new operations and technical changes in mail-handling operations.
 - (2) Constantly checks for errors, brings to the attention of the clerk with an explanation of proper handling. Aids employees in developing study and work methods and techniques which will provide for improved individual proficiency, accuracy and the elimination of delays in mail processing.
 - (3) May review, on a part-time basis, incoming and outgoing mail removed from normal distribution channels because of apparently illegible, incomplete, or incorrect address, or for other reasons which cannot be processed by distribution specialists; disposes of it on the basis of broad knowledge and special skills in mail distribution methods and problems of the postal installation.

ORGANIZATIONAL RELATIONSHIPS. Responsible to foreman, mails or other designated supervisor.

OBSOLETE

TL 80-1

TL-74-1, 8-1-74

AIR RECORDS PROCESSOR, PS-05

FUNCTIONAL PURPOSE

Operates electronic data entry equipment designed to scan mail dispatched via air which provides information to the postal data center for settlement of contract accounts with air carriers requiring knowledge of available air service schedules, planned dispatches, and standard air stop codes.

DUTIES AND RESPONSIBILITIES

1. Operates a key terminal with an accompanying scanning mechanism. Scans barcoded mail and updates flight manifests regarding the use of air carriers contracted to transport mail.
2. Initializes processing system, selects operating mode, operates label printer machine, affixes routing label to item, uses hand held scanning device when required, ensures weighing of the item, and discharges item after scanning for manual sortation.
3. Monitors equipment control lights, resets scale, loads labels into the label machine, loads paper into the manifest printer, detects terminal error messages and malfunctions in the operation of the equipment and notifies supervisor of malfunctions when they occur, and logs-off the system when processing is complete.
4. Examines and verifies destination labels on outgoing mail, such as: routing labels and air contract transportation (ACT) tags with appropriate air stop codes. When necessary, prepares a tag or label and places it on the item. Ensures that dispatches are prepared in a timely manner.
5. May make manual separation of processed mail to the appropriate dispatch container for further handling, i.e., outgoing to carrier, flight number or surface transportation to designated air mail facility; incoming to various distribution points. May load items into processing system.
6. In addition, may assist in bulk weighing of mail for dispatch, maintain records, files, and/or manuals in support of primary duties, such as manifests, planned routes reports, operating logs, operating manuals, etc.; perform processing duties as a part of a registry operation, operate remote data entry equipment to obtain air contract information.

171

(Continued on Next Page)

AIR RECORDS PROCESSOR, PS-05

(Continued from Previous Page)

7. Performs other duties in support of mail processing operations.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

RAMP CLERK, AMF, PS-06

FUNCTIONAL PURPOSE

At a large AMF monitors mail handling operations of air carriers on the ramp; confers with airline employees on the field to determine that all airmail, domestic and/or foreign, is given expeditious handling; furnishes guidance to air carriers on routings during periods of irregular or emergency operations.

DUTIES AND RESPONSIBILITIES

1. Safeguards Postal Service interests by making on-the-spot checks on aircraft hangars, warehouses, and baggage rooms of both domestic and foreign airlines to determine whether all mails due for transport are included on flights for which the mail has been scheduled.
2. Checks to insure the prompt delivery of inbound mails to the facility by airline employees within the prescribed time allowed by the regulations after an airplane has landed and unloaded.
3. Checks on field transfer between airlines or aircraft of mail to ensure that transit mails make the proper connections and are not delayed. Reroutes mail as necessary if intended connection cannot be made.
4. Checks to see that proper security is provided and the protection required by regulations is observed on the part of the airlines. Convoys "Special and Valuable" shipments between aircraft and AMF or between aircraft as required by special instructions governing such shipments.
5. Through a comprehensive knowledge of schemes and schedules in use and an ability to select connections and routings through overall knowledge of transportation media, makes immediate decisions which involve rerouting of mail to best advantage to cope with emergencies brought about by interruption, delay, omission of stops or cancellations of service, sudden work stoppages, etc.
6. Makes decisions concerning direct or indirect routings in emergencies by weighing the service advantages on eventual delivery of mail to the addressee and by weighing the impact upon the costs of transportation of the mail.
7. Reviews the daily scheme and schedule changes, noting the effects; notifies supervisors and employees who are affected; studies schemes and schedules and recommends changes for improvement of service.

173

(Continued on Next Page)

RAMP CLERK, AMF, PS-06

(Continued from Previous Page)

8. If mail is refused by an airline for a particular flight even though mails are scheduled, checks to determine whether or not the airline has afforded the proper priority to the mail over freight, baggage, or passengers, particularly in cases where the dispatch is within the weight limit for that flight.
9. Reports all delays of mails, assures that airlines keep within the time allowances for placing mail on flights, making field transfer connections, reporting any irregularities; reports overflowed or underflowed mails which can eliminate overpayments due to dual carrying charges.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

SPECIAL TRANSFER CLERK, AIR MAIL, PS-07

FUNCTIONAL PURPOSE

As the principal or only postal representative at an airport where there is no AMF, arranges for the transportation of mail by air, providing for the expeditious movement of mails by maintaining personal contact with air carrier representatives.

DUTIES AND RESPONSIBILITIES

1. As the representative at an airport, directs the receipt, transfer and dispatch of mail by air. Prepares documents and maintains records of all mail dispatched by air.
2. Makes independent decisions as to the disposition of air mails when airline schedules are interrupted or space is not available. Determines priority of mail that shall be dispatched when amount on hand for dispatch exceeds carrier limit.
3. Checks to insure prompt delivery of inbound mail and expedites transfer to post office(s). Orders additional vehicle service or mail messenger trips when required and reschedules trips to meet irregular flight operations.
4. Receives information regarding irregular flight operations from airline employees keeping a log of calls, and relaying to main office pertinent information to assure proper routing and dispatch of mail.
5. Determines adequacy of air mail pouch authorizations in light of mails generated. Studies schemes and schedules and recommends changes for improvement of service.
6. As representative of the postmaster, meets with air carrier station manager at regular meetings or as required to promote good working relationships to resolve local problems and to improve handling of mail.
7. Keeps regional office informed, through postmaster, of all operating matters requiring regional attention. Recommends to supervisor changes in local operating procedures as required to assure expeditious transportation of mail by air.
8. Contacts airline employees concerning routing of mail, irregular flight operations, estimates of mail on hand for dispatch and irregularities. Makes spot checks of airline hangars, warehouses, and baggage rooms to make sure that all mails are being handled expeditiously.

175

(Continued on Next Page)

SPECIAL TRANSFER CLERK, AIR MAIL, PS-07

(Continued from Previous Page)

9. Distributes mail; pouches mail in the limited distribution and pouching operation.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0019

(End of Document)

BULK MAIL TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

For approximately 75 percent of the time works alone, or serves as a working leader to one or more employees on a tour, engaged in accepting, classifying, weighing, computing, and recording of chargeable postage on permit bulk mailings of all classes, including permit imprint, precancelled and metered mailings.

DUTIES AND RESPONSIBILITIES

1. Receives first-, third-, and fourth-class permit imprint, precancelled and metered bulk mailings, assuring compliance with all procedures, rules and regulations before acceptance. Determines the weight, number of pieces and postage chargeable for each mailing. Examines and verifies such matters as bulk mailing statements, weighing and dispatch certificates, certification of mailing under permit, adequacy of funds on deposit to cover mailing, etc. Holds up and/or returns bulk mailings to customers for corrective action, as necessary.
2. Computes postage on second-class and controlled circulation mailings, taking into consideration such items as the reading portion, percentage of advertising, weight, number of copies in mailing, delivery area, key rate and special rate considerations authorized. Develops key rates on publications in accordance with prescribed procedures, as needed. Receives and examines marked copies of newspapers, periodicals and controlled circulation publications to insure compliance with regulations. Checks for unauthorized enclosures, frequency of mailing, second-class entry statements, volume number and date.
3. Advises customers by phone, correspondence or personal contact as to proper procedures for mailing under bulk mail rates, covering such items as wrapping, tying, separating mail into direct, state and mixed packages, minimum pieces required, preparation of sacks for dispatch, labeling, separation as to size and class, mailability, etc. Furnishes such information in response to inquiries raised by customers or as a result of specific irregularities noted in their mailing.
4. Maintains the tabulation and recording of all fees, deposits and withdrawals made daily in trust fund accounts. When overseeing the work of other employees assigned to this activity, examines each individual account and group or block control record on a regular, scheduled basis, as required, to verify that entries made to accounts and balances are accurate and current.

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BULK MAIL TECHNICIAN, PS-06

(Continued from Previous Page)

5. Maintains liaison with operations supervisors, mailing requirements employees, and other appropriate postal officials by telephone, visit or correspondence regarding special instructions, rulings and unusual situations. Keeps superior informed of progress of work in all areas under jurisdiction, pointing out repeated mailing irregularities made by mailers, and errors committed by other employees in bulk mail acceptance.
6. Maintains records and prepares all forms required. Submits all necessary reports to accounting and other administrative and operations offices.
7. When acting as a leader of other employees, provides technical direction to their activities covering such matters as recording and completion of bulk mailing statements, rates to be applied, tare allowance, recordings in trust accounts and other similar policies, procedures and regulations. Keeps them current on all precedent rulings, changes in rates, acceptance procedures, etc; in accordance with general and specific directives of a supervisor, shifts employees in the group from one assignment to another to balance workload; resolves work problems, and helps the supervisor train new employees in the work of the unit. Supplies leadership necessary to secure maximum interest and effort from the employees; promotes harmony and cooperation.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

WINDOW SERVICES TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Performs a variety of services at a public window of a post office unit and serves as a working leader to one or more clerks assigned to window service activity, furnishing them with technical direction and reviewing their work for compliance with regulations.

OPERATIONAL REQUIREMENTS

This job is normally used where there is no dedicated supervisor over the window services function.

DUTIES AND RESPONSIBILITIES

1. Performs any variety of services at a public window such as selling stamps and stamped paper; accepting and delivering parcel post, insured, COD, and registered mail; issuing and cashing foreign and domestic money orders; renting post office boxes; accepting customer claims and complaints; assigning special delivery and registered mail for delivery; providing information to the public concerning postal regulations.
2. Maintains a comprehensive working knowledge of regulations rulings, policy, and procedures relating to all phases of window work. Provides technical guidance on all phases of window work to clerical employees engaged at the unit, keeping them current on changes, clarifications, and interpretations of regulations.
3. Maintains a fixed credit of sufficient size to ensure denomination variety and accountable paper supply suitable to area served. Fills requisitions submitted by unit clerks, furnishing them with rolled coin, stamps, stamped paper, and documentary stamps in accordance with their request and fixed credits.
4. Prepares daily consolidated financial report of all window receipts for accounting office and makes deposit of consolidated funds under local bank deposit plan. Maintains unit accounting records of window activities covering box rentals, postage meter transactions, customs and COD sales, advance deposit trust fund accounts, etc.

179

(Continued on Next Page)

WINDOW SERVICES TECHNICIAN, PS-06

(Continued from Previous Page)

5. Makes within-unit transfers of fixed credits between employees as required, assisting in the physical count of stock. Reviews fixed credit needs periodically and recommends adjustments when necessary. Examines safes and compartments assigned to employees for the storing of their fixed credit, assuring conformity with existing security facilities and reporting lack of conformity with security requirements required by regulation.
6. Consolidates window service supply item needs, insuring the existence of adequate amounts of insurance and registry pad forms, COD tags, rubber endorsement stamps, and other similar material required for the operation of a window.
7. Fills orders for stamps and stamped paper which exceed those filled at a regular stamp window and exchanges or redeems stamps and stamped paper. Collects international reply coupons, stamps and paper stock redeemed by window clerks and takes necessary action for destruction. Verifies transaction and exchanges stamps for such stock received.
8. In accordance with general and specific directives of the supervisor, observes the work of other clerical employees assigned to window duties, to assure compliance with policy regulations and procedures. Shifts window employees from one window assignment to another to balance work load, opens and closes windows as needs require. Requests the detail or termination of temporary assistance and recommends the scheduling of window employee's tours and leaves. Supplies leadership necessary to secure maximum interest and effort. Encourages orderly appearance and work habits to accomplish effective customer relationships.
9. In the assigned work area assists supervisors in on-the-job training for window employees in operational procedures, and completion of required forms and reports. Instructs and advises individual employees in correct financial practices.
10. In addition, may distribute mail as required; receive bulk mailings, verifying adequacy of details; and perform other clerical and administrative duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

WINDOW SERVICES TECHNICIAN, PS-06

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

181

(End of Document)

SELF-SERVICE POSTAL CENTER TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Services retail vending equipment by replenishing postal merchandise and change, responds to trouble calls to correct equipment or operational problems, and performs minor corrective maintenance, for one or more self-service units.

DUTIES AND RESPONSIBILITIES

1. Replenishes postal merchandise and change in retail vending equipment; sets price and quantity switches for accurate vends; and tests and calibrates weighing/rating units.
2. Responds to trouble calls to correct equipment or operational problems. Troubleshoots equipment, including determining trouble areas, clearing coin and bill jams; ordering and replacing unserviceable components, such as coin mechanisms, stamp dispensing modules, control boards, and currency acceptors; replaces indicator lights, fuses, vend motors, and other parts which do not require the use of a soldering iron. Replaces modular units; sends defective modular assemblies to designated area maintenance facilities or to equipment manufacturers for repair. Performs other minor corrective maintenance on equipment and core unit. Accompanies maintenance employees when repairs to retail vending equipment require access to stamp stock or cash.
3. Performs routine cleaning tasks to ensure neat appearance of retail vending equipment and adjacent areas; wipes and cleans interior and exterior of equipment; reports other housekeeping deficiencies, such as the need for washing down unit walls and platform, and removal of trash, obstructions, and hazards from the adjacent area.
4. Maintains custody of a large credit in stamps, stamped paper, and cash exclusively for the servicing and operation of retail vending equipment. Requisitions stock and may prepare stock for vending dispense; maintains inventory of postal merchandise and records of accountability in accordance with prescribed procedures.
5. Removes currency and coins resulting from sales; makes cash deposits to the bank via registered mail.
6. Assists customers at the machines by selling postage, sharing postal information, and demonstrating how to use the retail vending equipment.

182

(Continued on Next Page)

SELF-SERVICE POSTAL CENTER TECHNICIAN, PS-06

(Continued from Previous Page)

7. Performs duties of Window Clerk, Distribution Clerk, or Distribution and Window Clerk when not engaged in retail vending activities.
8. May operate a motor vehicle in performance of duties.
9. Performs other job related tasks in support of primary duties.

SUPERVISION

Postmaster; Superintendent, Window Services; or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

SACK SORTING MACHINE OPERATOR, MH-05

FUNCTIONAL PURPOSE

Makes separations of sacks of mail on an electro-mechanical sack sorting machine by operation of a keyboard, applying machine codes to accomplish, without scheme examination, distribution by other than ZIP Codes, directs, alphabetical or geographic groupings. Must be able to demonstrate and maintain machine distribution at an average of at least 10 sacks per minute with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

1. Reads sack labels as sacks are fed on a conveyor to the operator; depresses combination of keys to set the triggering mechanism on the sack machine pallets to dump the sack at the desired destination runout belt or chute.
2. Pushes sack on to loader tray which trips automatically, dumping the sack on to the machine pallet the keying device has set to trigger at the destination runout.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

184

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0012

(End of Document)

PARCEL POST DISTRIBUTOR (MACHINE), PS-05

FUNCTIONAL PURPOSE

Makes incoming or outgoing parcel post or bundled mail separations on an electro-mechanical parcel post sorting machine or a bundle sorting machine by operation of a keyboard (1) applying machine codes to ZIP Code numbers covering delivery points such as stations and branches or (2) outgoing distribution by applying machine codes to ZIP Code, directs, alphabetical or geographic groupings, or a combination of (1) and (2).

DUTIES AND RESPONSIBILITIES

1. Reads address on each parcel or bundle positioned on the supply belt by the facer. Associates address with the applicable machine code and depresses keys on the keyboard to set the triggering mechanism on the pallets to dump the item at the desired destination runout belt or chute.
2. When automatic feed system is not present, pushes mail items on signal by buzzer or light to respective pallets that the keying device has set to trigger at the selected destination runout.
3. May periodically change assignments during a tour with the facer if the occupant of that assignment is qualified to perform the distribution assignment.
4. Loads labels and related consumable items on machines equipped with bar code sorters.
5. Performs other clerical duties as assigned when not occupied in the keying or facing functions on the machine.
6. May operate other mail sorting machines using similar keypad after completion of appropriate training.

185

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

PARCEL POST DISTRIBUTOR (MACHINE), PS-05

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0012

(End of Document)

ACCOUNTING TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Ensures the proper completion of a designated major segment of accounting work in a district office; or serves as assistant to the Postmaster in performing accounting and clerical duties involved in the preparation, maintenance, and consolidation of accounts and related reports in a post office.

DUTIES AND RESPONSIBILITIES

1. Performs, with assistance of accounting clerks if needed, either duty 2 or 3, in combination with duty 3. In a smaller post office having characteristics like those in the basic function, and subject to the provisions of Postal Service directives concerning internal control and separation of duties, performs any combination of duties 5 through 8.
2. In the accounting area, receives daily cash reports from all reporting units of the post office, verifies and balances reports with supporting documents, consolidates the data into one cash report, and posts the daily financial report. Items which are questionable are taken up with the reporting unit or individual in order to determine the correct entries. Reporting units are debited or credited as necessary.
3. In the budget and cost control area, receives reports and data relating to mail volume, workload, and cost ascertainment from the various reporting units, examines reports for completeness and tabulates and posts data in accordance with daily and periodic reporting requirements. Discusses with supervisor data submitted by their units in order that further necessary information and explanation may be obtained. Documents explanatory information for subsequent analysis and inclusion in management reports.
4. In addition, works closely with the supervisor in preparing weekly, biweekly, accounting period, or other periodic reports. Gives guidance and instruction to and acts as group leader for any assigned clerical assistance. May maintain accounts, reflecting trust funds, suspense items and inventories of accountable paper, stamp stock, and fixed credits. Participates with the supervisor interpreting instructions and regulations in implementing procedures pertaining to accounting. May be required to research, compile and record data for special studies and reports on various phases of postal activities as desired by the postmaster or higher authority.

187

(Continued on Next Page)

ACCOUNTING TECHNICIAN, PS-06

(Continued from Previous Page)

5. Receives daily cash reports from all reporting units of the post office, verifies and balances reports with supporting documents, consolidates into one cash report, and post the cashbook. Items which are questionable are taken up with the reporting unit or individual to determine the correct entries.
6. Receives reports and data relating to mail volume, workload, and cost ascertainment from the various reporting units, examines reports for completeness and accuracy, makes the necessary computations, consolidates the information in accordance with daily and periodic reporting requirements. Discusses with supervisors figures submitted by them to obtain further information and explanation as required. Prepares explanatory comments for inclusion in the reports.
7. Works closely with the postmaster in preparing required accounting period reports including operating report, financial statement, workload and mail volume reports.
8. May maintain stamp stock and fill requisitions for window clerks, stations and branches.

188

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified selection on an office wide basis regardless of craft.

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

MAIL CLASSIFICATION CLERK, PS-06

FUNCTIONAL PURPOSE

Performs specialized non-supervisory work in areas of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations in a Management Sectional Center VI or V not designated as Mail Classification Center; participates in local Revenue Protection Programs.

OPERATIONAL REQUIREMENTS

This position embraces assignments conforming to the basic function but which do not have the characteristics specified for Mail Classification Clerk, PS-7.

DUTIES AND RESPONSIBILITIES

1. Meets with representatives of business firms and organizations who come to the management sectional center for assistance in evaluating their mail problems; answers questions concerning the qualification for different classes of mail and about the various rates, including qualifications for second-, third-, or fourth-class mailing privileges; also informs customer about deposits or fees, and supplies other information, such as that related to use of meters, precancelled stamps, permit imprint, business reply mail, related refunds and possible collection of additional postage; explains presort and packaging requirements, and how to make up and label bulk mail. Provides information and guidance to postmasters in applying the Regional Revenue Protection Program within the management sectional center area.
2. Meets with mailers and examines all or a large portion of new items or samples proposed for large first-, third-, and/or fourth-class mailings; interprets pertinent regulations; explains special rulings related to an item; informs customers as to classifications, and whether the proposed matter can be mailed and, if so, under what conditions. Answers questions, such as the effect that changes, particularly in format, packaging or enclosures, would have on mailability, class of mail, and the rate of postage.

189

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-06

(Continued from Previous Page)

3. Specializes in second-class and controlled publications problems and meets with such publishers; advises holders of these privileges or postal employees within the MSC area on such things as the acceptability of proposed specimens for enclosures, supplements and additions, novelty pages, paginations, and also, explains the make-up and labeling of second-class bulk mailings; prepares related correspondence concerning such matters as additional entries, reentries, or newspaper treatment.
4. Verifies statements of applicants for, or holders of, second-class permits. Examines such source records as cash journals, printing orders, bank statements, deposit slips and subscription applications to determine if, according to applicable regulations, a publication is conforming to the requirements for second-class privileges, and also, if the information being furnished by the publisher enables the post office to compute and collect the correct amount of postage; subsequently, prepares a written report of findings. May assist associate offices with verification of second-class and controlled circulation publications authorized in the MSC area and recommend appropriate action.
5. Examines specimens from the mail floor of all classes of originating and/or transit mail with emphasis on questionable enclosures or attachments in second-, third-, and fourth-class mail; follows up to find whether the correct rates have been applied to bulk mailings; contacts mailers, usually large firms and business houses, either in person or by telephone, where improper postage or an irregularity is noted; suggest remedial actions; arranges for the correct make-up and labeling of bulk mail, and initiates the collection of deficient postage.
6. Advises permit holders what matter may or may not be mailed as third-class mail, and what may be mailed under certain conditions as third-class. Gives out other information, such as weight limitations, allowable sizes and shapes for third-class envelopes and cards, and, also explains the effect that specific enclosures can have on rates, and how to prepare and label bulk third-class mail. Makes periodic verifications of optional procedures authorized in the MSC area; evaluates reports and recommends appropriate action.

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-06

(Continued from Previous Page)

7. Examines and advises on fourth-class matter with particular emphasis on admissibility of items whose mailability depends on such variables as the type and strength of the container, sealing, packaging, reinforcement, cushioning, flash point, or the possibility of damaging other mail, or injuring persons. Consults with customers or other postal employees to explain regulatory infractions to reduce claims and to suggest remedial packaging methods. Advises large fourth-class mailers on the qualifications for special rates.
8. Works with customers and postal employees on all categories of foreign mail. Answers such questions as to what can or cannot be mailed, and in what amounts, to a specific country; enclosures which are permitted, when and under what conditions; how a certain item must be packaged, or prepared, or contained; the documentary and procedural requirements for mailing; applicable rates, and the possibility of combination mailings. In addition, when allowable, examines foreign mail to determine, as an example, that the proper rate has been applied and to see that the contents match the itemized list of contents.
9. Reviews computations of postage on permit imprint matter presented at post office to insure correct postage rates have been applied; reviews the processing of related forms, and determines that sufficient monies have been placed on deposit to cover cost of mailings; maintains records of permit holders deposits, withdrawals, and miscellaneous information incident to the processing of second- and third-class matter. Examines material presented to be certain mail qualifies for applicable postage rates; weighs mail and verifies postage; verifies mail is properly prepared in accordance with presort requirements. Verifies postage and make-up of metered mail paid at the bulk third-class rate of postage.
10. May provide advice to customers regarding refunds for unused stamped envelopes, unused meter stamps, and special services not rendered.
11. In addition, may perform such other duties as assisting in training employees and customers of post offices in MSC area as requested; speaking at postal clinics, visiting postal facilities in respect to correcting some type of mailing irregularity; preparing correspondence to customers or key postal personnel, or for coordinating special mailings.

191

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-06

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

MAIL CLASSIFICATION CLERK, PS-07

FUNCTIONAL PURPOSE

Performs specialized non-supervisory work in areas of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations in a Management Sectional Center VI or V not designated as Mail Classification Center; participates in local Revenue Protection Programs.

OPERATIONAL REQUIREMENTS

1. Criteria for PS-07 Mail Classification Clerk position embraces assignments in which more than fifty percent of the time is spent on one or a combination of the following:
2. Paragraph 1 of Duties and Responsibilities, provided that these interviews are concentrated either in the assignment of only one member or in the assignment of only a small portion of the members of the group of mail classification clerks in the post office and are conducted in the capacity of the recognized expert on the category or categories of mail problems involved.
3. Paragraph 2 of Duties and Responsibilities.
4. Paragraph 3 of Duties and Responsibilities.
5. Paragraph 4 of Duties and Responsibilities, provided that:
(1) the employee is assigned alone, or as one of two clerks neither of whom is in charge of the other, or as a leader of a team of two clerks and (2) more than fifty percent of the the time spent in these Duties and Responsibilities relates to publishers with subscription lists.
6. Paragraph 5 of Duties and Responsibilities, provided that
(1) the employee is a leader of a team of two or more clerks and (2) more than fifty percent of the time spent in these Duties and Responsibilities is spent under no supervision.

193

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-07

(Continued from Previous Page)

DUTIES AND RESPONSIBILITIES

1. Meets with representatives of business firms and organizations who come to the management sectional center for assistance in evaluating their mail problems; answers questions concerning the qualification for different classes of mail and about the various rates, including qualifications for second-, third-, or fourth-class mailing privileges; also informs customer about deposits or fees, and supplies other information, such as that related to use of meters, precancelled stamps, permit imprint, business reply mail, related refunds and possible collection of additional postage; explains presort and packaging requirements, and how to make up and label bulk mail. Provides information and guidance to postmasters in applying the Regional Revenue Protection Program within the management sectional center area.
2. Meets with mailers and examines all or a large portion of new items or samples proposed for large first-, third-, and/or fourth-class mailings; interprets pertinent regulations; explains special rulings related to an item; informs customers as to classifications, and whether the proposed matter can be mailed and, if so, under what conditions. Answers questions, such as the effect that changes, particularly in format, packaging or enclosures, would have on mailability, class of mail, and the rate of postage.
3. Specializes in second-class and controlled publications problems and meets with such publishers; advises holders of these privileges or postal employees within the MSC area on such things as the acceptability of proposed specimens for enclosures, supplements and additions, novelty pages, paginations, and also, explains the make-up and labeling of second-class bulk mailings; prepares related correspondence concerning such matters as additional entries, reentries, or newspaper treatment.

194

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-07

(Continued from Previous Page)

4. Verifies statements of applicants for, or holders of, second-class permits. Examines such source records as cash journals, printing orders, bank statements, deposit slips and subscription applications to determine if, according to applicable regulations, a publication is conforming to the requirements for second-class privileges, and also, if the information being furnished by the publisher enables the post office to compute and collect the correct amount of postage; subsequently, prepares a written report of findings. May assist associate offices with verification of second-class and controlled circulation publications authorized in the MSC area and recommend appropriate action.
5. Examines specimens from the mail floor of all classes of originating and/or transit mail with emphasis on questionable enclosures or attachments in second-, third-, and fourth-class mail; follows up to find whether the correct rates have been applied to bulk mailings; contacts mailers, usually large firms and business houses, either in person or by telephone, where improper postage or an irregularity is noted; suggest remedial actions; arranges for the correct make-up and labeling of bulk mail, and initiates the collection of deficient postage.
6. Advises permit holders what matter may or may not be mailed as third-class mail, and what may be mailed under certain conditions as third-class. Gives out other information, such as weight limitations, allowable sizes and shapes for third-class envelopes and cards, and, also explains the effect that specific enclosures can have on rates, and how to prepare and label bulk third-class mail. Makes periodic verifications of optional procedures authorized in the MSC area; evaluates reports and recommends appropriate action.
7. Examines and advises on fourth-class matter with particular emphasis on admissibility of items whose mailability depends on such variables as the type and strength of the container, sealing, packaging, reinforcement, cushioning, flash point, or the possibility of damaging other mail, or injuring persons. Consults with customers or other postal employees to explain regulatory infractions to reduce claims and to suggest remedial packaging methods. Advises large fourth-class mailers on the qualifications for special rates.

195

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-07

(Continued from Previous Page)

8. Works with customers and postal employees on all categories of foreign mail. Answers such questions as to what can or cannot be mailed, and in what amounts, to a specific country; enclosures which are permitted, when and under what conditions; how a certain item must be packaged, or prepared, or contained; the documentary and procedural requirements for mailing; applicable rates, and the possibility of combination mailings. In addition, when allowable, examines foreign mail to determine, as an example, that the proper rate has been applied and to see that the contents match the itemized list of contents.
9. Reviews computations of postage on permit imprint matter presented at post office to insure correct postage rates have been applied; reviews the processing of related forms, and determines that sufficient monies have been placed on deposit to cover cost of mailings; maintains records of permit holders deposits, withdrawals, and miscellaneous information incident to the processing of second- and third-class matter. Examines material presented to be certain mail qualifies for applicable postage rates; weighs mail and verifies postage; verifies mail is properly prepared in accordance with presort requirements. Verifies postage and make-up of metered mail paid at the bulk third-class rate of postage.
10. May provide advice to customers regarding refunds for unused stamped envelopes, unused meter stamps, and special services not rendered.
11. In addition, may perform such other duties as assisting in training employees and customers of post offices in MSC area as requested; speaking at postal clinics, visiting postal facilities in respect to correcting some type of mailing irregularity; preparing correspondence to customers or key postal personnel, or for coordinating special mailings.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

MAIL CLASSIFICATION CLERK, PS-07

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0019

197

(End of Document)

Document Date: 11-02-94

Occupation Code: 2345-52XX
SPD Number: SP-2465

Page: 5

Mailing Requirements Clerk (MCC)—Level 7

KP Ref. No. 19

Occupation Code 2345-50XX

Basic Function

Performs specialized non-supervisory work in regard to matters of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations in a post office designated as a Mail Classification Center; participates in local Revenue Protection Program.

Organizational Relationship

Reports to the supervisor in the finance organization of the post office who has immediate responsibility for the mail classification/revenue protection program.

Duties and Responsibilities

1. Meets with representatives of business firms and organizations who come to the mail classification centers for assistance in evaluating their mail problems; answers questions concerning the qualifications for different classes of mail and about the various rates, including qualifications for special second-, third-, or fourth-class mailing privileges; also informs customers about deposits or fees, and supplies other information, such as that related to use of meters, precanceled stamps, permit imprint, business reply mail, related refunds and possible collection of additional postage; explains presort and packaging requirements, and how to make-up and label bulk mail. Provides information and guidance to post offices in a designated MCC service area on mail classification and revenue protection matters.
2. Meets with mailers and examines all or a large portion of new items or samples brought to the mail classification center and being proposed for large first-, third-, and/or fourth-class mailings; interprets pertinent regulations; explains special rulings related to an item; informs customers as to classification, and whether the proposed matter can be mailed and, if so, under what conditions. Answers questions, such as the effect that changes, particularly in format, packaging or enclosures, would have on mailability, class of mail, and the rate of postage. Rules on customer appeals of contested classification decisions made by Postmasters in a designated MCC service area.
3. Specializes in second-class and controlled circulation problems and meets with such publishers; advises holders of these privileges or postal personnel within a designated MCC area on such things as the acceptability of proposed specimens for enclosures, supplements and additions, novelty pages, paginations, and also, explains the make-up and labeling of second-class bulk mailings; prepares related correspondence concerning such matters as additional entries, reentries or newspaper treatment. Reviews second-class and controlled circulation applications in a designated MCC service area for accuracy and completeness; forwards them to the Office of Mail Classification for approval.
4. Verifies statements of applicants for, or holders of, second-class permits. Examines such source records as cash journals, printing orders, bank statements, deposit slips and subscription applications to determine if, according to applicable regulations, a publication is conforming to the requirements for second-class mailing privileges, and also, if the information being furnished by the publisher enables the post office to compute and collect the correct amount of postage; subsequently, prepares a written report of findings.

198

(continued on page 2)

Duties and Responsibilities (continued)

- Provides technical advice and assistance to MSC as requested on conduct of annual verification for second-class publications.
5. Evaluates documents submitted with applications for third-class non-profit special rates, and, as designee, approves or disapproves the application for the Postmaster of a Mail Classification Center. May evaluate customer appeals and prepare justification to Office of Mail Classification, Rates and Classification Department, for disapproving and application.
 6. Examines specimens from the mail floor of all classes of originating and/or transit mail with emphasis on questionable enclosures or attachments in second-, third-, and fourth-class mail; follows up to find whether the correct rates have been applied to bulk mailings; contacts mailers, usually large firms and business houses, either in person or by telephone, where improper postage or an irregularity is noted; suggests remedial actions; arranges for the correct make-up and labeling of bulk mail, and initiates the collection of deficient postage. Reviews samples of bulk mailings entered at MSC post offices in the MCC service area for mailability, proper classification and postage computation; recommends corrective action to MSC Managers.
 7. Advises permit holders what matter may or may not be mailed as third-class mail, and what may be mailed under certain conditions as third-class. Gives out other information, such as weight limitations, allowable sizes and shapes for third-class envelopes and cards, and, also explains the effect that specific enclosures can have on rates, and how to prepare and label bulk third-class mail.
 8. Examines and advises on fourth-class matters with particular emphasis on admissibility of items whose mailability depends on such variables as the type and strength of the container, sealing, packaging, reinforcement, cushioning, flash point, or the possibility of damaging other mail, or injuring postal or other personnel. Consults with customers or other postal personnel to explain regulatory infractions to reduce claims and to suggest remedial packaging methods. Advises large fourth-class mailers on the qualifications for special rates.
 9. Works with customers and postal employees on all categories of foreign mail. Answers such questions as to what can or cannot be mailed, and in what amounts, to a specific country; enclosures which are permitted, when and under what conditions; how a certain item must be packaged, or contained; the documentary and procedural requirements for mailing; applicable rates, and the possibility of combination mailings. In addition, when allowable, examines foreign mail to determine, as an example, that the proper rate has been applied, and to see that the contents match the itemized list of contents.
 10. Reviews computations of postage on permit imprint matter presented at post office to insure correct postage rates have been applied; reviews the processing of related forms, and determines that sufficient monies have been placed on deposit to cover cost of mailings; maintains records of permit holders, deposits, withdrawals; and miscellaneous information incident to the processing of second-and-third-class matter. Examines material presented to be certain mail qualifies for applicable postage rate; weighs and verifies postage; verifies mail is properly prepared in accordance with presort requirements. Verifies postage and make-up of metered mail paid at the bulk third-class rate of postage.
 11. Allows or disallows refunds for unused stamped envelopes, unused meter stamps, and special services not rendered.
 12. In addition, may perform such other duties as assisting in training employees and customers of post offices in MCC service area as requested; speaking at postal clinics, visiting postal facilities in respect to correcting some type of mail irregularity; preparing correspondence to customers or key postal personnel, or arranging for establishment of special cancellations, and for coordinating special mailings.

OBSOLETE

(continued on page 3)

TL 94-1

Criteria

SP 2-466, PS-7 standard position embraces assignments in which more than 50% of the time is spent on one or a combination of the following:

Paragraph 1. of Duties and Responsibilities, *provided that* these interviews are concentrated either in the assignment of only one member or in the assignment of only a small portion of the members of the group of mail classification clerk, in the post office and are conducted in the capacity of the recognized expert on the category or categories of mail problems involved.

Paragraph 2. of Duties and Responsibilities

Paragraph 3. of Duties and Responsibilities

Paragraph 4. of Duties and Responsibilities, *provided that* (1) the employee is assigned alone, or as one of two clerks neither of whom is in charge of the other, or as a leader of a team of two clerks and (2) more than 50% of the time spent in these Duties and Responsibilities relates to publishers with subscription lists.

Paragraph 5. of Duties and Responsibilities, *provided that* (1) the employee has been delegated the authority to approve and disapprove third-class nonprofit applications and (b) more than 50% of the applications, *formally acted upon in writing* fall within the purview of educational, philanthropic, or scientific organizations or associations.

Paragraph 6. of Duties and Responsibilities, *provided that* (1) the employee is a leader of a team of two or more clerks and (2) more than 50% of the time spent in these Duties and Responsibilities is spent under no supervision.

OBSOLETE

TL 94-1

Mailing Requirements Clerk (MCC)—Level 6

KP Ref: No. 17

Occupation Code 2345-50XX

Basic Function

Performs specialized non-supervisory work in regard to matters of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations in a post office designated as a Mail Classification Center; participates in local Revenue Protection Program.

Organizational Relationship

Reports to the supervisor in the finance organization of the post office who has immediate responsibility for the mail classification/revenue protection program.

Duties and Responsibilities

1. Meets with representatives of business firms and organizations who come to the mail classification centers for assistance in evaluating their mail problems; answers questions concerning the qualifications for different classes of mail and about the various rates, including qualifications for special second-, third-, or fourth-class mailing privileges; also informs customers about deposits or fees, and supplies other information, such as that related to use of meters, precanceled stamps, permit imprint, business reply mail, related refunds and possible collection of additional postage; explains presort and packaging requirements, and how to make up and label bulk mail. Provides information and guidance to post offices in a designated MCC service area on mail classification and revenue protection matters.
2. Meets with mailers and examines all or a large portion of new items or samples brought to the mail classification center and being proposed for large first-, third, and/or fourth-class mailings; interprets pertinent regulations; explains special rulings related to an item; informs customers as to classifications, and whether the proposed matter can be mailed and, if so, under what conditions. Answers questions, such as the effect that changes, particularly in format, packaging or enclosures, would have on mailability, class of mail, and the rate of postage. Rules on customer appeals of contested classification decisions made by Postmasters in a designated MCC service area.
3. Specializes in second-class and controlled circulation problems and meets with such publishers; advises holders of these privileges or postal personnel within a designated MCC area on such things as the acceptability of proposed specimens for enclosures, supplements and additions, novelty pages, paginations, and also, explains the make-up and labeling of second-class bulk mailings; prepares related correspondence concerning such matters as additional entries, reentries or newspaper treatment. Reviews second-class and controlled circulation applications in a designated MCC service area for accuracy and completeness; forwards them to the Office of Mail Classification for approval.
4. Verifies statements of applicants for, or holders of, second-class permits. Examines such source records as cash journals, printing orders, bank statements, deposit slips and subscription applications to determine if, according to applicable regulations, a publication is conforming to the requirements for second-class mailing privileges, and also, if the information being furnished by the publisher enables the post office to

201

(continued on page 2)

OBsolete

Duties and Responsibilities (continued)

- compute and collect the correct amount of postage; subsequently, prepares a written report of findings. Provides technical advice and assistance to MSCs as requested on conduct of annual verification for second-class publications.
5. Evaluates documents submitted with applications for third-class non-profit special rates, and, as designee, approves or disapproves the application for the postmaster of a mail classification center. May evaluate customer appeals and prepare justification to Office of Mail Classification, Rates and Classification Department, for disapproving and application.
 6. Examines specimens from the mail floor of all classes of originating and/or transit mail with emphasis on questionable enclosures or attachments in second-, third-, and fourth-class mail; follows up to find whether the correct rates have been applied to bulk mailings; contacts mailers, usually large firms and business houses, either in person or by telephone, where improper postage or an irregularity is noted; suggests remedial actions; arranges for the correct make-up and labeling of bulk mail, and initiates the collection of deficient postage. Reviews samples of bulk mailings entered at MSC post offices in the MCC service area for mailability, proper classification and postage computation; recommends corrective action to MSC Managers.
 7. Advises permit holders what matter may or may not be mailed as third-class mail, and what may be mailed under certain conditions as third-class. Gives out other information, such as weight limitations, allowable sizes and shapes for third-class envelopes and cards, and, also explains the effect that specific enclosures can have on rates, and how to prepare and label bulk third-class mail.
 8. Examines and advises on fourth-class matters with particular emphasis on admissibility of items whose mailability depends on such variables as the type and strength of the container, sealing, packaging, reinforcement, cushioning, flash point, or the possibility of damaging other mail, or injuring postal or other personnel. Consults with customers or other postal personnel to explain regulatory infractions to reduce claims and to suggest remedial packaging methods. Advises large fourth-class mailers on the qualifications for special rates.
 9. Works with customers and postal employees on all categories of foreign mail. Answers such questions as to what can or cannot be mailed, and in what amounts, to a specific country; enclosures which are permitted, when and under what conditions; how a certain item must be packaged, or contained; the documentary and procedural requirements for mailing; applicable rates, and the possibility of combination mailings. In addition, when allowable, examines foreign mail to determine, as an example, that the proper rate has been applied, and to see that the contents match the itemized list of contents.
 10. Reviews computations of postage on permit imprint matter presented at post office to insure correct postage rates have been applied; reviews the processing of related forms, and determines that sufficient monies have been placed on deposit to cover cost of mailings; maintains records of permit holders, deposits, withdrawals; and miscellaneous information incident to the processing of second- and third-class matter. Examines material presented to be certain mail qualifies for applicable postage rate; weighs and verifies postage; verifies mail is properly prepared in accordance with presort requirements. Verifies postage and make-up of metered mail paid at the bulk third-class rate of postage.
 11. Allows or disallows refunds for unused stamped envelopes, unused meter stamps, and special services not rendered.
 12. In addition, may perform such other duties as assisting in training employees and customers of post offices in MCC service area as requested; speaking at postal clinics, visiting postal facilities in respect to correcting some type of mailing irregularity; preparing correspondence to customers or key postal personnel, or arranging for establishment of special cancellations, and for coordinating special mailings.

Criteria

SP 2-467, PS-6 standard position embraces assignments conforming to the Basic Function but which *do not* have the characteristics specified above for SP 2-466, PS-7.

OBSOLETE

TL 94-1

USPS Standard Position Description
P-1, TL-80-2, 10-31-80

MAILING REQUIREMENTS CLERK, PS-06

FUNCTIONAL PURPOSE

Serves as either the only or the principal non-supervisory source of information for customers and local postal employees in regard to matters of classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations; participates in local Revenue Protection Program.

DUTIES AND RESPONSIBILITIES

1. Meets with representatives of business firms and organizations who come to the post office for assistance in the evaluation of their mail problems; answers questions about the qualifications for different classes of domestic and foreign mail and about the various rates, including requirements for special rates; also informs customers about fees, and gives out other information, such as that related to the use of meters, precanceled stamps and permit imprints, business reply mail; explains packaging and present requirements, and how to make-up and label bulk mail.
2. Answers common inquiries relating to second-class matter, such as those concerning rates for back numbers and reprints, or questions about allowable additions and enclosures, applications or order forms, whether advertising inserts must be paginated, the minimum interval for publication, whether reproductions other than printing are allowable, and how second class matter must be made up and labeled before mailing. Reviews second class publications which are published and entered at the office and maintains appropriate logs; advises supervisor if it is believed that regulatory violations have been incorporated.
3. Advises permit holders what matter may or may not be mailed as third-class; what may be mailed under certain conditions, as third-class. Gives out other information, such as weight limitations, allowable sizes and shapes for third-class envelopes and cards, and advise the customer of their mailability, the class of mail or the rate of postage, in cases where clear cut precedents are available.

203

(Continued on Next Page)

MAILING REQUIREMENTS CLERK, PS-06

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4. Examines and advises on fourth-class matter with particular emphasis on admissability of items whose mailability depends on such variables as the type and strength of the container, sealing, packaging, reinforcement, cushioning, flash point, or the possibility of damaging other mail, or injuring postal or other personnel. Consults with customers or other postal personnel to explain regulatory infractions, to reduce claims and to suggest remedial packaging methods. Advises large fourth-class mailers as to the qualifications for special rates for specific mailings. May examine specimens proposed as fourth-class mail and advise the customer on such things as mailability, or rate of postage.
5. Works with customers and postal employees on all categories of foreign mail. Answers such questions as what can or cannot be mailed, and in what amounts, to a specific country; enclosures which are permitted, when and under what conditions; how a certain item must be packaged, or prepared, or contained; the documentary and procedural requirements for mailing; applicable rates, and the possibility of combination mailings. In addition, when allowable, examines foreign mail to determine as an example, that the proper rate of postage has been applied, and to see that the contents match the itemized list of contents.
6. Examines specimens from the mail floor of all classes of originating and/or transit mail with emphasis on questionable enclosures or attachments in third- of fourth-class mail; follows up to determine whether the correct rates have been applied, particularly as these apply to bulk mailings; contacts mailers, usually large firms and business houses, either in person or by telephone, where improper postage or irregularity is noted. Suggests remedial action; arranges for the correct make-up and labeling of bulk mail, and initiates the collection of deficient postage.

204

(Continued on Next Page)

MAILING REQUIREMENTS CLERK, PS-06

(Continued from Previous Page)

7. Accepts applications and issues meter licenses, permits for precanceled stamps, business reply permits, and imprint permits. Reviews and, as required, initiates revocation of meter licenses and permit imprint privileges for non-use. Reports other evidence of non-compliance with regulations governing the use of permits and licenses and, when authorized, notifies the customer that revocation of the license or permit is being proposed. Reviews and completes for submission to the MCC applications for second-class mailing privileges, controlled circulation permits, additional second-class entries, and news agents mailing privileges.
8. Verifies statements of applicants for or holders of second-class permits. Examines such source documents as cash journals, printing orders, bank statements, deposit slips and subscription applications to determine if, according to applicable regulations, a publication is conforming to the requirements for second-class mailing privileges, and also, if the information being furnished by the publisher enables the post office to compute and collect the correct amount of postage; subsequently, prepares a written report of findings.
9. Accepts, weights, and computes postage on all permit imprint mailings entered in local post office, processes related forms; determines that deposits are sufficient to cover cost of bulk permit imprint mailings; maintains records of permit holders, deposits, withdrawals and miscellaneous information incident to the processing of second- and third-class matter; revises make-up of mailings to determine if in compliance to present requirements. Contacts mailers when computation of postage does not agree with customers mailing statement. Makes further examination and verification with mailer in attendance with a view towards recognizing noted discrepancy; has mailer submit corrected mailing statement if necessary.

205

(Continued on Next Page)

MAILING REQUIREMENTS CLERK, PS-06

(Continued from Previous Page)

10. In addition, may perform any of the following duties: maintain files and assign series of numbers used by firm mailers of registered, insured & COD mail; allow or disallow any refund for less than \$100 for unused stamped envelopes, unused meter stamps & special services not rendered; processes articles found loose in the mail making every effort to match articles with the envelope or wrapper from which lost; examines articles of value which cannot be matched to try & identify mailers or addresses; if identified, forwards or returns articles under penalty label with explanation; disposes of unidentified articles of no value as waste and retains articles of value as prescribed in the regulations; forwards articles to Recovery Center after retention period expires; visits customers at their place of business for a variety of reasons such as to explain public cooperation programs; to consult with mailers on packaging or mail classification problems.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

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MAILING REQUIREMENTS CLERK, PS-05

FUNCTIONAL PURPOSE

Performs basic non-supervisory work in the areas of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations; participates in local revenue protection program.

DUTIES AND RESPONSIBILITIES

1. Answers repetitive questions on rates for all classes of domestic and foreign mail; common inquiries concerning fees and special services, packaging, presorting and wrapping; mailing restrictions to a specific foreign country. furnishes frequently requested information on postage refunds, fees, special stamps and parcel post limitations; instructs bulk mailers how to ZIP Code, separate, tie-out and sack, or where to deposit their mail.
2. Examines specimens of all classes of originating and transit mail from the work floor for irregularities such as whether the class is indicated on sealed third-class envelopes; improper addresses or packaging; improper second-class enclosures; the wrong postage on single pieces or bulk mail deposits; meter infractions; incorrect business reply formats; violations of standards for envelopes and cards; parcels in excess of weight and size limitations; and incorrectly made up bulk mail. Reports second-, third-, or fourth-class matter which is considered obscene, subversive, or lottery.
3. Accepts applications and issues meter licenses, permits for precancelled stamps, business reply and permit imprints. Reviews and, as required, initiates revocation of meter licenses and permit imprint privileges for nonuse. Reports other evidence of non-conformance with regulations governing use of permits and licenses and, when authorized, notifies the customer that revocation of the license or permit is being proposed. As instructed, reviews and completes for submission to Headquarters (via the Mail Classification Center) applications for second-class privilege, controlled circulation permits, additional second-class entries and news agent mailing privileges.

207

(Continued on Next Page)

MAILING REQUIREMENTS CLERK, PS-05

(Continued from Previous Page)

4. In addition, may accept claims for indemnity of insured and COD parcels; secures necessary information; checks mailing and delivery records; disposes of damaged articles; determines that claim documents are complete; processes claim documents; maintains necessary records; compute postage on permit imprint matter presented; processes related forms; determines that deposits are sufficient to cover costs of bulk permit mailings; examines materials presented for mailing to be sure the mail qualifies for applicable postage rates, weighs mail and verifies postage; verifies mail is properly prepared in accordance with presort requirements; verifies postage and makeup of metered mail paid at the bulk third-class rate of postage.
5. May notify publishers of undeliverable second class mail; rates undeliverable second-class matter for return to publishers or for forwarding; examines third and fourth class undeliverable mail which cannot be returned and disposed of as prescribed.
6. May assist in the processing of articles found loose in the mails making every reasonable effort to match such articles with the envelope or wrapper from which lost; examines articles of value which cannot be matched to identify mailer or addresses; if identified, returns or forwards article under penalty label, with explanation; disposes of unidentified articles of no obvious value as waste and retains articles of value as prescribed in regulations, and after retention period expires, forwards articles to Recovery Center; allows or disallows refunds for unused stamped envelopes, unused meter stamps and special services not rendered; assists higher level employees in verifying, by reference to publisher's records, data reported by publishers on number of copies of second-class issues mailed at the bulk rates.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

MAILING REQUIREMENTS CLERK, PS-05

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0013

209

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Document Date: 11-02-94

Occupation Code: 2345-32XX

SPD Number: SP-2469

Page: 3

U.S. POSTAL SERVICE

Title: Mail Processing Machine Operator
Key Position Reference No. 12

Salary Level: PS-5

BASIC FUNCTION. Responsible for operation of mail processing machines such as facer-canceler and related equipment and performs as necessary specified routine maintenance tasks (paragraph C below) pursuant to required training in an effort to keep machines in operation following erratic operation of equipment or failure in operation. Must be able to demonstrate ability to consistently operate the facer-canceler and related equipment to maximum efficiency, normally expected to be at a rate of 27,000 to 30,000 pieces per hour.

DUTIES AND RESPONSIBILITIES.

- (A) During periods of operation, operates equipment such as facer-canceler and related equipment which involves alternating work assignments with a second employee in feeding mail into and removing mail from machines.
- (B) Provides immediate mail handling supervisor with information as to need of mail handling employees for training or direction to insure continuing flow of machineable mail.
- (C) After receiving necessary training by a qualified maintenance employee, performs as required, tasks such as the following: operates the 20 amp circuit breaker, the power 'ON-OFF' goggle switch, the motor start (white) and motor stop (red) switches, and the reset switch on the 'B' machine; adjusts ink pump flow wheel to control flow of ink; fills the ink tank; replaces inverter belt on pulley if it jumps off; replaces scan lamps; replaces blown slo-blow 2 amp fuses located on control panels; removes foreign matter from feeder section, scanners and detectors, letter tracks and brush section; and breaks jams.
- (D) Reports unusual machine difficulties to mail handling supervisor or maintenance personnel.
- (E) In addition may perform mail handling assignments as qualified.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman, mail or other designated supervisor.

OBSOLETE

TL 94-1

RECORDS CLERK, INTERNATIONAL AIRMAIL, PS-06

FUNCTIONAL PURPOSE

Provides input data to the postal data center (International Accounts Branch) for the settlement of accounts with other postal administrations through the application of the provisions of the Universal Postal Union Convention, bilateral agreements, and procedures set forth in Transportation Handbook (T-1) in the administration of the international airmail service.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Examines and verifies air parcel post bills and prepares related Forms 2964 (on both inbound and outbound dispatches) which constitute the basis for payments due the United States from other countries or payable by the United States to other countries. Corrects, modifies, or notates parcel post bills as reported by Bulletins of Verification.
3. Examines and verifies total number of sacks and weights of Postal Union Airmail, air parcel post and military mail as listed on Forms AV-7 and 2900 (manifest showing gross weight of mail transported to and from other countries by airlines). May maintain various records and compile related supporting documents incident to the examination of such forms. Takes action to correct errors on Forms AV-7 and 2900 to conform with letter bills. Develops information from inbound and outbound Forms AV-7 and 2900 for statistical and recording purposes.
4. Analyzes data from Forms AV-7 and 2900 and operates a Datapoint Intelligent Terminal to record data. Such data is used by postal data centers to develop internal air charges due to the United States, to settle accounts with other countries, and process payments to airlines for transportation of international and military mails. Records such data on disk according to airlines, dispatching and off-load points, types of mail transported, etc.
5. Examines Forms AV-2 for discrepancies, improper groupings, etc.
6. Composes correspondence to the public, airlines and others in matters relating to the exchange of airmail with other countries. Contacts airline personnel in person or by telephone relative to mail handling irregularities.

211

(Continued on Next Page)

RECORDS CLERK, INTERNATIONAL AIRMAIL, PS-06

(Continued from Previous Page)

7. Initiates Bulletins of Verification to adjust irregularities in the exchange of airmail with other countries. As necessary, makes follow-ups to insure proper adjustments.
8. Processes inquiries for postal inspectors and postmasters relative to depredation, rifling, or missing international airmail. Records and files all registry records.
9. Maintains proper files of such inbound and outbound documents as Forms C-12, C-13, AV-7, AV-2, 2900; Parcel Bills; Bulletins of Verification; and other related forms. May compile statistical data for periodic reports. Uses various references including Transportation Handbook T-1; Methods Handbook, M-31; Publication 42, International Mail; Official Airline Guide; domestic schemes and schedules; origin and destination schedules; international schemes; etc.

SUPERVISION

Supervisor, International Airmail Records Unit.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

MAIL HANDLER TECHNICIAN, MH-05

FUNCTIONAL PURPOSE

At a centralized pouching point, opening unit or routing point in largest post offices, performs the sorting of pouches, sacks and/or trays of preferential mail and routes them to the appropriate processing or dispatching point. This includes incoming and outgoing surface pouches, incoming and outgoing airmail pouches, transit pouches, incoming and transit sacks of newspapers, and sacks of special delivery and special handling parcels and papers.

OPERATIONAL REQUIREMENTS

This position is for use only in sectional centers and other large post offices (over 500 employees) where the volume of incoming, outgoing or transit mail warrants a centralized pouching point or opening unit or routing point substantially on a full-time basis during the tour involved.

DUTIES AND RESPONSIBILITIES

1. At a centralized pouching or routing point, examines, sorts and routes several hundred pouches and sacks of preferential mail daily to appropriate processing and dispatching points. While scheme knowledge is not required, incumbent must be familiar with dispatch times and changes in routing at different times of tour. Maintains record of late arriving pouches and sacks and advises supervisory employees of late arriving mail or mail which fails to make the correct dispatch. Provides on-the-job training for employees assigned to centralized pouching and/or routing points. Performs loading, unloading, dumping, sacking and other mailhandler functions as required.

213

(Continued on Next Page)

MAIL HANDLER TECHNICIAN, MH-05

(Continued from Previous Page)

2. At a centralized pouching point or opening unit, performs the sorting of pouches or sacks of preferential mail and routes them to proper processing point; opens and dumps pouches and sacks at the incoming or transit opening unit and separates contents in accordance with classifications. Is responsible for routing mail promptly to pouch racks, newspaper racks, distribution cases and other processing point within each working area. Sorts and routes pouches and sacks to star routes, railroads, highway post offices, and airlines. Maintains records of late arriving pouches and sacks and advises supervisory employees of late arriving mail which fails to make the proper dispatch. Provides on-the-job training to employees assigned to centralized pouching or opening unit. Performs loading, unloading, dumping, sacking and other mailhandling functions as required.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0012

(End of Document)

POSTAL SOURCE DATA TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Serves as operating technician in the data collection site of a post office operating under the Postal Source Data System and/or serves as technician responsible for activities at a control center in the PSDS system in a post office involving control of weighing and recording of mail processed, ATAL, MODS, and related statistical activities.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Reviews the output of the PSD System and distributes reports to the appropriate operating official. Operates the alpha numeric input devices, constantly updating the employee master file and making necessary adjustments and other prescribed transactions. Records and reports attendance and leave data under the Attendance, Time and Leave Program. Receives and transacts into the system inquiries for data. Observes operation of all input/output devices and makes minor adjustments as authorized. Reports needed maintenance to the supervisor or customer engineer, as authorized.
3. Serves as operating technician at a control center or other scale location, weighing and recording all mail volume passing through these weighing points, as well as the end of day mail inventory under the MODS System. Determines the source and destination of all mail volume. Completes volume forms in their entirety, including additions and computations using appropriate conversion factors to obtain pieces of mail processed. When volume recordings are fully activated under PSDS, responsible for making volume input transactions and adjustments on proper PSDS device. Computes work-hours used in MODS operations on Form 2345, Personnel Manpower, until labor distribution is activated under PSDS. Maintains control of employees' badge cards for the pay locations assigned to the control center; insures that proper security procedures are observed; racks and unracks employees' badge cards in accord with reporting schedules.

215

(Continued on Next Page)

POSTAL SOURCE DATA TECHNICIAN, PS-06

(Continued from Previous Page)

4. Receives telephone calls indicating nonreporting employees and initiates Form 3971. Using own authorizer's badge, enters into the PSDS transacter absences and overtime approved by the appropriate supervisor. Receives error reports on time and attendance from the data collection site for pay locations assigned to the control center; consults with supervisor to determine proper correction; obtains supervisor's concurrence on report as to proper correction; inputs corrections on PSDS transacter, using own authorizer's badge.
5. Completes Forms 2399 or 3499, Operations Analysis Report; obtains mail volume samples required for monitoring national conversion rates; obtains samples required for various statistical programs as it related to revenue/cost analysis, National Service Standards Compliance, and Quality Control Activities; maintains standard roster sheet, Form 3981; maintains files of Forms 3971 and performs research; and performs duties of a general accounting nature.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

SACK SORTING MACHINE OPERATOR, PS-06

FUNCTIONAL PURPOSE

Makes separations of sacks of mail on an electromechanical sack sorting machine by operation of a keyboard applying machine codes to accomplish distribution by established schemes requiring schemes examination. Must be able to demonstrate and maintain machine distribution at an average of at least 10 sacks per minute with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

1. Reads sack labels as sacks are fed on a conveyor to the operator; depress combination of keys to set the triggering mechanism on the sack machine pallets to dump the sack at the desired destination runout belt or chute.
2. Pushes sack on to loader tray which trips automatically, dumping the sack on to the machine pallet the keying device has set to trigger at the destination runout.
3. Performs other clerical duties as assigned when not occupied in making separations on the machine.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

217

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

(End of Document)

U.S. POSTAL SERVICE

Title: Automated Personnel Paperwork Technician
Key Position Reference No. 15

Salary Level: PS-6

BASIC FUNCTION. Operates an automatic program-controlled tape typewriter and related equipment in a post office or other independent field installation designated as a personnel service center. Assures accurate production of notifications of personnel action, personnel records, and machine language tapes for direct input to computer systems.

DUTIES AND RESPONSIBILITIES.

A. Batches, by nature of action, documents involved in accessions, changes, and separations that have been submitted to the center by the installations served.

B. Selects and inserts appropriate program and installation tapes, applicant or employee data cards, wired program panels, and actuator racks. Properly sets all machine functions, and produces call-in notices, notifications of personnel action, related personnel records, and machine language tapes.

C. Maintains quality control of the output from the tape typewriter and related equipment by the application of a working knowledge of personnel paperwork operations, procedures, and regulations, and of the requirements of the Personnel Source Data Mechanization System.

D. On occasion, develops and programs additional local machine applications for repetitive correspondence.

E. Determines the causes of machine stoppages, and either makes necessary corrections or obtains a serviceman to make them.

F. Maintains filing systems for program tapes, post office tapes, applicant data cards, and employee data cards.

ORGANIZATIONAL RELATIONSHIPS. Reports to the personnel transactions specialist in the personnel service center.

OBSOLETE

TL 94-1

DATA COLLECTION TECHNICIAN, PS-06

FUNCTIONAL PURPOSE

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities. Performs relief assignments for PSDS Technicians.

DUTIES AND RESPONSIBILITIES

1. Collects, records, and analyzes statistical data under any number of national data collection systems.
2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
4. Updates national data bases; maintains and updates records and files.
5. Participates in data collection activities in support of special studies or national programs.
6. Reads and interprets reference manuals and other written materials.
7. May drive a vehicle to other facilities when work assignments require.
8. Performs other job related tasks in support of primary duties.

219

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

(End of Document)

OCR OPERATOR, PS-05

FUNCTIONAL PURPOSE

Performs a variety of duties involved in the operation of the Optical Character Reader, including loading, sweeping-tying, feeding the transport units, and operating the reject stacker.

DUTIES AND RESPONSIBILITIES

1. On a rotation basis, performs all of the duties listed below.
2. Maintains a constant flow of mail through the transport unit so empty spaces do not develop on the feed conveyors, requiring proper use of controls and indicators at the feed station.
3. Recognizes readable OCR mail and maintains adequate supply to both mail transports; properly orients mail when necessary.
4. Takes immediate corrective action when drum jams occur, clears minor jams, and is aware of which type jams should be cleared only by electronic technician, mechanic, or supervisor.
5. Removes full trays from reject stackers and supplies empty trays, as required. Removes empty trays from OCR area as necessary.
6. Picks up mail from doubles and output hoppers, trays all mail arriving at reject stackers, and alerts supervisor immediately of any high reject rate observed.
7. On basis of knowledge of sweeping and dispatch schedules, withdraws mail from bins, verifies as required. Empties full bins immediately.
8. Trays, loose packs, or ties out mail as required.
9. Notifies supervisor of excessive errors detected.
10. May be assigned to other mail processing duties as required.

220

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

OCR OPERATOR, PS-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

221

(End of Document)

Document Date: 11-02-94

Occupation Code: 2315-78XX
SPD Number: SP-2528

Page: 2

Occupational Code 0318-01¹, 0318-02², 0318-03³,
0318-04⁴, 0318-05⁵, 0318-06⁶,
0318-07⁷

Standard Position⁸

U.S. POSTAL SERVICE

Title: Secretary¹; Secretary (Stenographer)⁴;
Secretary (Typist)⁵; Office Staff Assistant³;
Office Staff Assistant (Stenographer)⁶; Office
Staff Assistant (Typist)⁷; Postmaster's Office
Staff Superintendent²

Salary Level⁹Key Position Reference No.¹⁰

⁸ Standard Position				⁹ Salary Level	¹⁰ Key Position Reference No.
<u>Secy./O.S.A.</u>	<u>Secy./O.S.A. (Steno.)</u>	<u>Secy./O.S.A. (Typist)</u>	<u>Pm's. O.S. Supt.</u>		
SP 2-529	SP 2-S35	SP 2-541	SP 2-547	PS-10	27
SP 2-530	SP 2-S36	SP 2-542	SP 2-548	PS-9	24
SP 2-531	SP 2-537	SP 2-543	SP 2-549	PS-8	21
SP 2-532	SP 2-S38	SP 2-S44	None	PS-7	19
SP 2-533	SP 2-539	SP 2-545	None	PS-6	15
SP 2-534	SP 2-540	SP 2-546	None	PS-5	13

222

BASIC FUNCTION.--Serves as the only or the principal personal assistant to the postmaster, the assistant postmaster, the director, installation services division, or the director, operations division. Performs a variety of clerical and administrative duties requiring good judgment and a high degree of adaptability, accuracy, integrity, and understanding of supervisor's basic policies, viewpoints, and attitudes, not requiring a technical or professional knowledge of a specialized subject-matter area. Performs stenographic and/or typing duties as required.

¹ This title is applicable in cases in which the term "secretary" most aptly expresses the capacity in which the employee serves and in which the service does not require either a qualified stenographer or a qualified typist.

² This title is applicable in cases in which the employee serves as the office manager over a clerical staff in the immediate office of the postmaster.

³ This title is applicable in cases in which the term "office staff assistant" most aptly expresses the capacity in which the employee serves and in which the service does not require either a qualified stenographer or a qualified typist.

⁴ This title is applicable in cases in which the service as "secretary" requires a qualified stenographer.

⁵ This title is applicable in cases in which the service as "secretary" requires a qualified typist.

⁶ This title is applicable in cases in which the service as "office staff assistant" requires a qualified stenographer.

⁷ This title is applicable in cases in which the service as "office staff assistant" requires a qualified typist.

⁹ See Salary Level Criteria section of this description.

OBSOLETE

TL 74-1, 8-1-74

TL 94-1

DUTIES AND RESPONSIBILITIES.--

(A) As a secretary or office staff assistant performs a combination of the following duties:

(1) Receives telephone and personal callers and screens those which can be handled by supervisor's subordinates or within other offices, and tactfully refers them as appropriate. Personally takes care of many matters and questions. Prepares summaries of telephone conversations and commitments made and reminds supervisor and his subordinates of such commitments.

(2) Receives and reads incoming correspondence, reports, instructions, etc. Screens out those items which can be handled and forwards the rest to supervisor or his subordinates together with necessary background material.

(3) Prepares replies to routine correspondence not involving controversial questions and drafts replies to general inquiries.

(4) Reads outgoing correspondence for procedural and grammatical accuracy, conformance with general policy, factual correctness, and adequacy of treatment, and calls any deviations or inadequacies to the attention of the writer or, more rarely, to supervisor. Except as restricted by the provisions of section 844.13, Postal Manual, signs routine outgoing correspondence in supervisor's name or in own name as secretary to supervisor.

(5) Relays instructions to subordinate officers concerning procedural or administrative requirements. Assists supervisor's subordinates in the procedural aspects of expediting the work of the office, including such matters as shifting clerical help in subordinate's offices to take care of fluctuating workload; assisting supervisor's subordinates to implement supervisor's instructions concerning procedures; explaining report requirements and arranging with subordinate officials for the collection and submission of data for assembly into general reports of the total work of the offices, etc. Informs and instructs officials, technicians, and lower grade secretarial, stenographic and clerical personnel concerning established procedures for the preparation and clearance of correspondence, reports, and administrative documents.

(6) Keeps supervisor's calendar and schedules appointments and conferences without prior clearance. Assures that he is fully briefed on the matters to be considered before the scheduled meetings. Makes necessary arrangements for conferences, including space, time, people, etc. Assembles background material for supervisor. Attends the meeting and prepares report of the proceedings.

(7) Maintains control records on incoming and outgoing correspondence and action documents and follows up on work in process to insure timely reply or action.

(8) Establishes and maintains subject matter files in connection with the work under supervisor's control. Exercises initiative in establishing or revising files to meet current needs and demands for material.

(9) Receives requests for statistical or informative material which can be assembled from records. Advises when material can be furnished and prepares it personally or follows up to see that it is prepared by supervisor's staff within the specified time.

Occupational Code 0318-01¹, 0318-02², 0318-03³,
0318-04⁴, 0318-05⁵, 0318-06⁶,
0318-07⁷

Standard Position⁸

(10) Reviews publications for articles or other information dealing with subject matter of special interest to supervisor and calls such items to his attention.

(11) Assembles and summarizes information from files and documents in the office or other available sources for use of supervisor on the basis of general instructions as to the nature of the information wanted and its purpose.

(12) Makes all necessary arrangements for travel, arranging schedule of visits, making train or plane and hotel reservations, notifying organizations and officials to be visited, keeping in touch with supervisor enroute, and submitting travel vouchers and reports.

(13) May procure supplies, equipment, repair and maintenance services, etc., through agency channels.

(14) Types correspondence, memos, and reports as required, from dictation, dictating machine records, or oral instructions of supervisor.

(B) As a postmaster's office staff superintendent: In addition to performing a combination of the above duties, exercises supervisory control over clerks, typists, stenographers, or secretaries who assist in the performance of the above duties in the immediate office of the postmaster.

ORGANIZATIONAL RELATIONSHIPS.-- Responsible to the postmaster, the assistant postmaster, the director, installation services division, or the director, operations division.

224

SALARY LEVEL CRITERIA.-- These standard positions are differentiated into six salary levels on the basis of two evaluation factors. Factor 1 measures the potential range of duties and responsibilities available for assignment to the secretary. The scope of the supervisor's administrative responsibility is divided into four levels determined by points accumulated in accordance with the following:

Each 5,000 revenue units	= 1 Point
Each 40 employees (full-time equivalent)	= 1 Point
Each 10 delivery routes	= 1 Point
Each classified station or branch	= 1 Point
Each 20 Government-owned vehicles	= 1 Point

Note: If as much as one-half way between stated figure and the next full multiple, add an additional point.

Factor II measures the degree to which the potential duties and responsibilities are actually assigned to the incumbent and the level of participation required in work of supervisor. The extent of the incumbent's participation in work of supervisor is divided into three degrees. The degrees of intensity of participation grow greater in difficulty and responsibility of the position at each succeeding higher degree, demanding different and higher judgment, knowledge and skills. The incumbent serves as a personal assistant at all degrees.

TL 74-1, 8-1, 74

OBSOLETE

TL 94-1

At Degree I, the incumbent follows specific instructions or proceeds with independence only in those areas in which procedure has been established. Typical of this degree of participation: The incumbent performs duties required to expedite the work of the immediate office by directing telephone and personal callers to proper person or takes messages in the absence of supervisor, maintains supervisor's calendar, clearing requests for appointments prior to setting them up. In addition to knowledge of office routine and established procedures governing work, possesses sufficient knowledge of the organization of the local postal installation and postal programs to route correspondence to the proper section and to take care of routine matters such as correspondence, requiring acknowledgement or for which a form letter has been established. Reviews outgoing correspondence submitted for signature of supervisor for proper format, typographical accuracy and conformance with procedural instructions. Relays messages and instructions from supervisor to his subordinates. Establishes and maintains files and records, and accomplishes similar clerical tasks.

At Degree II, the incumbent utilizes a higher degree of comprehension and independence, and participates more intensively in the management of the office by possessing a good working knowledge of the substantive programs under supervisor's control and applying to the solution of procedural and management problems. Rather than referring telephone and personal callers to someone else, the incumbent personally answers many inquiries. Appointments for supervisor are scheduled without prior approval. Various reference material is assembled from records or files, or secured from members of supervisor's staff. Necessary arrangements are made for conferences, including space, notifying participants, assembling background material, attending meetings and preparing report of the proceedings. Correspondence is screened for those items which incumbent can handle by drafting replies, collects data from subordinate offices to incorporate into reply, or relay instructions to subordinate offices, maintaining control of incoming and outgoing correspondence and action documents, followup, etc. In a liaison capacity, applies knowledge of the substantive programs under supervisor's control to the solution of procedural and management problems which arise with members of the supervisor's staff and postal patrons, uses initiative and judgment to resolve nonrecurring situations and keeps office running smoothly and efficiently. Outgoing correspondence is read for procedural and grammatical accuracy, conformance with supervisor's policy and deviations called to the attention of the writer. Delegated authority to sign, in the absence of supervisor, correspondence of a nontechnical nature.

At Degree III, incumbent assists in the management of supervisor's programs by performing secretarial, clerical, and administrative duties requiring, in addition to a good working knowledge of the organization and programs under supervisor's jurisdiction, an intimate knowledge of supervisor's policies and views, especially in regard to current problems and issues, and special interests including official social obligations. In addition to handling or transferring callers, at this degree judgment and tact are used to postpone conversations in which supervisor must participate until incumbent can assemble pertinent background information required. Works effectively under the pressure of office emergencies, shielding supervisor from being involved and quickly developing factual information for supervisor's use. Arrange conferences as outlined in Degree II, and on own initiative informs staff members of developments at conferences or meetings and arranges with them for implementation of commitments made by supervisor. In addition to performing a combination of the duties and responsibilities enumerated, exercises supervisory control over clerks, typists, and stenographers who assist in the performance of duties in the immediate office of postmaster. Reviews correspondence and reports as outlined in Degree II, and is delegated authority to sign, in the absence of supervisor, all correspondence, utilizing knowledge that any technical or policy content is in accord with his wishes.

Occupational Code 0318-01¹, 0318-02¹, 0318-03¹,
0318-04⁴, 0318-05¹, 0318-06⁴,
0318-07¹

Standard Position⁴

The scope of the supervisor's responsibility will not permit the secretary or office staff assistant to function as described in Degree III at organizational level A or B, and will only rarely permit Degree III level of performance at organizational level C. Stenographic, typing and/or dictating machine transcribing skills required are inherent in most secretarial type positions and do not affect the salary level of these positions. Neither does the presence of supervisory responsibility over employees in the immediate office of the postmaster affect the salary level as such responsibility is contemplated in the salary level provided.

When the secretarial position has been evaluated in accordance with the factor descriptions above, the salary level value of the work may normally be determined by reference to the following chart:

FACTDR I Scope of Supervisor's Administrative Responsibility				FACTOR II Extent of Secretary's Partici- pation in Work of Supervisor		
Postmaster		Assistant Postmaster; Dir., Instal. Svcs. Div; or Dir., Oprs. Division				
Level	Points	Level	Points	Degree I	Degree II	Degree III
A	32-83	A	84-212	PS-5	PS-6	
B	84-212	B	213-1025	PS-6	PS-7	
C	213-1025	C	1026-	PS-7	PS-8	PS-9
D	1026-				PS-9	PS-10

226

The use of the above chart is illustrated by an example of a postmaster whose scope of administrative responsibility is encompassed in an office having the following environmental data: 84,468 revenue units, 700 employees, 109 delivery routes, 6 classified stations and branches, and 92 Government-owned vehicles, which would convert to 17 points for revenue units, 18 points for employees, 11 points for delivery routes, 6 points for classified stations and branches, and 5 points for Government-owned vehicles for a total of 57 points. The 57 points is reflected in the above chart as Level A for Factor I. Should the incumbent be performing duties and responsibilities in accordance with Degree II of Factor II, the total responsibility would meet the requirements for salary level PFS-6.

OBsolete

TL 94-1

TL-74-1, 8-1-74

GPO 879,807

WLRS CONTROL CLERK, PS-05

FUNCTIONAL PURPOSE

Collects and records, in a control center at a post office without PSD equipment, a variety of data relating to time and attendance, work measurement and related activities in order to serve management needs for these data.

DUTIES AND RESPONSIBILITIES

1. Records and reports attendance and leave data under the Attendance Time and Leave Program, receiving telephone calls from employees reporting unscheduled absences, and initiates Form 3971. Processes requests for leave. Racks and unracks timecards at designated locations and makes appropriate distribution and collection of timecards. Reviews employees' timecards to ascertain correctness of entries, distributes hours among the categories of time and leave to which they are chargeable, and totals these data for receiving and answering questions from employees concerning rules, regulations, and policies relating to leave and pay matters.
2. Serves as control clerk at a control center or other weighing station, weighing and recording all mail volume passing through the area as well as end of day mail inventory under the WLR System. Observes source and destination of all mail volume and manually records information on mail volume forms in the prescribed manner. Determines whether it is proper for the mail presented to be weighed and recorded and under which operations coding it is to be placed.
3. Computes data for performance measurement programs, including number of hours to complete a mailhandling activity. Converts pounds and/or containers recorded on mail volume forms to the equivalent number of pieces of mail. Prepares required work measurement reports from readily available data.
4. Performs other accounting clerical duties as assigned, and distributes mail if the assigned duties are not sufficient to fully occupy a tour of duty.

227

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

WLRS CONTROL CLERK, PS-05

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

228

(End of Document)

Document Date: 11-02-94

Occupation Code: 0301-94XX

SPD Number: SP-2565

Page: 2

SENIOR POSTAL SOURCE DATA TECHNICIAN, PS-07

FUNCTIONAL PURPOSE

Serves as a working leader for a group of postal source data technicians engaged in ATAL, MOD, and other related data collection activities at an independent control center.

OPERATIONAL REQUIREMENTS

This position will be authorized to serve as a working leader for a group of five (5) or more postal source data technicians assigned a specific control center based on the workload. This position is designed for use in a very large PSDS office.

DUTIES AND RESPONSIBILITIES

1. Controls and guides a work unit of technicians and participates in all data collection and processing activities inherent to operation of a Postal Source Data System (PSDS) Control Center (CC).
2. Ensures that work assignments and scheduled data collection activities for the tour are met.
3. Ensures the accuracy of data input to a computerized data collection system and the necessary error report corrections.
4. Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to the supervisor.
5. Instructs technicians in data collection and processing techniques and procedures.
6. Oversees and participates in the collection of special study data.
7. Ensures PSDS and CC employee badge security.
8. Ensures that equipment is operating properly and consults with maintenance personnel on the maintenance and repair of the equipment.
9. Performs other job related tasks in support of primary duties.

229

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

SENIOR POSTAL SOURCE DATA TECHNICIAN, PS-07

(Continued from Previous Page)

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0019

230

(End of Document)

Document Date: 11-02-94

Occupation Code: 0301-84XX
SPD Number: SP-2568

Page: 2

U.S. POSTAL SERVICE

Title: Label Printing Center Assistant
Key Position Reference No. 17

Salary Level: PS-6

BASIC FUNCTION. Performs a variety of responsible clerical and administrative duties in a label center, involving complete familiarity with production and work progress in all phases of reproduction.

DUTIES AND RESPONSIBILITIES

A. Examines requisitions to assure items ordered do not deviate from prescribed format and are authorized in accordance with current schemes and schedules, with postal and regional bulletin directives, and with instructions from the regional schemes and routing office. Isolates requisitions involving administrative and/or technical questions for corrective action by supervisor.

B. Determines whether items in quantity ordered can be supplied from stock or if all, or a part of the order, must be scheduled for production.

C. Sets up production schedules to provide slips, labels and overprinting in quantity ordered; considers availability and capacity of machines in preparing work schedules; reviews work progress and when necessary revises schedules to insure receipt by user in advance of date needed.

D. Prepares vacation schedules; answers telephone calls and furnishes requested information or takes appropriate action; prepares all correspondence required in conducting the operation of the unit, including the preparation and typing of correspondence to postal installations for supervisor's signature.

E. Maintains unit production and man-hour records and compiles, prepares and types recurring reports and special reports as requested.

F. Keeps an inventory of paper, ink, stencils, etc. on hand and prepares requisition for supplies to assure there is a sufficient quantity of the various items to meet normal operational needs.

G. Maintains a record of standard printed items held in storage; schedules production of individual items when the supply on hand goes below the normal amount carried in the unit.

H. Orders parts for machines as instructed by supervisor.

ORGANIZATIONAL RELATIONSHIPS. Reports to the superintendent, label printing center or other designated supervisor.

*Filled by best-qualified clerk

OBSOLETE

LABEL PRINTING TECHNICIAN, MH-05

FUNCTIONAL PURPOSE

Produces case labels, scheme cards, rack headers, label and facing slips used by post offices and other postal installations in the distribution and dispatch of mails; operates and services machines used to produce these items.

DUTIES AND RESPONSIBILITIES

1. Sets up and operates label printing machines to produce labels and facing slips; adjusts machines for either labels or facing slips and for differing size and weight of stock.
2. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms to provide good printing rings.
3. Maintains current up-to-date stencil sets, making changes in the sets from mailing directions and case rack diagrams furnished, and changes issued by the regional schemes and routing office to insure proper direction of mail within the installations and in transit to destinations.
4. Based on knowledge of mail distribution methods gives instructions to the typist to make necessary corrections in format, title abbreviations, and symbols on new stencils.
5. Verifies new or changed stencils prepared, removes stencils no longer authorized and inserts new or changed stencils in the sets in proper sequence of printing and usage. Recommends elimination or combining of sets when size of set no longer meets departmental criteria.
6. Ensures the quality of machine output by proper inking, maintenance of proper margins and performing other adjustments designed to produce maximum legibility.
7. Frequently makes revisions based on notice of changes after production has started and where correctness of revisions are dependent on technician's knowledge and experience.
8. Maintains machines in proper working order, operating to prevent breakdowns but maintaining maximum production; oils, cleans parts and makes minor repairs to machines.

232

SUPERVISION

Supervisor in label printing center.

(Continued on Next Page)

LABEL PRINTING TECHNICIAN, MH-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0012

233

(End of Document)

Document Date: 11-02-94

Occupation Code: 4401-06XX

SPD Number: SP-2578

Page: 2

LABEL MACHINE OPERATOR, MH-04

FUNCTIONAL PURPOSE

Operates various machines to print labels and facing slips required in mail distribution operations of post offices, terminals and airport mail facilities or operates photo composing, photocopying and multilith machines, and performs related work in preparing case labels.

DUTIES AND RESPONSIBILITIES

1. Sets up and operates printing machines, adjusting for either labels or facing slips and for differing size and weight of stock.
2. Prepares stencils on stencil-cutting machines, spacing and lining type for proper placement, and using stylus to draw lines and special symbols to be reproduced on labels and facing slips by printing machines.
3. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms.
4. Participates in the preparation of headliner case labels, as directed, by performing such functions as operating photo composing, photocopying and multilith machines; cutting film into strips and cementing strips on mats; spraying reproduced sheets, and cutting labels.
5. Cleans, oils, and adjusts machines to maintain them in proper working order.
6. Packs completed labels and facing slips for delivery; receives and stores supplies of paper stock; maintains schedule of pickup and delivery.

23

SUPERVISION

Supervisor in the label printing center or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

LABEL MACHINE OPERATOR, MH-04

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0007

235

(End of Document)

Document Date: 11-02-94

Occupation Code: 4401-05XX

SPD Number: SP-2579

Page: 2

TYPIST-LABEL PRINTING, MH-04

FUNCTIONAL PURPOSE

Prepares label, facing slip and scheme card stencils and types carrier case labels from approved copy or instructions.

DUTIES AND RESPONSIBILITIES

1. Prepares stencils on manual or electric stencil cutting machine in accordance with instructions and list furnished.
2. Spaces and lines type for proper placement on stencil according to established format; uses stylus to draw lines and special symbols to be reproduced on labels and facing slips by printing machines.
3. Types labels on carrier case label typewriter or flatbed writing machine from approved copy, observing and following all special markings requested.
4. In addition, may operate mimeograph, addressograph, collator, folder, inserter and sealer machines; prepare notices and charts on a bulletin type typewriter; type correspondence and memorandum from rough drafts or general information.

236

SUPERVISION

Supervisor in label printing center.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0007

(End of Document)

PACKER-SHIPPER, MH-04

FUNCTIONAL PURPOSE

Performs work involved in packaging and shipping items printed in the label printing center, and, in the receipt and storage of supplies used in the center.

DUTIES AND RESPONSIBILITIES

1. Removes and/or receives completed nonstandard labels, facing slips and scheme cards from production area and arranges items in lots for shipping.
2. Withdraws from storage, standard items needed to complete requisition and combines lots for packaging; reports withdrawals to maintain inventory.
3. Assures that labels and facing slips as ordered are properly packaged, sealed and labeled for delivery to correct postal installations; loads packages on rolling equipment and takes them to dispatch area.
4. Receives, examines and stores supplies of paper stock, stencils, ink, cartons, etc; in stock room or designated storage area; reports additions and withdrawals to maintain current inventory.
5. Places sufficient quantities of paper stock in production area to meet normal daily needs of machine operators.
6. Verifies the shipping destination of finished goods.
7. Performs on the spot quality evaluation prior to packaging finished goods.
8. Consults with supervisor in determining economic lot size of products to be shipped and most convenient packaging size and configuration.
9. Performs other job related tasks in support of primary duties.

237

SUPERVISION

Supervisor in label printing center.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

PACKER-SHIPPER, MH-04

(Continued from Previous Page)

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0008

238

(End of Document)

Document Date: 11-02-94

Occupation Code: 7002-03XX
SPD Number: SP-2581

Page: 2

DISTRIBUTION CLERK, SPLSM

SP 2 - 592 (2315 - 82)

239

(SEE SP 2 - 634)

BULK MAIL DOCK CLERK, PS-06

FUNCTIONAL PURPOSE

Performs various technical and clerical assignments involving the trailer movement of mail in and out of a bulk mail facility.

DUTIES AND RESPONSIBILITIES

1. Monitors loading and unloading to ensure that such operations are being performed and reported according to operating plan.
2. Examines outgoing and incoming trailers to verify maximum utilization of space and adherence to proper loading and safety requirements.
3. Maintains close liaison with the dock supervisor to assign movement of inbound and outbound vehicles.
4. Keeps informed on local hold orders on dispatches to arrange delay in trailer departures upon delay of scheduled connections.
5. Prepares operating and security records of inbound and outbound trailers involved in loading and unloading mail.
6. Prepares and maintains records and reports as directed by supervisor.
7. Ensures security of mail loads through control of lock and seals upon opening and closing.
8. Estimates load as to amount and type, for purpose of generating operating data to pay vendors for line-haul.
9. Processes records of manual mail volume and pallet load movements.
10. Maintains continuing contact with vehicle control and processing floor mail control supervisors to advise of dock status and needs.
11. Examines and evaluates contractor and postal trailers or trucks for suitability to transport mail.
12. Occasionally performs other job related tasks in support of primary duties.

246

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

BULK MAIL DOCK CLERK, PS-06

(Continued from Previous Page)

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

241

(End of Document)

Document Date: 11-02-94

Occupation Code: 2315-99XX
SPD Number: SP-2615

Page: 2

EXPRESS MAIL SERVICE CLERK, PS-06

FUNCTIONAL PURPOSE

Provides services in the receipt and dispatch of express mail at a airmail facility utilizing expert and comprehensive knowledge of the express mail service, distribution schemes, and schedules.

DUTIES AND RESPONSIBILITIES

1. Applies knowledge to prepare and maintain forms and records of express mail received, dispatched, and transferred through the facility.
2. Contacts by telephone, express mail clerks at various AMFS and transfer offices in the express mail service system and coordinates movement of express mail in a timely manner as required by contracts.
3. Observes air carriers to ensure express mail is loaded, off-loaded, and/or makes inter-line and intra-line transfers as scheduled.
4. Works closely with supervisors and provides assistance in technical aspects of the program, such as determining routing on new contracts and recommending changes in routing to ensure expeditious and efficient mail movement.
5. Investigates and determines causes of failures, takes appropriate corrective action, and reports situations to supervisor.
6. Receives shipments from airlines as necessary to effect timely delivery.
7. Provides information and coordinates the efforts of other employees in the work area.
8. Operates a motor vehicle in moving between work locations.
9. Occasionally performs other job related tasks in support of primary duties.

242

SUPERVISION

Manager, Air Mail Center or Facility, or other designated supervisor.

SELECTION METHOD

Best Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

EXPRESS MAIL SERVICE CLERK, PS-06

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0015

243

(End of Document)

Document Date: 11-02-94

Occupation Code: 2330-77XX

SPD Number: SP-2617

Page: 2

RETAIL SALES CLERK, POSTAL STORES, PS-05

FUNCTIONAL PURPOSE

Provides a variety of services associated with retail selling of postal and nonpostal products in a postal or nonpostal facility.

DUTIES AND RESPONSIBILITIES

1. Performs, independently, a variety of selling services in a retail sales store involving a large inventory of sales items.
2. Prepares a daily consolidated financial report of all sales receipts for the accounting office. Maintains all accounting records of sales activities covering daily transactions.
3. Reviews fixed credit needs periodically and request adjustments. Examines display space required and inventory space necessary for the storage of sales items.
4. Ensures that adequate amount of display or sales items are available at all times and recommends additional supplies to meet sales needs.
5. Services and performs minor maintenance on vending equipment.
6. Occasionally performs other job-related tasks to support the primary duties.

244

SUPERVISION

Postmaster; Supervisor, Customer Services, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

TRANSLATOR-CORRESPONDENCE, PS-07

FUNCTIONAL PURPOSE

Translates exchanges of foreign correspondence involving international accounts, rates, regulations, routing, and conditions governing mail exchange with other countries.

DUTIES AND RESPONSIBILITIES

1. Performs linguistic duties involving the translation of accounts and correspondence, utilizing English and one or more foreign languages.
2. Translates correspondence replies to and from foreign accounts regarding rates, regulations, routing, and conditions governing mail exchange with other countries.
3. Applies knowledge governing rates, laws, regulations, and schedules in the interpretation and preparation of correspondence to ensure proper mail exchange.
4. Maintains current rates, laws, regulations, and schedules governing foreign mail.
5. Reviews outgoing correspondence prepared in a foreign language for accuracy, clarity and applicability to ensure service requirements are met.
6. Performs other job related tasks in support of primary duties.

245

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0019

(End of Document)

TRAINING TECHNICIAN, PEDC, PS-06

FUNCTIONAL PURPOSE

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

DUTIES AND RESPONSIBILITIES

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

24

SUPERVISION

Supervisor assigned to the training function.

SELECTION METHOD

Best Qualified selection on an office wide basis regardless of craft.

BARGAINING UNIT

CLERK

(Continued on Next Page)

TRAINING TECHNICIAN, PEDC, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0017

(End of Document)

DATA CONVERSION OPERATOR, PS-04

FUNCTIONAL PURPOSE

Operates data conversion equipment in transforming information from source documents to computer input forms.

DUTIES AND RESPONSIBILITIES

1. Operates conventional keypunch and electronic data entry equipment from source documents to an input suitable for computer processing.
2. Performs a mechanical verification of keypunched information.
3. Selects correct program format and operating mode for each data entry system job application.
4. Prepares and maintains program control cards for jobs processed on keypunch/keyverifier equipment for each specific job.
5. Maintains format instructions for all keypunching jobs performed in the facility.
6. Records machine utilization information for each and submits to the supervisor.
7. Occasionally performs other job related tasks in support of primary duties.

248

SUPERVISION

Supervisor, Remote Encoding Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0007

(End of Document)

GROUP LEADER - DATA CONVERSION OPERATORS, PS-05

FUNCTIONAL PURPOSE

Provides technical guidance and leadership for a group of data conversion operators; operates a data conversion machine in transforming information from source documents to computer input form.

DUTIES AND RESPONSIBILITIES

1. Provides technical guidance and leadership for a group of data conversion operators.
2. Adjusts operator assignments and ensures the timely completion of work in accordance with accepted standards.
3. Maintains the daily time and attendance records for the assigned personnel.
4. Prepares the machine control cards and assists the operators in their preparation.
5. Maintains the performance records of assigned equipment.
6. Operates a data conversion machine to prepare source document information for computer processing.
7. Provides continuous training to assigned employees.
8. Occasionally performs other job-related tasks to support the primary duties.

249

SUPERVISION

Supervisor, Remote Encoding Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

DISTRIBUTION, WINDOW AND MARKUP CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a combination of the basic functions of a distribution clerk, a window clerk and a mail markup clerk in a post office, branch or station.

DUTIES AND RESPONSIBILITIES

1. Makes primary and one or more secondary distributions of incoming mail by delivery point (for example, zone, branch or station, carrier route, general delivery, or lockboxes) based on a knowledge of the distribution scheme established for the office, branch, or station.
2. Makes primary and one or more secondary distributions of outgoing mail for dispatch (for example, by city, state, geographic area, post office or flight) based on knowledge of current distribution schemes.
3. Sells postage stamps, stamped paper, postal cards, migratory bird stamps, and money orders.
4. Accepts from and makes window delivery to customers of parcel post, insured, c.o.d., and registered mail; makes collection of required postage due and fees, when applicable issues necessary receipts and delivers general delivery mail to customers.
5. Verifies first, second, third and fourth-class mailings as to size, weight, postage and other mailability requirements.
6. Assigns special delivery and registered mail for delivery.
7. Checks and sets post office stamp-vending machines and postage meters.
8. Issues and cashes foreign and domestic money orders.
9. Rents post office boxes, receives rental payments, conducts reference checks, and completes required forms.
10. Provides information to the public concerning postal regulations, mailing restrictions, rates, and other matters involving postal transactions.
11. Orders new address labels for forwarding mail for all carrier routes and box sections within designated area.

250

(Continued on Next Page)

DISTRIBUTION, WINDOW AND MARKUP CLERK, PS-05

(Continued from Previous Page)

12. Verifies and files new labels and index cards and reorders labels daily, prior to forwarding mail.
13. Processes mail for forwarding or return to sender by withdrawing related address file box, matches name of customer on mail with name on index card, affixes new address label, makes appropriate endorsement on index card, if needed, and separates processed mail in prescribed manner.
14. Prepares required forms for address correction services.
15. Operates label printing machine and related equipment; provides immediate supervisor with information for continuous efficient operation; and performs routine printing machine maintenance, such as, cleaning, oiling and minor adjustments.
16. Types index cards and stencils from information extracted from Change of Address Order or Reorder Form; types correspondence and memoranda in draft form; set postage meters on sites; maintain records of mail; face and cancel mail; label and tie out mail for dispatch; open and dump pouches and sacks; make emergency calls on customer to adjust service complaints; and performs miscellaneous office clerical duties incident to the personnel, accounting, and other administration of the office.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

PHILATELIC CLERK, PS-05

FUNCTIONAL PURPOSE

Performs functions related to philatelic sales for philatelic items by individual orders or by subscriptions and for first day covers and other cancellation services.

OPERATIONAL REQUIREMENTS

This position is for use in the Philatelic Fulfillment Service Center only.

DUTIES AND RESPONSIBILITIES

1. Performs any one or a combination of the duties listed below.
2. Opens mail containing checks and cash deposits for orders.
3. Controls mail order and prepares for processing.
4. Fills orders for a limited number of stamps or other philatelic items which can be rapidly handled in assembly line fashion. Fixed credit will not normally exceed \$30,000.
5. Tears, affixed and cancels stamps for first day covers or other cancellation service.
6. Assembles stamp orders against order process sheets.
7. Wraps and packs orders for mailing.
8. Maintains necessary files and records related to mail order, subscriptions, or first day cover sales.
9. Assists in maintenance of an inventory of stamps, stamped paper, philatelic products, and supplies and fills requisitions for these items.
10. Performs other job related tasks in support of primary duties.

252

SUPERVISION

Supervisor in the Philatelic Fulfillment Service Center.

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

PHILATELIC CLERK, PS-05

(Continued from Previous Page)

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

253

(End of Document)

Document Date: 11-02-94

Occupation Code: 2345-02XX
SPD Number: SP-2630

Page: 2

U.S. POSTAL SERVICE

Title: Senior Philatelic Clerk*
Key Position Reference No. 17

Salary Level PS-6

BASIC FUNCTION. Performs functions requiring exercise of independent judgment related to philatelic sales.

DUTIES AND RESPONSIBILITIES

- A. Determines acceptability of remittances.
- B. Resolves differences between remittances and value of stamp ordered.
- C. Reviews order variances and using own judgment determines whether order will be filled or rejected.
- D. Assembles on a daily basis from a fixed stamp credit all stock required by philatelic clerks.
- E. Verifies accuracy of batched orders pulled by other senior philatelic clerks and resolves any differences.
- F. Thoroughly examines philatelic stock items, particularly noting the printing, color reproduction, perforations, etc., removing those items deemed in own judgment to be unsatisfactory for philatelic purposes.
- G. May serve as a group leader to a small group of people.
- H. Performs other job related tasks in support of primary duties.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor.

*Positions are authorized only in the philatelic sales division unit, presently located in Washington, D.C. This position is not authorized for use in any other location.

254

OBSOLETE

TL 94-1

COMPUTER PRINT LINE PRODUCTION OPERATOR, MH-05

FUNCTIONAL PURPOSE

Operates and monitors production effectiveness of assigned print lines and to interface with the computer system through the controls on the computer and on each piece of print line equipment.

DUTIES AND RESPONSIBILITIES

1. Energizes remote print line computers and other equipment such as printers, dereelers, cutter-slitter, and stackers that make up the print line in the production of labels, facing, slips, and other printed matter.
2. Synchronizes functions between the printer and separation subsystem whenever power has been turned off on the printer.
3. Ensures that operating controls are performing properly to bring the desired print lines on line.
4. Replenishes supplies to the print line to ensure continuity of production.
5. Monitors print lines to ensure quality of the operation.
6. Performs minor maintenance and clears jams; notifies maintenance personnel when repairs are needed.
7. Operates multilith and/or other printing equipment during emergencies or need for increased production.
8. Operates Elliott Label Printing Machine in the production of scheme cards and over-sized airmail and express mail cards.
9. Performs other job related tasks in support of primary duties.

255

SUPERVISION

Supervisor, of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

(Continued on Next Page)

COMPUTER PRINT LINE PRODUCTION OPERATOR, MH-05

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0012

256

(End of Document)

Document Date: 11-02-94

Occupation Code: 4401-02XX

SPD Number: SP-2632

Page: 2

DISTRIBUTION CLERK-MACHINE, MPLSM, PS-06

FUNCTIONAL PURPOSE

Operates an electro mechanical machine in the distribution of letter sized mail requiring the knowledge and application of (1) two approved schemes, or (2) city primary or secondary schemes, or (3) memory items used for holdouts or non ZIP Coded mail, or (4) machine schemes consisting of the distribution by any direct and alphabetical or geographical grouping or read the ZIP Code in each letter as it is positioned.

DUTIES AND RESPONSIBILITIES

1. Reads address of each piece of mail as it is positioned by machine; depresses proper combination of keys to enable machine to divert each letter to the proper bin, requiring a high degree of manual and visual coordination and close visual attention for sustained periods.
2. Serves for a portion of time, on a rotation basis, as a loader or sweeper-tyer, or culling mail to remove that which is nonmachinable; loading consoles; removing mail from distribution boxes in back of machine; verifying sorted mail for accuracy of sorting; and tying mail in bundles, traying and/or dispatching as may be required.
3. May be required to qualify on one or more distribution schemes where essential to the assignment and may also be required to perform manual distribution.

257

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0016

(End of Document)

DISTRIBUTION CLERK-MACHINE, SPLSM, PS-06

FUNCTIONAL PURPOSE

Operates a single position electro-mechanical letter sorting machine in the distribution of letter size mail requiring the knowledge and application of approved machine schemes as may be assigned. Notes source of trouble in the equipment when erratic operation or failures occur during production periods. Performs corrective actions as stated in duties and responsibilities and requests maintenance as necessary.

DUTIES AND RESPONSIBILITIES

1. Reads the address of each piece of mail as it is positioned by machine; depresses appropriate code keys to enable machine to convey each letter to the proper bin, requiring a high degree of manual and visual coordination and close visual attention for sustained periods.
2. As a team member, serves for a portion of time on a rotation basis as a loader, supplying properly faced and edged machinable type mail (culling that which is nonmachinable) to each machine feed tray as needed; or as a sweeper-tyer, removing mail from distribution bins, verifying accuracy, tying mail in bundles, traying, and/or dispatching as may be required; and maintaining close attention during the operation to machine control and jam lights, with prompt relief of frequent simple letter jams which can be safely cleared.
3. When malfunctions occur during operating periods, performs routine troubleshooting limited to work which can be accomplished to promptly put the equipment back in operation. For example, checks the feed section of the equipment and removes foreign matter from the mechanism and photocell lamps and related openings, and checks to ensure the machine is properly plugged in to the electrical outlet and the switch has been turned to the "on" position. (Incumbent does not perform scheduled preventive maintenance or other repair work requiring disassembly of the machine, or requiring shop equipment and testing devices and procedures.)
4. May be required to qualify on one or more distribution schemes where essential to the assignment and may also be required to perform manual distribution.

258

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

(Continued on Next Page)

DISTRIBUTION CLERK-MACHINE, SPLSM, PS-06

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0016

(End of Document)

DISTRIBUTION CLERK-MACHINE, MPLSM (TRAINEE), PS-05

FUNCTIONAL PURPOSE

Participates as a trainee, learning to operate a multi-position letter sorting machine. Must be able to demonstrate, in examination, operation of the machine requiring an accuracy rate of 98% at prescribed sorting speeds.

DUTIES AND RESPONSIBILITIES

1. Learns to operate the multiposition letter sorting machine at prescribed speeds.
2. Learns distribution schemes where essential to the assignment.
3. Occasionally performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

26

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

DISTRIBUTION CLERK-MACHINE, SPLSM-TRAINEE, PS-05

FUNCTIONAL PURPOSE

Participates as a trainee, learning to operate a single position letter sorting machine. Must be able to demonstrate in examination, operation of the machine requiring an accuracy rate of 98% at prescribed sorting speeds.

DUTIES AND RESPONSIBILITIES

1. Learns to operate a single position letter sorting machine at prescribed speeds.
2. Learns distribution schemes where essential to the assignment.
3. Occasionally performs other job-related tasks to support the primary duties.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

261

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0012

(End of Document)

U.S. POSTAL SERVICE

Title: Special Clerk
Key Position Reference No. 8

Salary Level: PS-4

BASIC FUNCTION. Assumes administrative responsibility for the operation of a third-class post office on the nonworkday of the postmaster.

Note: This position will be used for detail purposes only and the employee assigned thereto will be compensated in accordance with the provisions of section 756.5, Postal Manual (Section 3335 (b), Title 39, U. S. Code).

DUTIES AND RESPONSIBILITIES.

(A) Takes administrative charge of the office. Makes work assignments if one or more additional clerical employees are on duty, as previously scheduled by the postmaster. Assumes responsibility for the recording and control of finances, making financial deposits to banks or other depositories, and, as assigned, makes postings to the cash book. Receives and resolves complaints of customers and performs other tasks incident to the normal operation of the post office.

(B) Insures that required records are maintained regarding general delivery, lock boxes and any delivery services. Also responsible for maintaining records regarding star route services.

(C) Sorts incoming mail for general delivery, lock box delivery and rural delivery service. Postmarks and prepares mail for dispatch in accordance with instructions issued by the sectional center facility. Closes, locks and affixes labels to pouches and mail sacks. Sells postage stamps and stamped paper at a public window. Accepts from and makes window delivery to customers of parcel post, insured, certified, COD and registered mail. Collects required postage due and fees when applicable. Issues necessary receipts and delivers general delivery mail to customers. Issues and cashes foreign and domestic money orders. Rents post office boxes, collecting rental payments and completing required forms. Provides information to the public concerning postal regulations, mailing restrictions, rates and other matters involving postal transactions.

(D) As the needs of the service require, may perform other related duties incidental to the operation of the post office.

ORGANIZATIONAL RELATIONSHIPS. Administratively responsible to the postmaster.

OBSOLETE

TL 76-2

VEHICLE OPERATIONS ASSISTANT, PS-06

FUNCTIONAL PURPOSE

Conducts the vehicle operations in an office where a vehicle maintenance facility is authorized, having approximately 40 or more vehicles.

DUTIES AND RESPONSIBILITIES

1. Initiates and makes recurring and special surveys as required. Recommends corrective action for deficient vehicle utilization disclosed through analysis of prescribed reports.
2. Analyzes and makes recommendations on requests for assignment of vehicles and additional vehicle service. Solicits bids for contract vehicles and submits through designated supervisor for approval.
3. Makes a continuing analysis of all schedules of vehicle operations and routes of travel, developing schedule changes that will eliminate service duplication, maximize vehicle use, and provide the most effective traffic patterns. Maintains liaison with city traffic engineering departments.
4. Reviews and makes recommendations on dock and maneuvering areas and loading techniques.
5. Formulates and submits an annual planned program of vehicle use for the development of budget and vehicle procurement requirements. Considers using government owned vehicles in lieu of contract vehicles and vice-versa; makes recommendations to the region through appropriate channels.
6. Investigates all accidents involving vehicles driven by postal employees. Provides narrative reports and data to designated supervisor. Administers road tests and provides training for postal drivers. May serve on safety committee of post office. Observes the street operation of government owned vehicles to ensure that they are driven properly and safely.
7. Compiles and analyzes required vehicle operations records and reports.
8. May participate in mail processing activities of post office.

263

(Continued on Next Page)

VEHICLE OPERATIONS ASSISTANT, PS-06

(Continued from Previous Page)

SUPERVISION

Superintendent, Vehicle Operations; or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0015

(End of Document)

CLERK, VEHICLE DISPATCHING, PS-05

FUNCTIONAL PURPOSE

Performs clerical functions related to vehicle dispatching activities at a post office for scheduled, nonscheduled and emergency vehicle service.

DUTIES AND RESPONSIBILITIES

1. Issues to and receives from all postal drivers, keys, schedules and truck record cards.
2. Assigns suitable vehicles to routine, scheduled vehicle service runs and city delivery routes; informs appropriate supervisor of any scheduled trips that are not covered.
3. Prepares work schedules of motor vehicle operators and tractor-trailer operators.
4. Maintains required records of the operation of vehicles and verifies entries made on truck reports.
5. Performs related clerical work as may be designated by supervisor.

SUPERVISION

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from either Motor Vehicle Operator (Lvl 5), 5703-02XX, KP 10 or Tractor-Trailer Operator (Lvl 6), 5756-01XX, SP 5-22. Best Qualified when filled from any other position.

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0013

(End of Document)

VEHICLE DISPATCHER, PS-06

FUNCTIONAL PURPOSE

At an auxiliary garage, conducts dispatching activities for carrier-operated vehicles and coordinates vehicle assignments on a tour to assure the expeditious movement of mails in scheduled and emergency service.

DUTIES AND RESPONSIBILITIES

1. Ensures that all vehicle requirements, regular or emergency, of the dispatch point are filled and dispatched as necessary.
2. Assigns suitable vehicles to scheduled routes. Assures that all scheduled routes and trips are covered.
3. Issues schedules, keys and truck record card. Takes necessary action to provide maintenance assistance or a replacement vehicle when road calls occur.
4. Obtains, controls and dispatches additional vehicles under approved contracts as service needs require.
5. Maintains required records of the operation of each vehicle and verifies entries made on truck record cards by drivers. Makes necessary analysis, computations and reports; performs other related duties.
6. In addition, may, in an emergency, investigate a vehicle accident and prepare necessary reports and recommendations, verify time cards and prepare daily man-hour reports.

266

SUPERVISION

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0017

(End of Document)

VEHICLE DISPATCHER, PS-07

FUNCTIONAL PURPOSE

At an auxiliary garage, conducts dispatching activities for carrier-operated vehicles and coordinates vehicle assignments on a tour to assure the expeditious movement of mails in scheduled and emergency service.

OPERATIONAL REQUIREMENTS

For use in a large auxiliary garage with at least 75 vehicles.

DUTIES AND RESPONSIBILITIES

1. Ensures that all vehicle requirements, regular or emergency, of the dispatch point are filled and dispatched as necessary.
2. Assigns suitable vehicles to scheduled routes. Assures that all scheduled routes and trips are covered.
3. Issues schedules, keys, and truck record cards. Takes necessary action to provide maintenance assistance or a replacement vehicle when road calls occur.
4. Obtains, controls and dispatches additional vehicles under approved contracts as service needs require.
5. Maintains required records of the operation of each vehicle and verifies entries made on truck record cards by drivers. Makes necessary analysis, computations and reports; performs other related duties.
6. In addition, may, in an emergency, investigate a vehicle accident and prepare necessary reports and recommendations; verify time cards and prepare daily man-hour reports.

267

SUPERVISION

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

VEHICLE DISPATCHER, PS-07

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0019

268

(End of Document)

Document Date: 11-02-94

Occupation Code: 2151-01XX
SPD Number: SP-5012

Page: 2

SCHEDULES EXAMINER, VEHICLE RUNS, PS-07

FUNCTIONAL PURPOSE

At a large office, carries through to completion all steps in the process of developing schedules providing vehicle transportation of transit and local mails throughout the entire area. Provides vehicle trips properly coordinated with transportation contractors, special delivery and carrier delivery schedules.

DUTIES AND RESPONSIBILITIES

1. From written or oral instructions regarding necessary changes or additional vehicle service requirements from various sources at post office and regional levels, develops necessary vehicle service schedules to accommodate changes or additional requirements, in the most economical manner possible. Prepares operator schedules and master schedules and notifies all concerned of new service and effective date.
2. Confers with post office and regional officials concerning vehicle requirements and from detailed knowledge of local vehicle service schedules provides technical advice on the practicality of proposed programs.
3. Makes revisions and provides schedules to accommodate changes from standard to daylight-saving time, weekend service, holidays, etc.
4. Studies vehicle utilization surveys and recommends changes that will provide equal or improved vehicle service at less cost.
5. May perform related clerical duties.

269

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0019

(End of Document)

STD POSITION DESCRIPTION

U. S. Postal Service

TRACTOR-TRAILER OPERATOR, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0014

271

(End of Document)

Document Date: 11-02-94

Occupation Code: 5756-01XX

SPD Number: SP-5022

Page: 2

OFFICE CLERK, VEHICLE OPERATIONS, PS-05

FUNCTIONAL PURPOSE

Performs miscellaneous office clerical and typing duties.

DUTIES AND RESPONSIBILITIES

1. Types from handwritten or other drafts, letters, memorandums, schedules, and reports; sets up the typed material in accordance with prescribed format, and assembles it for initialing, signing and dispatch.
2. Answers telephone calls to determine the nature of the call and refers to proper person for reply; in absences of superiors, answers routine questions.
3. Verifies the hours worked and absence on employee timecards. Computes the total hours worked. Makes certain that leave is properly identified. Provides information to employees on rules and regulations concerning leave. Compiles from time and attendance cards data used for preparation of man-hour reports.
4. Maintains accident register recording such information as date, time of accident, vehicle involved, parties involved, amount of damage, and description of accident; maintains accident files. Maintain follow-up on correspondence relating to accident.
5. Establishes and maintains required files; maintains a master set of scheduled vehicle runs, posting changes as they are approved.
6. As directed, prepares vehicle utilization survey charts and graphs from data obtained from prescribed forms.
7. Performs other clerical duties, as assigned.

272

SUPERVISION

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

(Continued on Next Page)

OFFICE CLERK, VEHICLE OPERATIONS, PS-05

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0013

(End of Document)

DRIVER INSTRUCTOR AND EXAMINER, PS-06

FUNCTIONAL PURPOSE

Conducts road tests, vehicle familiarization, and assists in classroom training related to the safe operation of motor vehicles and powered industrial equipment. Maintains driver related records and assists in the licensing process.

DUTIES AND RESPONSIBILITIES

1. Conducts the preemployment road test.
2. Conducts certification training for road test examiner candidates.
3. Provides classroom instruction courses given to newly assigned operators of motor vehicle and powered industrial equipment.
4. Instructs newly assigned drivers and operators in the proper operation of the various types of motor vehicle and powered industrial equipment used in the local postal service.
5. Conducts end-of-training driving tests for newly assigned drivers and operators of motor vehicles and powered industrial equipment to determine whether they are qualified.
6. May assist in or personally conduct vision tests.
7. Assists in the preparation, issuance, and renewal of Motor Vehicle Operators Identification Cards.
8. Conducts driver improvement and refresher training courses for drivers.
9. Prepares required reports and maintains records of driver training and tests, accidents, and Safe Driver Awards on PS Form 4582.
10. May perform other PEDC related activities in support of primary duties.

274

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

DRIVER INSTRUCTOR AND EXAMINER, PS-06

(Continued from Previous Page)

SELECTION METHOD

Best Qualified selection on an office wide basis regardless of craft.

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0015

(End of Document)

GENERAL CLERK, VMF, PS-05

FUNCTIONAL PURPOSE

Performs a variety of clerical duties relating to the maintenance of vehicles.

DUTIES AND RESPONSIBILITIES

1. Establishes and maintains facility and perimeter vehicle maintenance schedules by listing all vehicles by capacity group and type of maintenance; prepares work schedules indicating when vehicles are due for maintenance; makes initial preparation of work orders attaching vehicle maintenance record; computes totals on the work orders; as directed, arranges for the delivery of vehicles to the facility for scheduled maintenance; informs superior when schedules are not adhered to; and schedules high mileage vehicles for lubrication.
2. Establishes and maintains vehicle jackets and records; posts on a vehicle maintenance record card from work orders and repair tags such information as date, mileage, type of maintenance or repair work performed, work order number and brief description of work performed; circles in red repeat items of maintenance; distributes copies of the work orders and repair tags as indicated on the forms; and reviews and maintains a file of contract work order-invoices for repair of perimeter vehicles.
3. Calls to superior's attention improperly written work orders, repeat items of maintenance or road calls and other unusual information which affects the maintenance program.
4. Sets up stock cards for each part or type of fuel and lubricant maintained in stock entering name, manufacturer's number, stock number, maximum and minimum quantities to be stocked, location or bin number.
5. Posts to stock cards from invoices such data as receipt date, purchase order number, quantity received and unit price and from mechanic's requisition such data as date, vehicle number, quantity issued and balance on hand, and posts to stock cards issuance of fuels and lubricants.
6. Maintains record of trucks out of service and reasons therefor, obtaining data from supervisors.
7. Compiles data for and prepares reports as instructed.

27

(Continued on Next Page)

GENERAL CLERK, VMF, PS-05

(Continued from Previous Page)

8. Verifies entries on time cards and notifies superior of any irregularities.
9. Operates various office machines such as typewriter, adding machine and calculator.
10. Prepares requisitions for supplies.
11. Assists in the storage and issuance of tools, parts and supplies.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0013

(End of Document)

ADMINISTRATIVE CLERK, VMF, PS-06

FUNCTIONAL PURPOSE

Performs a variety of responsible clerical and routine administrative duties in a motor vehicle maintenance facility.

DUTIES AND RESPONSIBILITIES

1. Consults with and advises the superintendent with regard to the office management of the vehicle maintenance facility; maintains necessary records and prepares the reports and correspondence required in conducting the business of the facility.
2. Sets up and controls the scheduling of maintenance for all facility vehicles and perimeter vehicles under the jurisdiction of the facility to ensure that schedules are current.
3. Issues advertisements and invitations to bid for the procurement of contract services such as repair contracts.
4. Reviews all work orders received from non-personnel offices to assure that changes being made by contractors are in strict accordance with contracts, that the performance of work is in accordance with individual maintenance programs or prescribed flat rate schedules. Isolates repetitive or other work orders involving administrative and/or technical questions for corrective action by superintendent.
5. Analyzes facility statistical reports provided by the postal data center and calls to attention of the superintendent areas requiring corrective actions.
6. Where stockroom employees are not authorized, performs all duties relating to operations of the stockroom including procurement, storage, issue and accounting for all parts, materials and tools.
7. Prepares work schedules, vacation schedules and shop orders. Answers telephone calls and furnishes requested information or takes appropriate action.
8. Maintains liaison with the main office on hiring new employees, fringe benefits, and related actions affecting facility employees. Makes certain that reports relating to industrial type accidents and injuries are completed and submitted as required.
9. May supervise part-time or full-time clerical assistance, as required.

(Continued on Next Page)

ADMINISTRATIVE CLERK, VMF, PS-06

(Continued from Previous Page)

SUPERVISION

Superintendent, Vehicle Maintenance or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0017

(End of Document)

STOREKEEPER, AUTOMOTIVE PARTS, PS-06

FUNCTIONAL PURPOSE

Orders, receives, stores and issues parts, tools and related equipment and materials used to maintain vehicles.

OPERATIONAL REQUIREMENTS

This level is appropriate at a vehicle maintenance facility where there is assigned at least 164 facility and perimeter vehicles.

DUTIES AND RESPONSIBILITIES

1. Requests or orders supplies as required; procures items temporarily out of stock locally.
2. Receives, stores and issues parts and related equipment and materials.
3. Inspects shipments received against items listed on requisition or invoice; rejects defective, excessive and incorrect items received.
4. Plans the arrangement of bins, cribs and shelves in stock rooms to provide efficient service; determines which parts and quantity are to be stored in auxiliary stock rooms.
5. Periodically or perpetually inventories stock on hand, maintaining necessary reports.
6. Reviews stock records for past consumption and requisitions items accordingly to ensure an adequate supply.
7. May supervise clerks assigned to stockroom activities.

280

SUPERVISION

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0014

(End of Document)

STOREKEEPER, AUTOMOTIVE PARTS, PS-07

FUNCTIONAL PURPOSE

Orders, receives, stores and issues parts, tools and related equipment and materials used to maintain vehicles.

OPERATIONAL REQUIREMENTS

This level is appropriate at a vehicle maintenance facility where there is assigned at least 984 facility and perimeter vehicles.

DUTIES AND RESPONSIBILITIES

1. Requests or orders supplies as required; procures items temporarily out of stock locally.
2. Receives, stores and issues parts and related equipment and materials.
3. Inspects shipments received against items listed on requisition or invoice; rejects defective, excessive and incorrect items received.
4. Plans the arrangement of bins, cribs and shelves in stock rooms to provide efficient service; determines which parts and quantity are to be stored in auxiliary stock rooms.
5. Periodically or perpetually inventories stock on hand, maintaining necessary reports.
6. Reviews stock records for past consumption and requisitions items accordingly to ensure an adequate supply.
7. May supervise clerks assigned to stockroom activities.

281

SUPERVISION

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0019

(End of Document)

AUTOMOTIVE MECHANIC, JUNIOR, PS-05

FUNCTIONAL PURPOSE

Checks safety of vehicles in conjunction with ABC services. Performs mechanical repairs not requiring full journeyman auto mechanic skills and knowledges. In addition, performs complete lubrication of vehicles in accordance with prescribed specifications.

DUTIES AND RESPONSIBILITIES

1. Examines chassis for loose or worn parts such as steering gear linkage, mufflers and tail pipes, shackles, bolts, spring U-bolts, wheels and wheel lugs, fan belts, shock absorbers, universal joints, etc.
2. Inspects vehicle for leaks in air and hydraulic brake systems, engine, transmission, differential, axle seals, gas tank and lines and cooling system.
3. Inspects condition of tires for smooth tread and evidence of wear caused by misalignment of wheels or damage caused by improper air pressure or driving.
4. Tests water level and specific gravity of batteries, tests for proper fluid and lubricant levels; checks hand brake and brake pedal for proper travel; checks all lights.
5. Tightens all body bolts, spring shackles, hose connections, universal joints, etc.
6. Steam cleans engine--crankcase and valve chambers and flushes engine transmission and differentials as required. Cleans and re-oils air cleaners, crankcase breathers, and breather tube. Cleans battery terminals.
7. Performs minor repairs such as brake adjustments, riveting brake bands and clutch facings, repairing windshield wipers and horn, etc.
8. Replaces worn or defective parts such as shock absorbers, hub and wheel assemblies, mufflers, tail pipes, fan belts, lights, batteries, oil filter cartridges, spark plugs, etc; rotates or replaces tires; adds or changes fluid and lubricants.

282

(Continued on Next Page)

AUTOMOTIVE MECHANIC, JUNIOR, PS-05

(Continued from Previous Page)

9. Performs all lubrication services necessary in accordance with pertinent prescribed lubrication charts on all chassis fittings, water pumps, generator, carburetor, spring shackles, front end systems, steering and running gears; replaces broken or clogged grease fittings as necessary; uses proper lubricant or graphite to lubricate body hardware, door rollers, handles, hinges, tail gates, etc., as recommended.
10. As workload requires, oversees work of garageman assisting in the lubrication of vehicles.
11. Reports or initiates work orders to supervisor on conditions requiring repair, adjustment or parts replacement, which work is beyond his immediate authorization or ability.
12. Maintains required safety check and lubrication records.

SUPERVISION

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from Garageman (Lvl 4), 6955-02XX, KP 9. Best Qualified when filled from any other position.

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0013

(End of Document)

TIRE REPAIRMAN, PS-05

FUNCTIONAL PURPOSE

Maintains and controls inventory level of mounted tires charged out to fleet use. Through inspections determines whether tires should be repaired and returned to service, recapped or junked. Repairs tires and tubes as necessary.

DUTIES AND RESPONSIBILITIES

1. Maintains record of stock of mounted tires charged out for fleet use insuring that stock is accounted for at all times. Furnishes good tires of proper size to authorized persons for fleet exchange and verifies receipt of a flat or otherwise non-serviceable tire in exchange for each tire issued.
2. Closely inspects each non-serviceable tire to determine cause and whether tire can be repaired, should be recapped, or junked. Marks for outside contractor major vulcanizing jobs and tires for recapping; marks for salvage or scrap those tires so badly damaged or worn that they are not repairable or recappable.
3. Repairs minor damages caused by nail type punctures and small cuts by using hot or cold patch methods, rubber plug-needle type repairs or vulcanizing process.
4. As necessary, operates hand and power tools such as tire demounter, buffing machine, tire spreaders, tip over tub, pneumatic bead expander, and vulcanizing machine. Where equipped operates a microsisping machine.
5. Determines when tires should be rotated to insure even wear and maximum serviceability; reports evidence of uneven wear which indicates need for steering system adjustments.
6. In addition, may, occasionally makes trouble calls to change flat tires; serve as group leader of one or more garagemen as warranted by work volume.

284

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from either Garageman (Lvl 4), 6955-02XX, KP 9 or Junior Mechanic, Automotive (Lvl 5), 5823-02XX. SP 5-52. Best Qualified when filled from any other position.

(Continued on Next Page)

TIRE REPAIRMAN, PS-05

(Continued from Previous Page)

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0013

285

(End of Document)

Document Date: 11-02-94

Occupation Code: 4504-01XX
SPD Number: SP-5053

Page: 2

AUTOMOTIVE PAINTER, PS-06

FUNCTIONAL PURPOSE

Refinishes completely the interior and exterior painted surfaces of motor vehicles, including trailer vans, or refinishes damaged areas of such vehicles.

DUTIES AND RESPONSIBILITIES

1. Determines the method of conditioning and preparing the surfaces to be painted including steel, aluminum or fiberglass.
2. Selects the proper fillers with varying formulations of chrominum and other inhibitors used in filling damage scratches, scarifications, rust-spots and pit holes and for the prevention of rust and corrosion in the surface to be painted; sands or grinds to the degree necessary to obtain a smooth surface.
3. Masks areas of the vehicle inside and out which will not be painted and makes decisions on touch up jobs on portions of the vehicle to be painted.
4. Mixes paint materials (primer, and usually blue, white and red enamel; occasionally lacquer) with required amounts of solvent to achieve proper consistency for use in spraying equipment; adjusts nozzles of spray guns to insure that all surfaces are evenly coated with no streaks or wrinkles; feather edges and matches existing painted surfaces.
5. Applies the required number of prime and hot or cold finish coats to achieve the required effect without waste of materials.
6. Removes, repairs, restores and replaces door and body liners, chromium and all other appearance details; prepares and applies in proper position reflective tape and decalcomanias.
7. Maintains, repairs, and adjusts painting equipment used in the performance of the work.
8. Operates power driven and hand tools such as power driven disc sanders, air operated spray gun, rubber squeegee used to press and smooth body putty and filler, and tools for removing and replacing door and body liners, mirrors, reflectors, trim and other appearance items.
9. In addition, may supervise helpers, when required by the workload.

(Continued on Next Page)

AUTOMOTIVE PAINTER, PS-06

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0014

287

(End of Document)

Document Date: 11-02-94

Occupation Code: 4155-01XX

SPD Number: SP-5054

Page: 2

BODY AND FENDER REPAIRMAN, PS-07

FUNCTIONAL PURPOSE

Performs body and fender repair work on motor vehicles, involving sheet metal parts, nonmetallic components, body structures, chassis frames, and related vehicle accessories and equipment.

DUTIES AND RESPONSIBILITIES

1. Diagnoses and locates defects in automotive body structures and determines the remedy or method of repair.
2. Dissassembles and reassembles body structures to align and adjust them properly; straightens and aligns frames.
3. Inserts panels and sections, rivets and/or welds them in place, and refinishes for painting.
4. Performs gas or electric welding, brazing, and soldering on various types and thicknesses of metals, choosing correct materials for the various kinds of work.
5. Performs repairs such as filling, patching, and paneling on non-metallic structures such as fiberglass and other plastic materials.
6. Fills damaged parts of metal bodies with solder, putty, fiberglass, and other plastics and refinishes for painting.
7. Repairs or replaces such parts as windshield posts, seat parts, and operators partitions.
8. Adjusts, repairs, or replaces doors, hardware, glass, and other related parts.
9. Repairs or rebuilds motor vehicle seats.
10. Uses hand and power tools of the trade such as hammers, spoons, files, dolly blocks, grinders, buffers, drills, frame aligners, and alignment indicators, reshapers, micrometers, thickness guages, scales, dividers, calipers, etc.
11. Reads specifications and drawings to determine dimensions, shapes, materials, finishes, etc.

288

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

BODY AND FENDER REPAIRMAN, PS-07

(Continued from Previous Page)

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0019

289

(End of Document)

Document Date: 11-02-94

Occupation Code: 3809-02XX
SPD Number: SP-5055

Page: 2

VEHICLE MAINTENANCE ANALYST, PS-07

FUNCTIONAL PURPOSE

Examines vehicles scheduled for preventive and repair maintenance; diagnoses needs, determines most economical and effective repair procedure, and prepares detailed work orders to ensure proper repair or maintenance; inspects completed work.

DUTIES AND RESPONSIBILITIES

1. Examines vehicles scheduled for preventive maintenance through visual check and use of engine analyzing and other modern test equipment. Analyzes maintenance records of each vehicle in addition to other checks to arrive at diagnosis. Ascertains true condition of the vehicle and determines whether actual repair or replacement of components is necessary in accordance with established standards.
2. Determines need for repair or replacement of unit or components and the most economical and effective repair procedure; prepares detailed work orders for the mechanical force, indicating preventive maintenance service to be performed or repairs and adjustments to be accomplished.
3. Keeps informed of the latest techniques in the operation and application of engine, brake, bearing, and other modern testing equipment.
4. Accomplishes technical adjustments to generator circuits and regulators, carburetors, and other parts, while using engine analytical test equipment during the course of preventive maintenance examinations.
5. Examines completed maintenance and repair work to make certain that defects have been corrected and that work has been properly performed.
6. Selects and uses automotive manuals and reference materials and determines necessary technical information without assistance.
7. In addition, may assist and collaborate with the vehicle maintenance instructor in instructing the mechanical force in the use and application of diagnostic testing equipment and other training programs.

290

SUPERVISION

Supervisor of unit to which assigned.

(Continued on Next Page)

VEHICLE MAINTENANCE ANALYST, PS-07

(Continued from Previous Page)

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0019

291

(End of Document)

Document Date: 11-02-94

Occupation Code: 1601-08XX
SPD Number: SP-5056

Page: 2

LEAD AUTOMOTIVE MECHANIC, PS-07

FUNCTIONAL PURPOSE

Serves as a working group leader of a very small group of employees engaged in vehicle maintenance activities and performs all of the duties normally assigned to an Automotive Mechanic.

DUTIES AND RESPONSIBILITIES

1. Performs various types of maintenance repair to motors, transmissions, front and rear axles, and brakes. Also performs welding, engine tune-ups, and electrical and fuel checks.
2. Provides technical guidance and instructions to mechanics on more difficult repairs and in the use of specialized equipment.
3. Reassigns work allotted for the group to individual employees.
4. Shifts assignments of employees within the group to cope with the workload.
5. Examines defective motor vehicles, diagnoses problems, and estimates required repairs. Road tests vehicles to ensure proper operations.
6. Maintains records of vehicles processed showing repairs made, man-hours required, and other data.
7. Assists in training personnel in the use of equipment and in the repair of vehicles.
8. Initiates requests for parts; and initiates and records transactions. Occasionally performs other job related tasks in support of primary duties.

292

SUPERVISION

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

MOTOR VEHICLE

(Continued on Next Page)

LEAD AUTOMOTIVE MECHANIC, PS-07

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0019

(End of Document)

VEHICLE OPERATIONS ASSISTANT-BULK MAILS, PS-06

FUNCTIONAL PURPOSE

Performs control functions related to truck arrivals, registration, and dispatches at a Bulk Mail Center.

DUTIES AND RESPONSIBILITIES

1. Assigns arriving vehicles to unloading, loading, or yard locations.
2. Controls the movement of vehicles in and out of the bulk mail center by issuing yard assignments and gate passes to the vehicle operators.
3. Ascertains that inbound and outbound vehicles conform to schedules to ensure prompt receipt and dispatch of mail; and reports any discrepancies to the transportation analyst.
4. Checks documents on incoming vehicles to assure their accuracy.
5. Enters information into the computer control system on vehicles coming from non-PSDS locations.
6. Prepares and maintains required records and reports.
7. Performs other job related tasks in support of primary duties.

294

SUPERVISION

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from Tractor-Trailer Operator (Lvl 6), 5756-01XX, SP 5-22. Best Qualified when filled from any other position.

BARGAINING UNIT

MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0017

(End of Document)

U.S. POSTAL SERVICE

Title: Mechanic Helper*

Salary Level: PS-4

BASIC FUNCTION. Performs, independently, a variety of simple nontechnical and semiskilled tasks which are incidental to recognized trades or crafts, or similar maintenance repair functions. Assists craftsmen and mechanics in performance of maintenance tasks which require skill and knowledge of the function.

(The general title "mechanic helper" is to be used for helper positions where no single trade or craft is primary in the work assignment. In work situations where the helper's primary assignment is in one of the indicated trades or crafts, his position will be designated by the appropriate alternative title and occupational code. However, use of an alternative title is applicable only in those instances where the installation has a journeyman mechanic in the trade indicated by the title.)

DUTIES AND RESPONSIBILITIES

- A. Performs helper-type duties and responsibilities either of a specialized nature in a particular trade or craft, or of a general nature in a variety of trades or crafts, or both, as required by the needs of the service. In this connection, serves in any one or a combination of the following capacities:

295

Title	Occupational Code	Title	Occupational Code
Electrician Helper	2605-01	Plumber Helper	4206-01
Scale Mechanic Helper	3341-01	Carpenter Helper	4607-01
Machinist Helper	3414-01	Postal Machines Mechanic Helper	4801-05
Mason Helper	3603-01	Office Appliance Repairman Helper	4806-03
Blacksmith-Welder Helper	3704-01	Elevator Mechanic Helper	5313-01
Letter Box Mechanic Helper	3843-01		
Painter Helper	4102-01	Conveyor Mechanic Helper	5343-01
Sign Painter Helper	4104-07		

*See alternative titles and occupational codes in paragraph A, Duties and Responsibilities.

TL-74-1, 8-1-74

OBSOLETE

TL 94-1

- B. Assists skilled workers in locating and correcting sources of trouble, and in the performance of typical maintenance, repair and modification work on postal equipment, buildings, or building systems. Individually performs the less difficult assignments in accordance with instructions or established practice. For example:
- (1) Cleans, oils, greases, inspects and moves conveyor equipment. Clears mail blockages and makes minor repairs.
 - (2) Makes minor repairs in electric systems, motors and case lights.
 - (3) Makes minor carpentry and cabinet repairs; carries lumber and holds screenline partitions in place while being worked on; drills holes in wood or metal; bolts and unbolts screenline equipment.
 - (4) Cleans, oils, adjusts and makes minor repairs to canceling machines, twine and wire tying machines.
 - (5) Assists in sawing, bending, and threading pipe and makes minor plumbing repairs.
 - (6) Assists in installing, removing and repairing letter box equipment.
 - (7) Performs minor painting jobs and assists in major painting jobs.
- C. Receives on-the-job instructions in work methods and safety practices; the proper nomenclature and use of parts and materials; and the proper use and operation of tools and equipment.
- D. Sweeps and cleans up the work area upon completion of jobs. Puts away tools, equipment and materials.
- E. May drive a light truck when necessary to get to or transport tools, equipment and material to work site.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman of maintenance or to a mechanic, as assigned.

OBSOLETE

TL 94-1

U.S. POSTAL SERVICE

Title: General Mechanic
Key Position Reference No. 10

Salary Level: PS-5

BASIC FUNCTION. As essentially a full-time assignment in a postal facility, performs maintenance work not requiring full journeyman skills and knowledges on various types of building, mail handling, mail processing and related equipment.

DUTIES AND RESPONSIBILITIES.

- (A) Performs a variety of maintenance and repair work of a repetitive nature in accordance with established practices. For example:
 - (1) Checks, tests, cleans, adjusts and keeps records on scales used in postal operations.
 - (2) Installs, replaces, paints and stencils lettering on outdoor letter boxes; repairs outdoor letter boxes by straightening bent parts and replacing defective parts; installs locks on apartment house letter boxes and removes broken keys; clears clogged letter chutes.
 - (3) Adjusts, replaces parts or components, and performs preventive maintenance on such mail processing and operating equipment as facing tables, canceling machines, stamp vending machines, meter machines, time recorders, typewriters, lawnmowers, fans, floor polishing and scrubbing machines, and other similar machines and equipment.
- (B) Performs semi-skilled preventive maintenance and repair assignments associated with a variety of crafts, or other skilled occupations. For example:
 - (1) Makes minor repairs on furniture, fixtures and building.
 - (2) Performs preventive maintenance and minor repairs on the plumbing, heating, refrigeration, air-conditioning and other building systems and equipment.
- (C) Under the direction and control of skilled personnel, participates in the skilled preventive maintenance, repair and troubleshooting work on the building, building systems and equipment, and mail processing equipment.
 - (1) Performs designated tasks in accordance with specific instructions such as disassembling equipment, replacing parts or components, and reassembling equipment.
 - (2) Assists higher level personnel in locating and repairing malfunctions in equipment.
- (D) Uses necessary hand and power tools, gauging devices and test equipment as required or as directed.
- (E) Annotates work orders as to parts and time used.
- (F) Observes established safety practices and requirements pertaining to the work involved.

297

(G) In addition may perform the following duties:

- (1) Drives a truck to various locations to transport equipment and tools when assigned to work at outside locations.
- (2) Installs or assembles small equipment and machines in accordance with manufacturer's instructions, such as scales, twine-tying machines, lawnmowers, etc.
- (3) Serves as a working leader of helpers as required by the work.

ORGANIZATIONAL RELATIONSHIPS. Reports to a superintending engineer, building engineer, foreman of mechanics, mechanic or other designated supervisor.

OBsolete

TL 94-1

U.S. POSTAL SERVICE

Title: Elevator Starter
Key Position Reference No. 9

Salary Level: PS-4

BASIC FUNCTION. Coordinates the movement of several elevators in a post office building, schedules work of elevator operators, assigns them to their elevators, and directs them in the performance of their duties.

DUTIES AND RESPONSIBILITIES

- (A) Regulates the movement of elevators between floors by direct signal to operators, buzzer signal or other mechanical means; ushers person into waiting elevator; gives information regarding location of offices.
- (B) Prepares work schedules for elevator operators to insure adequate manning of tours and to coordinate leaves and other absences.
- (C) Assigns elevator operators to their elevators.
- (D) May act as a relief operator when necessary.
- (E) Reports delinquencies or infractions of rules by operators to superior.
- (F) Insures that operators perform in accordance with instructions.

ORGANIZATIONAL RELATIONSHIPS. Is administratively responsible to a designated supervisor. Directs approximately 4 to 12 elevator operators.

299

OBSOLETE

TL 94-1

U.S. POSTAL SERVICE

Title: Fireman-Laborer
Key Position Reference No. 9

Salary Level: PS-4

BASIC FUNCTION. Operates low pressure heating plant, makes minor repairs to building and equipment and performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility. (This position normally is situated in a building where there are no skilled or semi-skilled employees to do the mechanical work.)

DUTIES AND RESPONSIBILITIES

- (A) Operates a coal, gas or oil fired heating plant.
- (B) Checks gauges and makes necessary adjustment of valves or controls to insure satisfactory operation of boiler and even flow of heat.
- (C) Does minor heating plant maintenance work such as cleaning boiler tubes, flue and lower stack chamber, flushing boiler, and rebricking firebox when necessary.
- (D) Makes minor carpentry, electrical, plumbing, and mechanical repairs to building and equipment and does small painting jobs.
- (E) Performs general laboring duties such as uncrating and assembling furniture and fixtures, loading and unloading supplies and equipment.
- (F) Performs such janitorial duties as cleaning and scrubbing floors, dusting furniture and fixtures, cleaning walls and windows, cleaning hardware and toilet fixtures, caring for lawns and shrubs, cleaning sidewalks and driveways, and moving furniture.
- (G) In addition, may perform any of the following duties:
 - (i) Hauls coal in wheelbarrow or shovels from bin to fill stoker of firebox or boiler.
 - (ii) Maintains custody of cleaning supplies and issues them to other custodial employees.
 - (iii) Keeps record of fuel consumed.
 - (iv) Operates power driven cleaning equipment.
 - (v) At offices where this is the highest level maintenance service position, takes care of the small amount of outside letter box maintenance work performed at a post office of this size. Such work involves painting and occasionally installing, replacing or making minor repairs on letter boxes.

ORGANIZATIONAL RELATIONSHIPS. Reports to postmaster or other designated supervisor. May oversee 1 or 2 janitors or laborers.

OBSOLETE

TL 94-1

P-1, TL-76-2, 12-20-76

PAINTER, PS-06

FUNCTIONAL PURPOSE

Performs painting and finishing duties incident to the maintenance and repair of buildings, furniture, and equipment.

DUTIES AND RESPONSIBILITIES

1. Paints interior parts of building and various items of equipment such as letter boxes, filing cabinets, hampers and trucks; also paints traffic lines on pavement in loading concourses and parking areas.
2. Finishes and refinishes wood and metal furniture, cabinet work, and screenline equipment; performs graining work.
3. Prepares surfaces prior to painting, finishing, or refinishing; mixes paints, stains, varnish, shellac, and lacquer to match colors and attain desired consistency.
4. Uses the various tools and equipment of the trade, such as sanding machines, graining tools, paint brushes, striping tools, ladders, and scaffolds.
5. In addition, may: paint signs and do lettering either freehand or by stencil; glaze window and door glass, and make plaster patching repairs; perform spray painting work; perform work incident to other trades, as required.

301

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

CARPENTER, PS-06

FUNCTIONAL PURPOSE

Performs carpentry operations in the fabrication of new work and in the repair or addition to existing structures and equipment.

DUTIES AND RESPONSIBILITIES

1. Performs rough and finish work involved in the erection, repair, and modification of such structural and other members of the building as framing, floors, doors, trim, window frames, screen lines, shelves, bins, hampers, and trucks.
2. Does necessary hand and shop work to construct or repair doors, screens, drawers and the less intricate or fine articles of furniture.
3. Selects proper sizes and types of materials; marks, cuts, shapes, fits, and assembles such materials.
4. Operates shop machinery, as required, and uses the hand and power tools of the trade.
5. Works from drawings, sketches, and general instructions.
6. In addition, may perform work incident to other trades ,as required.

302

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

U.S. POSTAL SERVICE

Title: Conveyor Mechanic
Key Position Reference No. 14

Salary Level: PS-6

BASIC FUNCTION. Maintains, repairs and overhauls power-driven conveyors and associated equipment.

DUTIES AND RESPONSIBILITIES

- (A) Locates causes of malfunction or failure and performs maintenance and repair work on power-driven conveyor systems; overhauls conveyors and associated equipment as required.
- (B) Dismantles and reassembles components; adjusts, repairs or replaces parts and assemblies such as bearings, rollers, pulleys, chain couplings, drive chains and gear boxes; repairs gear boxes by replacing worn drives, gears and leaking seals.
- (C) Repairs cracked and broken conveyor belts; installs new belts.
- (D) Replaces rollers and belts on pick-up and stacker tables.
- (E) Greases and lubricates equipment.
- (F) Uses various hand tools and such power tools as drill presses, arbor presses, power shears, grinders, and calipers.
- (G) May perform work incident to other trades as required.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor. Oversees helpers as assigned.

303

OBSOLETE

TL 94-1

Title: Postal Machines Mechanic
Key Position Reference No. 14

Salary Level: PS-6

BASIC FUNCTION. Inspects, maintains, repairs and overhauls cancelling machines, wire and cord tying machines, meter machines, and other postal equipment.

DUTIES AND RESPONSIBILITIES

- (A) Repairs and overhauls above machines; grinds replacement parts to fit drilled holes; makes and fits taper pins; replaces bearings; replaces and reams bushings to fit.
- (B) Inspects, cleans and adjusts cancelling machines, stacking machines, facing tables, tying machines, and other postal equipment.
- (C) Reconditions clutches; installs new clutches.
- (D) Replaces worn parts in die hubs; aligns and adjusts timing of machines, aligns belts.
- (E) Uses such equipment as electric drill press, arbor press, benchgrinder, power saw, gauges, calipers, and micrometers.
- (P) In addition, may perform any of the following duties:
 - (i) Moves and resligns cancelling machines and facing tables.
 - (ii) Performs work incident to other trades as required.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor. Oversees helpers as assigned.

304

OBSELETE

TL 94-1

WINDOW CLEANER, PS-04

FUNCTIONAL PURPOSE

Washes outside of windows in multistoried postal buildings; also washes door, transom and partition glass.

DUTIES AND RESPONSIBILITIES

1. Cleans outside of windows and glass in multistoried buildings, using safety belts, scaffolds, extension ladders, step ladders, buckets, brushes, squeegees, and cleaning preparations.
2. Cleans inside of windows and glass in doors, transoms and partitions of buildings; cleans other glassware as required.
3. May be assigned to do other cleaning and manual duties.

SUPERVISION

Supervisor, Maintenance Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

305

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0008

(End of Document)

MAINTENANCE ELECTRICIAN, PS-06

FUNCTIONAL PURPOSE

Repairs, tests, and maintains electric wiring, switches, motors, and related electrical equipment.

DUTIES AND RESPONSIBILITIES

1. Maintains and repairs electric motors, wiring, controls and lights, and other electrical equipment.
2. Tests and repairs communication and signal systems.
3. Tests, maintains, and repairs electrical circuits and apparatus of the conveyor system, air conditioning controls, and other electrical controls.
4. Assists, as conditions require, building engineers, plumbers, carpenters, and other specialized mechanics in their work
5. Installs electrical wiring and/or equipment not of highly complex nature; serves as relief for the operation of the air conditioning system.

SUPERVISION

306

Reports to a designated supervisor. May oversee 1 or 2 helpers.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

U.S. POSTAL SERVICE

Title: Assistant Engineman
Key Position Reference No. 10

Salary Level: PS-5

BASIC FUNCTION. Assists an engineer or journeyman mechanic in the operation and maintenance of air conditioning, heating, electrical, plumbing, ventilating and other systems and equipment.

DUTIES AND RESPONSIBILITIES

- (A) Inspects refrigeration units, boilers, pumps, valves, water lines, air conditioning, steam lines, heating and ventilating equipment, temperature controls and plumbing equipment, and makes designated repairs and maintain such equipment in proper operating condition.
- (B) Lubricates and cleans pumps, motors and other machinery.
- (C) Makes minor repairs on conveyor belts.
- (D) Replaces filters, spray nozzles, water cooler parts and other similar equipment as required; recharges fire extinguishers.
- (E) Maintains required records.
- (F) In addition, may perform any of the following duties:
 - (i) Serves as relief in firing the boiler and operation of the air conditioning system.
 - (ii) Occasionally serves as relief during absence of engineer.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor. Oversees helpers or firemen as assigned.

OBSELETE

72 94-1

U.S. POSTAL SERVICE

Title: Elevator Mechanic
Key Position Reference No. 19

Salary Level: PS-7

BASIC FUNCTION. Maintains, repairs, and inspects mechanical, hydraulic and electric elevators, lifts and escalators as well as their related component parts.

DUTIES AND RESPONSIBILITIES

- (A) Diagnoses malfunction or failure of elevators, lifts, escalators and associated equipment.
- (B) Adjusts, repairs and replaces unserviceable components or parts of motors, motor generator sets, signal systems, control boards, leveling devices, brakes, door operators, limit switches, governors, relays, contacts and various other items of a mechanical, electrical and in some cases electronic nature.
- (C) Inspects equipment periodically; reports needed repairs of a major nature; immediately corrects any conditions discovered during the course of inspections which are essential to the continued safe and proper operation of the equipment.
- (D) Instructs assistants and helpers in their performance of routine preventive maintenance and other work not requiring full journeyman skill.
- (E) Directs and oversees the cleaning of the equipment, hoistways, machine rooms, pits and pans and penthouse areas.
- (F) As directed, checks and reports on the progress of overhaul or conversion work being done by contract. Ascertains the nature of any modifications and changed maintenance requirements. Uses the various hand and power tools of the trade; reads blueprints and schematic diagrams.
- (G) Observes and enforces observance of all appropriate safety measures.
- (H) In addition, may perform the following:
 - (i) Welds broken parts.
 - (ii) Machines or fabricates unobtainable parts; turns down armatures.
 - (iii) Adjusts and repairs components associated with electrically operated overhead doors.
 - (iv) Performs work incident to other maintenance trades or as required.

308

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor; oversees mechanic helpers and mechanics as assigned.

OBSOLETE

TL 94-1

LABORER, CUSTODIAL, PS-03

FUNCTIONAL PURPOSE

Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

DUTIES AND RESPONSIBILITIES

1. Makes or assists in making minor maintenance repairs to building and equipment.
2. In smaller buildings assists the fireman-laborer in firing the boiler; in firemen-laborer's absence fires and cleans the boiler.
3. Operates a variety of power driven equipment such as floor scrubbers, floor sanders, waxers, and wall washers; adjusts brushes, buffers, and other attachments on machines; uses wax, polish, and other protective agents appropriate for the various surfaces; washes walls and ceilings from scaffolding.
4. Performs general laboring duties such as uncrating and assembling furniture and fixtures using bolts and screws for assembly, loading and unloading supplies and equipment.
5. Performs janitorial duties such as cleaning, scrubbing, waxing, and polishing floors; washes walls and ceiling; dusts furniture and fixtures; cleans hardware and toilet fixtures; washes windows; cares for lawns and shrubs; cleans sidewalks and driveways and removes ashes, snow and ice.
6. In addition, may: operate elevator, stack supplies in storage rooms and on shelves; move furniture and equipment.

309

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

BLDG/EQUIP MAINT

(Continued on Next Page)

LABORER, CUSTODIAL, PS-03

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0002

310

(End of Document)

Document Date: 11-02-94

Occupation Code: 3502-03XX

SPD Number: SP-6013

Page: 2

U.S. POSTAL SERVICE

Title: Fireman
Key Position Reference No. 9

Salary Level: PS-4

BASIC FUNCTION. Fires low or high pressure boilers, and performs maintenance and repair work on boilers and auxiliary equipment.

DUTIES AND RESPONSIBILITIES

- (A) Fires boilers, adjusting fuel feed and draft regulators to secure efficient combustion and maintain steam pressure within prescribed limits; maintains proper level of water in boiler; handles coal or other solid fuel, banks and rakes fires, and removes clinkers and ashes where boilers are coal or solid fuel fired.
- (B) Checks to assure proper operation of various items of auxiliary boiler room equipment such as feed pumps, vacuum pumps, stokers, sump pumps, injectors, forced draft blowers and domestic water heating equipment; performs preventive maintenance as required.
- (C) Performs boiler cleaning operations and does repair work such as packing pumps and valves, rebricking fireboxes, replacing gauges, gaskets and fittings and repairing stokers; dismantles equipment for overhaul and assists in the major repair and overhaul of boilers and equipment.
- (D) Keeps boiler room and equipment in neat and orderly condition.
- (E) Maintains records of fuel consumption and boiler output.
- (F) Performs the duties of an assistant engineman during that employee's absence.
- (G) May be in charge of the entire heating system at a small building with responsibility for maintaining uniform heat throughout the building, keeping fuel consumption and other necessary records, and making minor repairs to water, heating, plumbing and electrical systems.

311

ORGANIZATIONAL RELATIONSHIPS. Reports to an engineer or other designated supervisor.

OBSELETE

TL 94-1

U.S. POSTAL SERVICE

Title: Scale Mechanic
Key Position Reference No. 10

Salary Level: PS-5

BASIC FUNCTION. Repairs, overhauls, and adjusts scales.

DUTIES AND RESPONSIBILITIES

- (A) Repairs and overhauls scales used in postal operations; disassembles and reassembles scales, replacing broken or defective parts; sharpens pivots and other bearing points; cuts and replaces broken glass, cleans, buffs, and oils scale parts; refinishes outside of scales and scale parts as required.
- (B) Checks and calibrates scales to specified tolerances using various test weights as standards; replaces charts, adjusts and equalizes scales to new chart graduations as required; seals scales.
- (C) Uses miscellaneous hand and power tools such as screwdrivers, wrenches, hammers, pliers, soldering irons, gauges, drill press, grinders and drills.
- (D) Maintains necessary records and orders repair parts.
- (E) Sets up scales.
- (F) In addition, may perform the following duties:
 - (i) Opens and inspects scales received from other locations; classifies such scales according to condition; packs scales for shipment.
 - (ii) Cleans scale pans.
 - (iii) Drives truck to various locations in the performance of the above duties.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other designated supervisor.

OBSOLETE

TL 94-1

PLUMBER, PS-06

FUNCTIONAL PURPOSE

Performs maintenance, repair, and replacement of plumbing fixtures, equipment, supply and disposal systems, and heating systems.

DUTIES AND RESPONSIBILITIES

1. Installs and repairs water pipes, plumbing fixtures and facilities, including work which ranges from opening clogged drains to installing lines and fixtures.
2. Installs and repairs air and steam lines and performs necessary work on associated equipment such as heating systems, air compressors, and vacuum pumps.
3. Locates existing troubles; identifies potentially dangerous or troublesome conditions; lays out work and secures necessary materials.
4. Uses hand and power tools of the trade.
5. In addition, oversees helpers as assigned and may perform work incident to other trades as required.

313

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

MACHINIST, PS-07

FUNCTIONAL PURPOSE

Machines parts used in the repair and overhaul of various types of post-office equipment; dismantles, repairs, assembles, and installs equipment as required.

DUTIES AND RESPONSIBILITIES

1. Machines shafts, gears, and a variety of other parts for various types of equipment such as conveyors, compressors, motors, blowers, power tools, woodworking machinery, wheeled equipment, duplicating equipment, cancelling, wire tying, and postage meter machines.
2. Sets up and operates the various shop machine tools, including lathes, milling machines, drill presses, shapers, grinders, power saws; also uses the hand tools and measuring devices of the trade to work to require tolerances of precision.
3. Dismantles and assembles machines as required to fit and install completed parts or move heavy machinery to other locations; installs new machinery and equipment.
4. Works from drawings, sketches, samples or verbal instructions and specifications.
5. In addition, oversees helpers as assigned and may perform work incident to other trades as required.

314

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

(End of Document)

U.S. POSTAL SERVICE

Title: Industrial Equipment Mechanic
Key Position Reference No. 14

Salary Level PS-6

BASIC FUNCTION. Maintains, repairs, overhauls, and inspects battery operated industrial equipment.

DUTIES AND RESPONSIBILITIES

- A. Locates the causes of malfunctions or failures; repairs, adjust, and overhauls industrial equipment; such as verti lifts, fork lifts, etc.
- B. Dismantles and reassembles industrial equipment components; repairs and replaces parts and assemblies; overhauls brakes and hydraulic systems.
- C. Repairs or replaces electrical control systems and wiring.
- D. Repairs, adjusts, and maintains battery chargers; repairs cleans and charges batteries; replaces plugs and cables as necessary.
- E. Greases and lubricates industrial equipment according to maintenance specifications.
- F. Uses and maintains manufacturers' parts and repair manuals.
- G. Uses various hand tools, guages, calipers, and micrometers.
- H. Maintains the necessary maintenance and repair records and prepares required reports.
- I. Performs other job related tasks in support of primary duties.

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman, mechanics, or other designated supervisor.

315

OBsolete

TL 94-1

BUILDING EQUIPMENT MECHANIC, PS-07

FUNCTIONAL PURPOSE

Performs involved trouble shooting and complex maintenance work on Building and Building Equipment systems, and preventive maintenance and preventive maintenance inspections of building, building equipment and building systems, and maintains and operates a large automated air conditioning system and a large heating system.

DUTIES AND RESPONSIBILITIES

1. Performs, on building and building equipment, the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical, and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. Performs trouble shooting and repair of complex supervisory group control panels, readout and feedback circuits and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in triggering and other electromechanical and electronic circuits.
2. Observes the various components of the building systems in operation and applies appropriate testing methods and procedures to insure continued proper operation.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions.
4. Installs or alters building equipment and circuits as directed.
5. Reports the circumstances surrounding equipment and failures, and recommends measures for their correction.

316

(Continued on Next Page)

BUILDING EQUIPMENT MECHANIC, PS-07

(Continued from Previous Page)

6. Performs preventive maintenance inspections of building equipment to locate incipient mechanical malfunctions and the standard of maintenance. Initiates work orders requesting corrective actions for conditions below standard; assists in the estimating of time and materials required. Recommends changes in preventative maintenance procedures and practices to provides the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures, conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.
7. Uses necessary hand and power tools, specialized equipment, gauging devices, and both electrical and electronic test equipment.
8. Reads and interprets schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Repairs electro-mechanically operated equipment related to the building or building systems. Repairs, installs, modifies, and maintains building safety systems, support systems and equipment.
10. Works off ladders, scaffolds, and rigging within heights common to the facility. Works under various weather conditions out doors.
11. Completes duties and tasks related to building equipment maintenance as required.
12. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
13. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper and safe work methods and checking for adherence to instructions; make in-process and final operational checks and tests of work completed by lower level maintenance employees.
14. Performs other job related tasks in support of primary duties.

(Continued on Next Page)

BUILDING EQUIPMENT MECHANIC, PS-07

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

318

(End of Document)

U.S. POSTAL SERVICE

Title: Office Appliance Repairman
Key Position Reference No. 10

Salary Level: PS-5

BASIC FUNCTION. Services, repairs and accomplishes complete overhaul of typewriters, adding machines, mechanical calculators, and postage meter machines. Performs maintenance and repair work on a variety of other office equipment and appliances as required.

DUTIES AND RESPONSIBILITIES

- (A) Services, repairs and performs complete overhau~~n~~l of any one or a combination of the following:
 - (i) Nonelectric typewriters.
 - (ii) Adding machines and mechanical calculators.
 - (iii) Postage meter machines.
- (B) Locates troubles, dismantles and reassembles such equipment incident to their cleaning, adjustment, repair and overhaul; repairs or installs new parts and subassemblies as indicated by their condition of wear and tear; rebuilds subassemblies or entire machine; lubricates and tests equipment for proper operation.
- (C) Requisitions parts and supplies.
- (D) Renders periodic and special reports as required.
- (E) Uses various types of hand and power tools.
- (F) In addition, may perform any of such duties as the following:
 - (i) Makes minor repairs and adjustments on electrical calculating machines, electromatic typewriters, varitypewriters, and time recorders.
 - (ii) Repairs and adjusts duplicating equipment such as mimeograph and addressograph machines.
 - (iii) Cleans, oils, tests and performs maintenance and repair of a minor nature on firearms.
 - (iv) Repairs a variety of miscellaneous equipment and appliances such as scales, electric letter openers, and numbering machines.
 - (v) Drives truck to pick up and return equipment and parts.

319

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor. Oversees helpers as assigned.

OBSOLETE

TL 94-1

BUILDING MAINTENANCE CUSTODIAN, PS-04

FUNCTIONAL PURPOSE

Serves as the principal maintenance service employee in a facility where no maintenance service employee of a higher level is provided. Participates in the normal laboring, cleaning, and maintenance activities required to keep the building, equipment, and grounds in proper condition.

DUTIES AND RESPONSIBILITIES

1. Performs all custodial and maintenance functions at a small facility. Maintains custody of necessary equipment, tools, and supplies.
2. Performs a variety of routine maintenance service on building equipment, mail processing equipment, customer service equipment, and delivery service equipment. Performs designated letter box and Neighborhood Collection Delivery Box Unit maintenance and repair work performed at a small post office.
3. Makes minor carpentry, electrical, plumbing, and mechanical repairs such as: replacing fuses, fluorescent tubes and light bulbs, replacing faucet washers, opening clogged drains, cleaning and oiling hampers and replacing canvas, repairing postal furniture such as distribution cases, and preparing surplus equipment for shipment.
4. May assist higher level technician, directly or remotely, in executing simple tasks, including direct replacement of equipment elements per detailed instruction.
5. Operates simple heating, ventilation, and air conditioning systems and performs designated maintenance and repair operations of a routine nature.
6. Performs custodial duties such as but not limited to, cleaning and scrubbing floors, dusting furniture and fixtures, cleaning walls and windows, cleaning hardware and toilet fixtures, caring for lawns and shrubs, cleaning sidewalks and driveways.
7. In addition, may serve as a working leader to one or more Custodians and/or Cleaners engaged in general laboring and cleaning duties.

320

SUPERVISION

Postmaster or other designated supervisor.

(Continued on Next Page)

BUILDING MAINTENANCE CUSTODIAN, PS-04

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0009

321

(End of Document)

WELDER, PS-06

FUNCTIONAL PURPOSE

Fabricates or repairs metal items in forge and on anvil; performs welding and brazing operations.

DUTIES AND RESPONSIBILITIES

1. Forges and fabricates or repairs tools and metal parts for building and equipment; heats metal to proper temperature in forge, hammers and bends metal to specified size and shape; hardens and tempers metals.
2. Does acetylene and electric welding on building equipment and such items as machine parts, hand truck frames, pouch racks, and conveyor equipment; also does brazing work; sets up job to be welded or brazed; sets up and adjusts proper type of welding equipment and selects proper type of rod according to the needs of the work; performs metal cutting and burning with torch.
3. Works from drawings, sketches and general instructions.
4. Uses required hand and power tools.
5. In addition, oversees helpers as assigned and may perform work incident to other trades as required.

322

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

MASON, PS-06

FUNCTIONAL PURPOSE

Maintains and repairs masonry including granite, marble, tile, terrazzo, stone and similar materials.

DUTIES AND RESPONSIBILITIES

1. Maintains and makes repairs to masonry including stair, floors, walks, tables and counters which are constructed of granite, marble, tile, terrazzo, stone and similar materials; erects new masonry as required.
2. Cuts, trims, faces and sets material; resets loose pieces; replaces broken or chipped pieces; points open joints; repairs defects in terrazzo; refinishes surfaces; removes stains.
3. Uses hand and power tools, and materials of the trade.
4. In addition, may do plaster patching work; and perform work incident to other trades as required.

SUPERVISION

Supervisor of unit to which assigned.

323

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

U.S. POSTAL SERVICE

Title: Engineman
Key Position Reference No. 14

Salary Level: PS-6

BASIC FUNCTION. Systematically checks for proper operation, services and makes repairs on equipment associated with the air conditioning, heating, ventilating, refrigerating, temperature control, water and sewage systems; checks, services and performs routine repairs on postal equipment and equipment associated with the electrical, elevator and other building systems as directed. (This position normally occurs in buildings for which a superintending engineer is responsible, or in other instances only when the employee is assigned these responsibilities on a tour different from that of the engineer.)

DUTIES AND RESPONSIBILITIES

- (A) Controls regulation of air conditioning, heating, refrigerating and ventilating equipment; takes readings of meters, gauges and other indicators at specified intervals and maintains log of daily operating record showing complete information on the operation, maintenance and repair of boilers, and engine and boiler room equipment.
- (B) Performs preventive maintenance repair work on air conditioning, heating, refrigerating, ventilating, water and sewer systems such as cleaning and overhauling compressors, boilers, cooling towers, various types of meters, gauges, pumps, valves, ejectors, compressors, motors and fans; cuts, bends and threads pipe, fits or solders joints.
- (C) Inspects, tests, and performs preventive maintenance on other building equipment and postal equipment according to schedule or as required; makes repairs necessary to keep such equipment in operation.
- (D) Maintains required records and makes reports as necessary.
- (E) In addition, may perform the following:
 - (i) Serves as relief in firing boilers.
 - (ii) Occasionally serves as relief during the absence of the engineer.

ORGANIZATIONAL RELATIONSHIPS. Reports to a superintending engineer, engineer or other designated supervisor. Oversees other custodial service personnel as assigned.

OBsolete

TL 94-1

LETTER BOX MECHANIC, PS-06

FUNCTIONAL PURPOSE

Performs major repair and overhaul work on street letter boxes using power and hand tools and welding equipment for cutting, shaping, bending and attaching metal material.

DUTIES AND RESPONSIBILITIES

1. Repairs street letter, collection and storage boxes by making new doors, droplids, bottoms, sides, and door hinges; repairs and straightens damaged parts of boxes.
2. Uses such equipment as power shears, power drill presses and other hand and power machines for bending, shaping and fitting metal; uses welding equipment as required.
3. Paints collection, storage and street letter boxes.
4. In addition, may install and remove letter and storage boxes, clear blocked mail chutes and apartment house receptacles; removes broken keys, make various sheet metal parts for conveyors, screen-lines in stations, and other postal equipment; fabricate chutes and affix them to collection boxes; perform work incident to other trades as required; drive trucks to various locations to transport equipment tools and supplies.

325

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0014

(End of Document)

Standard Position Descriptions
Occupational Code 3565-03
Craft-Maintenance

Chapter C
Standard Position 6-51

U.S. POSTAL SERVICE

Title: Cleaner in Charge
Key Position Reference No. 8

Salary Level: PS-4

BASIC FUNCTION. Assigns and checks the work of approximately 15-30 char-women engaged in cleaning work and performs cleaning duties as required.

DUTIES AND RESPONSIBILITIES

- (A) Assigns tasks to be performed by cleaners.
- (B) Checks performance of cleaners both during and upon completion of assignments.
- (C) Trains and instructs new employees in cleaning methods and use of tools.
- (D) Makes the required records and reports.
- (E) Performs cleaning tasks as required.
- (F) Obtains and issues cleaning supplies.

ORGANIZATIONAL RELATIONSHIPS. Reports to a general foreman, foreman, or other designated supervisor.

326

OBSOLETE

TL 94-1

Standard Position Descriptions
Occupational Code 0301-05
Craft-Maintenance

Chapter C
Standard Position 6-55
Revised

U.S. POSTAL SERVICE

Title: Office Clerk, Custodial
Key Position Reference No. 13

Salary Level: PS-5

BASIC FUNCTION. Performs a variety of responsible clerical duties in the custodial service of a postal facility.

DUTIES AND RESPONSIBILITIES. Performs a combination of several of the following types of clerical duties.

- (A) Prepares work schedules for employees and requisitions on supply centers or Department.
- (B) Maintains records of amounts and costs of fuel, utilities and services.
- (C) Maintains record of furniture and equipment.
- (D) Maintains personnel roster records for custodial employees; maintains or certifies time cards, and maintains work hour control records.
- (E) On own initiative composes replies to correspondence regarding custodial matters.
- (F) Makes up and types bids and invoices for items such as waste paper, window cleaning, fuel, and supplies and equipment.
- (G) Obtains data from supervisors and employees and types reports on injuries in line of duty as well as customers injured on the premises.
- (H) Answers telephone calls and furnishes requested information or takes appropriate action.
- (I) Compiles data and prepares reports as directed.
- (J) In addition, may perform duties such as the following:
 - (i) Types correspondence and memoranda from rough drafts, etc.
 - (ii) Prepares and maintains vacation schedules of employees.
 - (iii) Sets up and maintains necessary files.
 - (iv) Operates various office machines such as adding machines, calculators, mimeograph machines, etc.
 - (v) Performs clerical work incident to processing personnel actions.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor.

327

OBsolete

TL 94-1

GROUP LEADER, CUSTODIAL, PS-04

FUNCTIONAL PURPOSE

In accordance with specific instructions, or well defined work assignments furnished by supervisor, oversees the work of up to approximately 15 laborers, janitors and cleaners performing general laboring and cleaning duties.

DUTIES AND RESPONSIBILITIES

1. Assigns tasks to be performed by laborers, janitors and cleaners.
2. Checks performance of employees both during and upon completion of assignments.
3. Instructs new employees in cleaning methods and in the proper use of tools and equipment.
4. Oversees the moving of furniture and equipment.
5. In addition may perform laboring tasks as required; acts for supervisor in that person's absence.

SUPERVISION

Supervisor of unit to which assigned.

328

SELECTION METHOD

Senior Qualified when filled from Custodial Laborer (Lvl 3) 3502-03XX, SP 6-13. Best Qualified when filled from any other position.

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0008

(End of Document)

U.S. POSTAL SERVICE

Title: Oiler, Mail Processing Equipment
Key Position Reference No. 9

Salary Level: PS-4

BASIC FUNCTION. Lubricates and cleans the various components of mechanized mail processing equipment and conventional postal equipment and machines, as scheduled or directed, at floor level and from ladders, scaffolds and catwalks.

DUTIES AND RESPONSIBILITIES

- (A) Oils and greases bearings, chains, sprockets, motors and other moving parts or wearing surfaces of equipment; applies proper type and amount of lubricant according to prescribed methods; adjusts cups and reservoirs to obtain required feed; wipes excess lubricant from parts with cloth and solvent.
- (B) Remains alert to detect excessive heat, vibration, noise and other obvious indications of malfunction or wear; reports such conditions to supervisor promptly.
- (C) Removes foreign material such as twine, paper, dirt and dust from equipment by means of vacuum cleaner, compressed air, wiping, dusting and washing.
- (D) Performs rough painting on supports, sides, beds and other parts of equipment to renew the appearance of areas which have been marred.
- (E) Observes established safety practices and requirements.
- (F) In addition, may perform the following:
 - (1) Assists in the periodic repainting of the entire system.
 - (2) Performs mechanical work of limited difficulty incident to oiling and greasing operations, or as a helper on maintenance operations.

329

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman of equipment maintenance, or to a mechanic as assigned.

OBSOLETE

U.S. POSTAL SERVICE

Title: Maintenance Mechanic, Mail Processing
Equipment
Key Position Reference No. 14

Salary Level: PS-6

BASIC FUNCTION. Performs preventive maintenance and repair work of journeyman level on the mechanical, electrical, electronic pneumatic or hydraulic controls and operating mechanisms of mail processing equipment.

DUTIES AND RESPONSIBILITIES.

- (A) Performs a variety of established preventive maintenance routines using preventive maintenance checklists developed for the equipment such as powered conveyors; letter sorting, parcel sorting, sack sorting, facing and canceling machines. Reports needed repairs or conditions indicating the possible need for repairs.
- (B) Performs adjustment, repair and overhaul work, as assigned. For example, locates and corrects malfunctions in conveyors such as those in a bulk, mail-flo or tray transport system; in facer-canceler machines such as the Mark II; in multi-position letter sorters; in sack or parcel sorters such as the carousel, multi-belt, or over-under types.
- (C) Assists a foreman, engineer or skilled technician of higher level in the performance of involved trouble shooting; performs designated assignments in connection with such work as the alteration and modification of equipment and circuits, the repair of complex malfunctions in interlocking group control panels,
- (D) Reads schematics, blue prints, wiring diagrams, manufacturers' handbooks, and specifications to locate and correct equipment malfunctions and failures, and to request or order parts and materials.
- (E) Uses necessary hand tools, power tools and equipment, gauging devices and test equipment; may use welding equipment if trained or qualified.
- (F) Annotates work orders as to work details, parts and time used, takes readings from meters, gauges, counters and other indicators, and maintains logs or other required records; reports on breakdowns or equipment under test.
- (G) Receives instruction on-the-job, in classroom, at Departmental National Training Center, or in trade schools and manufacturer's plants, as required.
- (H) Observes established safety practices and requirements pertaining to the type of work involved.
- (I) In addition, may perform the following:
 - (1) Performs preventive maintenance and repair work on meter machines, tying machines, vending machines, conventional cancelling machines and other postal machines and equipment of a similar nature.
 - (2) Performs such other duties as may be assigned.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman, engineer, building superintendent, or other designated supervisor. May supervise helpers or other lower level employees as required.

TL-74-1, 8-1-74

OBSOLETE TL 94-1

MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT, PS-07

FUNCTIONAL PURPOSE

Performs involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building and building equipment.

DUTIES AND RESPONSIBILITIES

1. Performs the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. For example, performs trouble shooting and repair of complex interlocking and supervisory group control panels, keying circuits, memory storage circuits, readout and feedback circuits, and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in scanning, triggering and other electromechanical and electronic circuits.
2. Observes the various components of the system in operation and applies appropriate testing methods and procedures to insure continued proper functioning.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions to mail processing activities.
4. Installs or alters equipment and circuits as directed.
5. Reports the circumstances surrounding equipment failures, and recommends measures for their correction.
6. Performs preventive maintenance inspections for the purpose of discovering incipient mechanical malfunctions and for the purpose of reviewing the standard of maintenance. Initiates work orders requesting corrective actions for below standard conditions; assists in the estimating of time and materials required. Recommends changes in preventive maintenance procedures and practices to provide the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.

(Continued on Next Page)

MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT, PS-07

(Continued from Previous Page)

7. Uses necessary hand and power tools, gauging devices, and both electrical and electronic test equipment.
8. Reads schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
10. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper work methods, and checking for adherence to instructions; or make in process and final operational checks and tests of work completed by lower level maintenance employees.

SUPERVISION

Supervisor or manager of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

(End of Document)

Title: Maintenance Control Clerk

Salary Level: PS-5

Key Position Reference No. 13

BASIC FUNCTION. Performs a variety of clerical work involved in the scheduling and control of maintenance activities at a postal installation.

DUTIES AND RESPONSIBILITIES

- (A) Receives incoming work orders covering requested maintenance and repair work, and checks them for accurate preparation and completeness; assigns identification numbers to work orders and records them in the work order register; determines urgency of requested work and assigns appropriate priority.
- (B) Receives incoming emergency calls, and notifies the proper maintenance personnel of the reported site and nature of the trouble; prepares all necessary records to cover emergency work performed in advance of the issuance of the work order.
- (C) Posts requests for repairs, and repairs actually made to the appropriate equipment records.
- (D) Maintains master and daily schedule boards.
- (E) Compares estimated labor and materials requirements for jobs against records of similar jobs previously completed to insure a realistic distribution of work assignments; reports significant deviations in labor and materials requirements to supervisor.
- (F) Collects information from various records maintained in the control unit to facilitate the preparation of reports by supervisor for the postal plant engineer.
- (G) Prepares and maintains control charts and graphs relative to the efficiency of various aspects of the maintenance program.
- (H) Posts and maintains historical record and inventory cards.
- (I) Maintains an up-to-date file of mechanical and electrical drawings, maintenance handbooks, and parts lists.
- (J) Performs other related clerical duties as assigned.

ORGANIZATIONAL RELATIONSHIPS. Reports to the scheduling and control supervisor.

333

U.S. POSTAL SERVICE

Title: Vending Machines Mechanic
Key Position Reference No. 14

Salary Level: PS-6

BASIC FUNCTION. Travels to post offices in a prescribed area. Installs and maintains stamp vending machines. Informs designated personnel in post offices on preventive maintenance, adjustment, minor repairs and parts replacement practices. Maintains stock of repair parts.

DUTIES AND RESPONSIBILITIES

- (A) Uncrates, checks for intransit damage, and installs stamp vending machines at predetermined locations; advises on preparation of openings in screenline panels as required; insures that electrical circuits are grounded or otherwise meet specifications, but does not normally extend or revise electrical building circuits; runs coin tests and stamp tests to insure proper functioning.
- (B) Informs designated personnel at post offices in the area on loading machines with stamps and coins, and in routine preventive maintenance and servicing procedures including cleaning, adjusting, and minor repairs; instructs on use of check lists for local trouble shooting purposes; by correspondence and telephone, gives advice and assistance concerning malfunctioning or inoperable machines.
- (C) Repairs vending machines in shop, or at post offices in the service area when required service is beyond local capability; removes and replaces defective plug-in component units; cleans and overhauls defective units by replacing worn or broken parts and adjusting units to function properly; cleans, but performs only minor repairs and routine adjustments on, coin rejector units.
- (D) Uses manufacturers' manuals containing electrical, mechanical and operational diagrams, as well as detailed descriptive material, in vending machine installation and maintenance activities.
- (E) Maintains stock of plug-in units and parts sufficient to keep equipment in repair without unnecessary delay; prepares replenishment orders for additional units and parts as required.
- (F) Reports transfers of machines to SRO for preparation of Form 340; prepares and completes work orders to cover work and parts on machines serviced; reports time, expenses and mileage on official vehicles, and performs other routine record keeping and related activities.
- (G) Observes established safety practices and procedures.
- (H) In addition, may perform the following:
 - (i) Services and repairs office appliances, involving duties and responsibilities such as those included in SP 6-22, Office Appliance Repairman.

ORGANIZATIONAL RELATIONSHIPS. Reports to a chief engineer, superintending engineer, or other designated supervisor.

Standard Position Descriptions
Occupational Code 0856-01
Maintenance Craft

Chabley C
Standard Position 6-75

U.S. POSTAL SERVICE

Title: Electronics Technician
Key Position Reference No. 21

Salary Level: PS-X

BASIC FUNCTION. As an electronics technician, carries out well-documented phases of maintenance, troubleshooting and testing of digital and analog electronics circuitry as found in special purpose computers, electronic scanning devices and magnetic drum memories. Performs preventive maintenance and inspection of above type equipment.

DUTIES AND RESPONSIBILITIES.

- (A) Under instruction and guidance of contractor representative, electronics technician of higher level, or working with well documented schematic diagrams, maintenance schedules, troubleshooting procedures, performs testing, diagnoses, maintenance and revision work requiring a knowledge of solid state electronics, video pickup devices, digital circuitry, analog circuitry, magnetic drum memories, input-output circuitry, paper tape punches, printers and related equipment.
- (B) Observes the various components of the system in operation and applies specified testing methods and procedures to insure continued operation.
- (C) Locates source of equipment failure, rectifies trouble or calls to attention of contractor representative.
- (D) Makes preventive maintenance inspections to discover incipient malfunctions and to review standards of maintenance. Works closely with contractor representative or electronics technician of higher level in determining course of action as result of inspection.
- (E) Works closely with contractor representative or electronics technician of higher level in programming scheme and scheme changes into the magnetic drum memory.

ORGANIZATIONAL RELATIONSHIPS. Is responsible to postal plant engineer or electronics technician of higher level, or to other supervisory official in charge of postal equipment. Receives technical instruction and guidance from contractor representative or electronics technician of higher level.

335

OBSOLETE

TL 94-1

ELECTRONICS TECHNICIAN, PS-10

FUNCTIONAL PURPOSE

Carries out all phases of maintenance, troubleshooting, and testing of electronic circuitry used in equipment and systems requiring a knowledge of solid state electronics. Instructs and provides technical support on complex systems and on combinational (hardware/software) or intermittent problems.

DUTIES AND RESPONSIBILITIES

1. Performs the testing, diagnosis, maintenance, and revision work requiring a knowledge of solid state electronics.
2. Observes the various equipment and systems in operation and applies appropriate testing and diagnostic methods and procedures to ensure proper operation.
3. Locates source of equipment and system failures, rectifies trouble in involved cases, or provides instructions to be used by maintenance employees performing repair work.
4. Makes or participates with contractor representative or electronic technician in installing or altering equipment and systems as required.
5. Makes reports of equipment and system failures which require corrective action by contractor and follows up to see that appropriate action is taken.
6. Makes preventive maintenance inspections to discover incipient malfunctions and to review the standards of maintenance. Recommends changes in preventive maintenance procedures and practices as found to be necessary.
7. Programs scheme and/or scheme changes into memory units as requested by management.
8. Furnishes pertinent data to superiors and contract employees on operation and testing problems.
9. Participates in training programs: classroom, on-the-job, and correspondence, at postal facilities, trade schools, and manufacturer's plants as required. May assist in developing and implementing training programs. Instructs equal or lower level employees as required.
10. Observes established safety regulations pertaining to the type of work involved.

336

(Continued on Next Page)

ELECTRONICS TECHNICIAN, PS-10

(Continued from Previous Page)

11. May drive vehicle or utilize other available mode of transportation to work site when necessary.
12. Provides technical support to other electronic technicians to resolve complex, combinational (hardware/software), and/or intermittent failures.
13. Performs such other duties as may be assigned.

SUPERVISION

Supervisor, Maintenance Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0027

(End of Document)

AREA MAINTENANCE TECHNICIAN, PS-08

FUNCTIONAL PURPOSE

Installs, maintains, repairs, removes, and disposes of postal equipment as appropriate at post offices (offices not having maintenance capability) within the geographic area served by the area maintenance office to which assigned. Installs, moves, or repairs post office screen-line equipment, lock boxes, furniture, and mechanical equipment, supervising such additional help as projects may require.

DUTIES AND RESPONSIBILITIES

1. At regional direction, moves and sets up offices in new or remodeled postal quarters; assembles, installs screen-lines, workroom, lobby, and operating equipment. Supervises carpenters and/or helpers as projects may require. Classifies or assists postmasters in classification of postal equipment for disposal or refurbishing. Under postmaster's authority, purchases materials and employs helpers as warranted.
2. Makes major and minor repairs to postal operating equipment in offices without maintenance capabilities; conducts maintenance inspections and provides operating, minor repair, and maintenance instruction to postal employees in the offices served. Whenever possible, conducts maintenance inspection and the instruction of postal employees in conjunction with emergency service trips to installations.
3. Troubleshoots, repairs, overhauls, and installs postal operating equipment such as, but not limited to, stamp vending machines, cancelling machines, scales, print punch money order machines, tying machines, conveyors, safe and vault locks and other components, protective systems and devices, timeclocks, and money changers. Keeps abreast of current maintenance criteria and effects service accordingly.
4. Maintains inventory of all postal operating equipment in the offices served by the area maintenance office. Makes recommendations to supervisors and/or obtains stock of operating equipment repair parts, maintaining inventories at levels prescribed by the region or the Department. Maintains record of parts in stock; ships parts to territory offices as required to meet respective office needs. Keeps records of parts used, frequency of replacements, and submits reports to the regional office at prescribed intervals.

338

(Continued on Next Page)

AREA MAINTENANCE TECHNICIAN, PS-08

(Continued from Previous Page)

5. Installs and maintains protective systems and devices on safes and vaults in post offices. Opens safes and vaults, changes and repairs combinations, and disarms systems and devices.
6. Provides emergency service and makes minor repairs to air conditioning systems at government owned buildings not under service contracts. Prepares report of needs for the postmaster if the lessor has maintenance responsibility or the manufacturer if the system is under warranty.
7. Initiates reports to the regional office on major work assignments, shortages of equipment, and completed screenline installations. Makes reports of unsatisfactory conditions relating to equipment damage, classification, and deficiencies. Makes written recommendations for equipment improvements, operations, and fabrication changes.
8. Drives motor vehicle to respective offices to effect on-the-scene repairs and screenline installation or modification. Communicates with postmasters by phone, correspondence, and personal visits to investigate reports of malfunctions, disorders, or other needs within the area maintenance office territory.
9. Performs other maintenance duties as instructed by the postmaster at the area maintenance office when not engaged in area maintenance duties.
10. Uses various hand and power tools and testing devices incident to the mechanical, electrical and electronic, and carpentry trades.
11. Observes established safety practices and procedures and instructs helpers accordingly.

SUPERVISION

Manager, Field Maintenance Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from Area Maintenance Specialist (Lvl 7), 4801-21XX, SP 6-78. Best Qualified when filled from any other position.

(Continued on Next Page)

AREA MAINTENANCE TECHNICIAN, PS-08

(Continued from Previous Page)

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0021

340

(End of Document)

AREA MAINTENANCE SPECIALIST, PS-07

FUNCTIONAL PURPOSE

As assigned by an area maintenance technician, installs, maintains, repairs, removes and disposes of postal equipment as appropriate at post offices (offices not having maintenance capability) within the geographic area served by the area maintenance office to which assigned. Installs, moves or repairs post office screenline equipment, lock boxes, furniture, and mechanical equipment, supervising such additional help as the assigned projects may require.

OPERATIONAL REQUIREMENTS

This position may be used as a second full-time position where authorized in an area maintenance office.

DUTIES AND RESPONSIBILITIES

1. Moves and sets up offices in new or remodeled postal quarters; assembles, installs screenlines, workroom, lobby, and operating equipment. Supervises carpenters and/or helpers as projects may require. Classifies or assists postmasters in classification of postal equipment for disposal or refurnishing. Under postmaster's authority, purchases materials and employs helpers as warranted.
2. Makes, major and minor repairs for postal operating equipment in offices without maintenance capabilities; conducts maintenance inspections and provides operating, minor repair, and maintenance instruction to postal employees in the offices served. Whenever possible conducts maintenance inspection and the instruction of postal employees in conjunction with emergency service trips to installations.
3. Troubleshoots, repairs, overhauls and installs postal operating equipment such as, but not limited to, stamp vending machines, cancelling machines, scales, print punch money order machines, tying machines, conveyors, safe and vault locks and other components, protective systems and devices, timeclocks, and money changers. Keeps abreast of current maintenance criteria and effects service accordingly.
4. Installs and maintains protective systems and devices on safes and vaults in post offices. Opens safes and vaults, changes and repairs combinations and disarms systems and devices.

341

(Continued on Next Page)

AREA MAINTENANCE SPECIALIST, PS-07

(Continued from Previous Page)

5. Provides emergency service and makes minor repairs to air conditioning systems at Government-owned buildings not under service contracts. Prepares report of needs for the postmaster if the lessor has maintenance responsibility or the manufacturer if the system is under warranty.
6. Drives motor vehicle to respective offices to effect on-the-scene repairs and screenline installation or modification. Communicates with postmasters by phone, correspondence, and personal visits to investigate reports of malfunctions, disorders, or other needs within the area maintenance office territory.
7. Performs other maintenance duties as instructed by the postmaster at the area maintenance office when not engaged in area maintenance duties.
8. Uses various hand and power tools and testing devices incident to the mechanical, electrical and electronic, and carpentry trades.
9. Observes established safety practices and procedures and instructs helpers accordingly.
10. In addition, may: conducts inventories of all postal operating equipment in post offices visited; recommend procurement of additional operating equipment repair parts; ship replacement parts to territory offices to meet their needs; prepare a variety of reports related to the above duties, such as completed work assignments, reports of unsatisfactory conditions relating to equipment damage, classification and deficiencies, parts shipments, etc; recommends, orally or in writing, equipment improvements, operations and fabrication changes.

SUPERVISION

Administratively to a maintenance supervisor at a post office designated as an area maintenance office; technically to an Area Maintenance Technician, area maintenance manager, or the maintenance branch of the regional office.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

(Continued on Next Page)

AREA MAINTENANCE SPECIALIST, PS-07

(Continued from Previous Page)

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

343

(End of Document)

LABEL PRINTING CENTER MECHANIC, PS-06

FUNCTIONAL PURPOSE

Inspects, maintains, repairs and overhauls label producing machines and other equipment assigned to the label printing center.

DUTIES AND RESPONSIBILITIES

1. Inspects, diagnoses, repairs and overhauls, as necessary any one of the following: Elliott Model LP III label producing machines; Elliott Model 300 label producing machines; Elliott Model 1515 label producing machines; Pitney-Bowes tickometers; Graphotypes; stencil cutting machines.
2. Performs complete preventive maintenance program on equipment items enumerated above; maintains preventive maintenance data and records; prepares report of equipment failure as required.
3. Makes fine adjustments to all equipment items listed above and replaces worn and defective components, except electronic components requiring the services of an Elliott Business Machines Company technician.
4. Prepares requisitions for replacement parts and assemblies and maintains an adequate inventory of such parts and assemblies. Returns unserviceable components and assemblies to repair parts center.
5. In addition, may repair and adjust duplicating equipment; repair and adjusts flat bed typewriter, Postwriter and stencil preparation devices; drive vehicle to pick up and return equipment and parts.

344

SUPERVISION

Superintendent, Label Printing Center, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

(Continued on Next Page)

LABEL PRINTING CENTER MECHANIC, PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0014

345

(End of Document)

Document Date: 11-02-94

Occupation Code: 4418-01XX

SPD Number: SP-6079

Page: 2

ELECTRONIC TECHNICIAN, PS-09

FUNCTIONAL PURPOSE

Independently performs the full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

DUTIES AND RESPONSIBILITIES

1. Performs complex testing, diagnosis, maintenance, alignments and calibration, overhaul, and revision, of electronically operated or controlled equipment or systems; may be required to perform maintenance of associated electromechanical equipment and systems.
2. Observes the operation of systems and equipment, and applies various testing and diagnostic methods and procedures to locate and correct malfunctions and/or failures and ensures maximum system performance.
3. Performs equipment inspections to assess the quality of service or maintenance received, and to discover incipient malfunctions; initiates work orders requesting corrective actions for equipment not meeting maintenance or operating standards; estimates time and materials necessary to make corrections and conducts investigations of frequent or serious equipment failures to determine the cause of the breakdown and to recommend remedial maintenance action.
4. Recommends changes to servicing and preventive maintenance activities; assists in the revision of preventive maintenance and operator checklists, and their frequency to sustain the proper degree of maintenance.
5. Performs analyses of equipment failures; reviews operational reports, audits, and other information, to determine where operational enhancement can be made to prevent equipment or systems deterioration.
6. Participates in the installation, removal, modification, assembly, and/or disassembly of systems and equipment.
7. Participates in classroom, on-the-job, and correspondence training programs; attends courses at postal facilities, trade schools, and manufacturers sites; assists in developing and implementing training programs; provides on-the-job training to other lower level maintenance employees.

346

(Continued on Next Page)

ELECTRONIC TECHNICIAN, PS-09

(Continued from Previous Page)

8. Provides technical support to other employees in the facility or in installations within the area served; performs in-process and final operational checks and tests work completed by other employees; may work without direct supervision.
9. May drive a vehicle or use other appropriate modes of transportation in the course of assigned duties.
10. Follows established safety practices and requirements while performing all duties; reads and adheres to instructions listed in applicable maintenance directives; maintains a library of maintenance directives.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD**BARGAINING UNIT**

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0023

(End of Document)

U.S. POSTAL SERVICE

Title: Stationary Engineer
Key Position Reference No. 19

Salary Level PS-7

BASIC FUNCTION. Maintains and operates a large automated air conditioning system and a large high pressure steam heating system for a large postal installation.

DUTIES AND RESPONSIBILITIES:

- A. Maintains and operates a large automated air conditioning system during the season.
- B. Maintains and operates a large high pressure steam heating system during the season.
- C. Reads schematics, blueprints, wiring diagrams, and specifications to locate and correct malfunctions and failures.
- D. Diagnosis malfunctions on boilers and air conditioning units, using diagnostic equipment, and uses hand and power tools in the repair and maintenance of the units.
- E. Oversees the work of mechanics and helpers as assigned; provides instructions and on-the-job training in proper and safe work practices and methods.
- F. Performs in-process and final operational tests of work completed by lower level maintenance mechanics.
- G. Monitors, identifies, and evaluates normal or abnormal trends in building equipment systems.
- H. Occasionally performs other job-related tasks to support the primary duties.

ORGANIZATION RELATIONSHIPS. Reports to foreman, building equipment maintenance, foreman mechanics, or other designated supervisor.

348

OBsolete

TL-94-1

OVERHAUL SPECIALIST, PS-08

FUNCTIONAL PURPOSE

Fulfills difficult phases of repair, testing, analyzing, modifying, overhauling and troubleshooting of complex automatic and semi-automatic mechanical, electrical and electronic equipment. Serves as an expert in the repair, adjustment, overhaul and/or rebuilding of complex electro-mechanical and electronic equipment, components and assemblies.

DUTIES AND RESPONSIBILITIES

1. Overhauls and/or rebuilds mechanical, electrical, and electronic equipment.
2. Performs testing, maintenance and modification of automatic and semi-automatic mechanical, electrical and electronic equipment.
3. Reads schematics, blue prints, wiring diagrams and specifications necessary for overhaul, rebuilding, modification, troubleshooting and testing equipment.
4. Uses necessary hand and power tools in performing assigned task.
5. Uses necessary mechanical, electrical and electronic test equipment in performing assigned task.
6. Travels and/or drives a motor vehicle to respective offices, incident to the transfer of equipment, on-the-scene repairs, or modifications of automatic, semi-automatic mechanical, electrical and electronic equipment.
7. Installs overhauled equipment on-site. Makes field adjustments, modifications, performs acceptance and run-in tests, and fine tunes overhauled equipment before turning over to on-site mechanics.
8. Reports circumstances surrounding equipment malfunction and recommends measures for their correction.
9. May perform other maintenance duties as required.

349

SUPERVISION

Manager, Maintenance Overhaul Center, or other designated supervisor.

(Continued on Next Page)

OVERHAUL SPECIALIST, PS-08

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0021

350

(End of Document)

U. S. POSTAL SERVICE

Title: Electronics Technician Trainee (Bulk Mail)
Key Position Reference No. 19

Salary Level: PS-7

BASIC FUNCTION. As an Electronics Technician Trainee undergoing training for the position of Electronics Technician, PS-9, in a Bulk Mail Center, receives training on phases of maintenance, trouble shooting, and testing of average complexity on digital and analog electronic circuitry as found in special purpose computers, electronic scanning devices and magnetic drum memories.

DUTIES AND RESPONSIBILITIES

- A. Receives training on the testing diagnosis, maintenance and revision work, requiring a knowledge of solid state electronics, video pickup devices, digital circuitry magnetic drum memories, input-output circuitry, paper tape punches, printers and related equipment.
- B. Observes the various components of the system in operation and receives training on appropriate testing methods and procedures to insure continued operation.
- C. Receives training on making preventive maintenance inspections to discover incipient malfunctions and to review the standards of maintenance.
- D. Receives training on programming scheme and scheme changes.
- E. When not in a training status, assists electronics technicians of higher grades in performance of electronics technician assignments.

ORGANIZATIONAL RELATIONSHIPS. Reports to maintenance training supervisor, maintenance supervisor, or other designated supervisor in the bulk mail center.

OBSOLETE

TL 94-1

Standard Position Descriptions
Occupation Code 0301-19
Craft: Maintenance

Chapter C
Standard Position SP
SP 6-25

U. S. POSTAL SERVICE

Title: Maintenance Control and Stock Clerk
Key Position Reference No. 13

Salary Level PS-5

BASIC FUNCTION. Schedules and controls the maintenance activities at a postal installation and performs a variety of clerical work involved in the requisitioning, receiving, storing, issuing, and accounting for a wide variety of parts, tools, and supplies used in the maintenance of buildings and postal equipment.

DUTIES AND RESPONSIBILITIES.

- A. Receives incoming work orders covering requested maintenance and repair work, and checks them for accurate preparation and completeness; assigns identification numbers to work orders and records them in the work order register; determines urgency of requested work and assigns appropriate priority.
- B. Receives incoming emergency calls, and notifies the proper maintenance personnel of the reported site and nature of the trouble; prepares all necessary records to cover emergency work performed in advance of the issuance of the work order.
- C. Posts requests for repairs, and repairs actually made to the appropriate equipment records.
- D. Maintains master and daily schedule boards.
- E. Collects information from various records maintained in the control unit to facilitate the preparation of reports by supervisor for the postal plant engineer.
- F. Prepares and maintains control charts and graphs relative to the efficiency of various aspects of the maintenance program.
- G. Posts and maintains historical record and inventory cards.
- H. Maintains an up-to-date file of mechanical and electrical drawings, maintenance handbooks, and parts lists.
- I. Selects, issues and accounts for items requested by using personnel. Utilizes knowledge of the uses of stock, familiarity with maintenance operations, and reference to catalogs or parts lists to supply proper items of stock to using personnel.

352

OBSOLETE TL 94-1

- J. Prepares and submits requisitions as necessary to maintain prescribed levels of mechanical, electrical, engineering and custodial stock items; requisitions special items on request.
- K. Receives and checks stock against corresponding requisitions and invoices.
- L. Inventories stock on hand either on a perpetual, periodic or special basis; traces shortages; recommends changes in stock levels based upon usage experience.
- M. Performs minor maintenance on tools such as oiling, greasing, sharpening and replacing wooden handles.
- N. Occasionally performs other job related tasks in support of primary duties.

ORGANIZATIONAL RELATIONSHIPS. Reports to the Superintending Engineer or other designated supervisor.

OBSOLETE

TL 94-1

MAINTENANCE MECHANIC, PS-04

FUNCTIONAL PURPOSE

Independently performs a variety of low technical and semiskilled tasks in various trades and crafts; and assists higher level maintenance employees in the performance of preventive, corrective and predictive maintenance tasks, that require additional knowledge, skills and abilities.

DUTIES AND RESPONSIBILITIES

1. Independently inspects conveyors; cleans, lubricates, adjusts and makes minor repairs of a routine nature to mechanized mail processing, mail handling, delivery and/or building equipment; performs mail searches and clears jams and blockages.
2. Makes minor repairs to electrical systems, motors and case lights; assembles, disassembles, and repairs equipment or furniture; performs minor painting jobs and assists in major painting jobs.
3. Under the direction of skilled maintenance employees, locates and corrects sources of trouble and performs repair, relocation or modification of equipment or systems, disassembles equipment, and replaces parts or components.
4. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise; reports obvious equipment malfunctions, hazards or wear to supervisor.
5. May drive a vehicle to transport tools, equipment, employees, materials or in the normal performance of assigned duties.
6. Completes or initiates work record sheets, as required. Maintains required records and takes readings from meters, gauges, counters and other monitoring and measuring devices.
7. Follows established safety practices and requirements while performing all duties.
8. Uses necessary hand and power tools, gauging devices, and test equipment as required in the course of assigned duties.
9. Performs other duties as assigned.

35

(Continued on Next Page)

MAINTENANCE MECHANIC, PS-04

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0009

355

(End of Document)

Document Date: 11-02-94

Occupation Code: 4749-11X1

SPD Number: SP-6086

Page: 2

MAINTENANCE MECHANIC, PS-05

FUNCTIONAL PURPOSE

Independently performs semiskilled preventive, corrective and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings and building equipment, customer service and delivery equipment.

DUTIES AND RESPONSIBILITIES

1. Independently performs preventive maintenance and minor repairs on plumbing, heating, refrigeration, air-conditioning, low-voltage electrical systems, and other building systems and equipment.
2. Performs preventive maintenance and routine repairs on simple control circuitry, bearings, chains, sprockets, motors, belts and belting, and other moving parts or wearing surfaces of equipment.
3. Assembles, installs, replaces, repairs, modifies and adjusts all types of small operating equipment such as letter boxes, mechanical scales, stamp vending equipment, building service equipment, mailhandling equipment and related equipment.
4. Under the direction of skilled maintenance employees, or clearly written instructions from either hard copy or electronic format, performs specific tasks related to disassembling equipment, replacing parts, relocating and reassembling equipment; assists higher level workers in locating and repairing equipment malfunctions.
5. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise, reporting malfunctions, hazards or wear to supervisor.
6. Uses a variety of hand and power tools, gauging devices and test equipment required, or as directed, to perform the above tasks.
7. May drive a vehicle to transport tools, equipment, employees, materials or in the normal performance of assigned duties.
8. Completes or initiates work record sheets, as required. Takes readings from meters, gauges, counters and other monitoring and measuring devices. Maintains logs and other required records; reports on breakdowns and equipment being tested.

356

(Continued on Next Page)

MAINTENANCE MECHANIC, PS-05

(Continued from Previous Page)

9. Follows established safety practices and requirements while performing all duties.
10. May serve as a working leader over a group of lower level employees assigned to a specific task.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD**BARGAINING UNIT**

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0010

357

(End of Document)

Document Date: 11-02-94Occupation Code: 4749-03
SPD Number: SP-601

Page: 2

STANDARD POSITION DESCRIPTIONS
OCCUPATIONAL CODE 4769-07
CRAFT: Maintenance Craft****

CHAPTER C
STANDARD POSITION*

U. S. POSTAL SERVICE

TITLE: Postal Maintenance Trainee (A)*
Postal Maintenance Trainee (B)*
KEY POSITION REFERENCE NOS.***

SALARY LEVELS**

<u>*STANDARD POSITIONS</u>	<u>**SALARY LEVELS</u>	<u>***KEY POSITION REF. NOS.</u>
6-86	4	9
6-87	5	10

BASIC FUNCTION. Participates in a skills progression program approved by headquarters in which the trainee receives a prescribed set of work experiences and completes a prescribed set of learning materials usually of the self-instructional type.

DUTIES AND RESPONSIBILITIES:

358

- A. Participates in preventive maintenance activities in several areas of maintenance and on a variety of equipment and machinery. Initially works under the guidance of a qualified mechanic and may later work alone subject to close supervision.
- B. Participates in corrective maintenance activities in several areas of maintenance and on a variety of equipment and machinery. Initially works under the guidance of a qualified mechanic and may later work alone under close supervision.
- C. Receives training under the guidance of a learning counselor in a Postal Employee Development Center environment.
- D. Takes written and performance tests to demonstrate the degree of mastery of work procedures and practices and of study materials and to measure the success of the program.
- E. Prepares reports, notebooks, and similar written materials related to the training program.

OBSOLETE TL 94-1

- F. Participates in seminars, interviews, and discussions related to the skills progression program and individual progress in the program.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated maintenance supervisor for the work experience part of the program and to a designated learning counselor for the related learning part of the program. Normally, the trainee will be assigned to work under the guidance of a skilled mechanic.

**SALARY LEVEL CRITERIA. This position is for detail purposes only, and will be used as follows:

Training consists of six (6) phases of scheduled work experience and extensive Postal Employee Development Center training.

PS-4 Upon successful completion of one (1) phase of both required work experience and of required PEDC training.

PS-5 Upon successful completion of three (3) phases of both the required work experience and equivalent Postal Employee Development Center training requirements.

359

****Open to best qualified, office wide, regardless of craft.

OBSOLETE

TL 94-1

MAINTENANCE SUPPORT CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a variety of data collection and processing tasks in support of scheduling, planning, control, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools.

DUTIES AND RESPONSIBILITIES

1. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
2. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into data system.
3. Receives requests for maintenance work and prepares work orders; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
4. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
5. Performs general computer support, including file backup; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.
6. Receives, unloads, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
7. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability.

360

(Continued on Next Page)

MAINTENANCE SUPPORT CLERK, PS-05

(Continued from Previous Page)

8. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0013

361

(End of Document)

MAINTENANCE SUPPORT CLERK, PS-06

FUNCTIONAL PURPOSE

Performs a variety of data collection and processing tasks in scheduling, planning, controlling, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools; and analyzes maintenance operations and recommends and implements changes or improvements.

DUTIES AND RESPONSIBILITIES

1. Analyzes, develops and produces reports on maintenance operations, including equipment performance, failures, comparisons with national averages, trends, and needs of the maintenance operation.
2. Develops and reviews checklists; plans, reviews, schedules and coordinates new or revised instructions; establishes maintenance schedules with operations supervisors.
3. Reviews inventory to ensure that stock levels accurately reflect needs and recommends changes.
4. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
5. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into data system.
6. Receives requests for maintenance work and prepares work order requirements; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
7. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
8. Performs general computer support, including file maintenance, back-up and system security; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.

(Continued on Next Page)

MAINTENANCE SUPPORT CLERK, PS-06

(Continued from Previous Page)

9. Receives, unloads, inspects, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; investigates inventory shortages and reconciles discrepancies; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
10. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability; procures items in accordance with applicable policy and procedure.
11. Trains other lower level maintenance employees and participates in the formulation of annual budget estimates.
12. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD**BARGAINING UNIT**

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0017

(End of Document)

MAIL ORDER CLERK (PHILATELIC FULFILLMENT), PS-05

FUNCTIONAL PURPOSE

Performs a variety of duties involved in processing philatelic product mail orders. Manually prepares mail for processing; loads scan-editor; operates stackers for output documents; performs error-checking; operates a key entry control terminal and video terminal.

OPERATIONAL REQUIREMENTS

This position is for use in the Philatelic Fulfillment Service Center.

DUTIES AND RESPONSIBILITIES

1. Opens mail; sorts according to content; verifies remittance payment; performs mail order control. Identifies scannable order forms; sorts and performs simple distribution.
2. Determines acceptability of remittances; resolves differences between remittances and value of items ordered; deletes items on under-paid orders; adjusts over-paid orders with items, money refund, or a credit to the account according to established policy.
3. Reviews order forms that computer rejects as out of balance and determines where error occurred.
4. Performs start-up procedures, ensuring that operation controls are set to energize the various scanning equipment units according to instructions set forth in the systems operator manual.
5. Verifies documents as scannable batch; maintains batch integrity; exercises care of document function and for orderly position of document.
6. Loads feeder, sets machine adjustments, ensures batch is microfilmed, and selects stacker run-out; monitors control panel, clears jams; removes processed orders; notifies supervisor of machine malfunctions.
7. Empties feeder at end of job; clears all units; removes documents from stackers; performs all end of job functions.
8. Monitors on-line character insertion display; performs video correction on header; orders forms, when necessary; operates electronic key entry equipment from source documents or video screen to input suitable for scan-edit processing.

(Continued on Next Page)

MAIL ORDER CLERK (PHILATELIC FULFILLMENT), PS-05

(Continued from Previous Page)

9. Performs other job related tasks in support of primary duties.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

365

(End of Document)

CUSTOMER SERVICE CLERK (PHILATELIC FULFILLMENT), PS-06

FUNCTIONAL PURPOSE

Performs a variety of clerical and administrative duties related to philatelic mail order products, first day covers, subscription services, deposit accounts, and customer adjustments.

OPERATIONAL REQUIREMENTS

This position is for use in the Philatelic Fulfillment Service Center.

DUTIES AND RESPONSIBILITIES

1. Reviews, researches, composes, types, and signs correspondence related to philatelic mail order products, first day covers, subscription services, deposit accounts, and customer adjustments.
2. Advises customers of procedures for philatelic mail order services; provides general philatelic information via correspondence or telephone.
3. Resolves customer and subscriber complaints and problems; makes referrals to other areas for resolution, if appropriate.
4. Takes all actions necessary to open and close accounts; processes exchanges, stock returns, automatic charge authorizations, and partial and full claims; prepares vouchers; may order stamp stock from vaults and have accountability.
5. Maintains all necessary files, records, and mailing lists; operates all standard office equipment, including FAX and telefax machines.
6. Performs other job related tasks in support of primary duties.

366

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

(Continued on Next Page)

CUSTOMER SERVICE CLERK (PHILATELIC FULFILLMENT), PS-06

(Continued from Previous Page)

KEY POSITION REFERENCE

KP-0017

367

(End of Document)

Document Date: 11-02-94

Occupation Code: 0530-2015

SPD Number: SP-8064

Page: 2

STAMP DISTRIBUTION CLERK (SDN), PS-06

FUNCTIONAL PURPOSE

Performs necessary activities at a Stamp Distribution Network office to ensure the efficient distribution of all stamps and stamp products. Also participates in the destruction of nonsaleable stamps and stamp products as a member of a stamp destruction committee.

OPERATIONAL REQUIREMENTS

This position is limited for use in a Stamp Distribution Network Office and requires Headquarters approval.

DUTIES AND RESPONSIBILITIES

1. Examines and verifies at the direction of an accountable paper supervisor the receipt of incoming stock shipments, including carrier and supplier documents to ensure their accuracy; checks on trailer security; updates stamp distribution network inventory systems; and reconciles discrepancies in shipments.
2. May be responsible for stock accountability of sufficient size to maintain stamps and stamped paper in variety and quantity suitable to area served.
3. Processes requisitions from postal facilities for bulk stamp stock, assembles individual orders drawn in bulk from a centralized vault, verifies for accuracy, prepares/seals, dispatches and routes registered mail.
4. Serves as a rotating member of a stamp destruction committee. Ensures that returned stock is properly inventoried and documented and, is either returned to the vault for reissue or destroyed in accordance with established financial and safety procedures.
5. Identifies problems related to quality and/or quantity of stamp products received from suppliers; coordinates with supervisor the rejection of incorrect shipments, prepares damaged shipments for return to suppliers.
6. Prepares routine correspondence in response to customer (postmaster, station/branch managers, etc.) inquiries.
7. Assists in preparing and submitting periodic reports to MNISSC, Inspection Service and Stamp Distribution Network management and Senior Management.

368

(Continued on Next Page)

STAMP DISTRIBUTION CLERK (SDN), PS-06

(Continued from Previous Page)

8. Performs miscellaneous clerical duties associated with order filling and requisition processing.
9. Performs any and all associated duties which may also include operating a forklift as directed by the Stamp Distribution Network Manager/Supervisor.
10. Maintains files and daily reports.

SUPERVISION

Supervisor, Area Stamp Distribution Operations

SELECTION METHOD

Best Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0017

369

(End of Document)

RURAL CARRIER, RCS-00

FUNCTIONAL PURPOSE

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

370

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

SELECTION METHOD

Senior Qualified

(Continued on Next Page)

RURAL CARRIER, RCS-00

(Continued from Previous Page)

BARGAINING UNIT

RURAL CARRIER

371

(End of Document)

Document Date: 11-02-94

Occupation Code: 2325-01XX
SPD Number: SP-0000

Page: 2

AUXILIARY RURAL CARRIER, RAUX-05

FUNCTIONAL PURPOSE

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

OPERATIONAL REQUIREMENTS

This position is authorized for a career employee serving on an auxiliary rural route.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

(Continued on Next Page)

AUXILIARY RURAL CARRIER, RAUX-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

RURAL CARRIER

373

(End of Document)

Document Date: 11-02-94

Occupation Code: 2325-03XX

SPD Number: SP-0000

Page: 2

RURAL CARRIER RELIEF, RAUX-05

FUNCTIONAL PURPOSE

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

OPERATIONAL REQUIREMENTS

This position is authorized for a non-career employee serving as relief on a regular rural route.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

374

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

(Continued on Next Page)

STD POSITION DESCRIPTION

U. S. Postal Service

RURAL CARRIER RELIEF, RAUX-05

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

RURAL CARRIER

375

(End of Document)

Document Date: 11-02-94

Occupation Code: 2325-06XX

SPD Number: SP-0000

Page: 2

RURAL CARRIER ASSOCIATE/SERVING REG ROUTE, RAUX-05

FUNCTIONAL PURPOSE

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

OPERATIONAL REQUIREMENTS

This position is authorized for a non-career employee serving as relief on a regular rural route.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

(Continued on Next Page)

RURAL CARRIER ASSOCIATE/SERVING REG ROUTE, RAUX-05

(Continued from Previous Page)

SELECTION METHOD

BARGAINING UNIT

RURAL CARRIER

377

(End of Document)

RURAL CARRIER ASSOCIATE/SERVING VACANT ROUTE, RAUX-05

FUNCTIONAL PURPOSE

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

OPERATIONAL REQUIREMENTS

This position is authorized for a non-career employee serving on a vacant rural route.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

378

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

(Continued on Next Page)

RURAL CARRIER ASSOCIATE/SERVING VACANT ROUTE, RAUX-05

(Continued from Previous Page)

SELECTION METHOD

BARGAINING UNIT

RURAL CARRIER

379

(End of Document)

Document Date: 11-02-94

Occupation Code: 2325-08XX
SPD Number: SP-0000

Page: 2

RURAL CARRIER ASSOCIATE/SERVING AUXILIARY ROUTE, RAUX-05

FUNCTIONAL PURPOSE

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

OPERATIONAL REQUIREMENTS

This position is authorized for a non-career employee serving an auxiliary rural route.

DUTIES AND RESPONSIBILITIES

1. Sorts mail in delivery sequence for the assigned route.
2. Receives and signs for accountable mail.
3. Loads mail in vehicle.
4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes.
5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post; furnishes routine information concerning postal matters and provides requested forms to customer.
6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.
7. Prepares mail for forwarding and maintains records of change of address information.
8. Prepares a daily trip report and maintains a list of the customers on the route.
9. Conducts special surveys when required.
10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.
11. Provides for mail security at all times.

380

SUPERVISION

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

(Continued on Next Page)

RURAL CARRIER ASSOCIATE/SERVING AUXILIARY ROUTE, RAUX-05

(Continued from Previous Page)

SELECTION METHOD

BARGAINING UNIT

RURAL CARRIER

381

(End of Document)

TRANSMITTAL LETTERS

EL-201 CHANGES (FORMERLY P-1)
NOVEMBER 2, 1994

REMOVE THE FOLLOWING POSITION DESCRIPTIONS:

Accounting Technician, Cost Ascertainment	0525-32XX	PS-6
Adjustment Clerk (PSD)	0530-20XX	PS-5
Assistant Engineman	5309-01XX	PS-5
Automated Personnel Paperwork Technician	0203-32XX	PS-6
Billing and Coding Clerk (AMF)	2330-10XX	PS-6
Blacksmith-Welder Helper	3704-01XX	PS-4
Carpenter Helper	4607-01XX	PS-4
*Cleaner	3565-01XX	PS-1
Cleaner in Charge	3565-03XX	PS-4
Clerk ADP Equipment Operator	0301-2105	SC-5
Clerk, Dead Letter Branch	2345-07XX	PS-6
Clerk, Dead Parcel Branch	2345-09XX	PS-5
Conveyer Mechanic	5343-02XX	PS-6
Conveyer Mechanic Helper	5343-01XX	PS-4
*Distribution Clerk RPO HPO	2315-11XX	PS-6
Electrician Helper	2805-01XX	PS-4
Electronics Technician (PS-8)	0856-01XX	PS-8
Electronics Technician Trainee BMC	0856-04XX	PS-8
Elevator Mechanic	5313-03XX	PS-7
Elevator Mechanic Helper	5313-01XX	PS-4
Elevator Starter	5438-02XX	PS-4
Employee Accounts Clerk	0590-02XX	PS-5
Engineman	5309-02XX	PS-6
Fireman	5402-01XX	PS-4
Fireman Laborer	5402-02XX	PS-4
Foreign Container Inventory Clerk	2040-04XX	PS-5
General Mechanic	4749-02XX	PS-5
General Service Mechanic	4749-1001	MT-5
Group Leader Warehousing	6960-1001	SC-4
*Guard	0085-01XX	PS-4
Industrial Equipment Mechanic	5828-01XX	PS-6
Label Printing Technician	4401-1013	SC-5
Laborer Custodial	3502-1019	SC-3
Laborer Custodial	3502-1024	MT-3
Laborer Custodial (MES)	3502-1022	SC-3
Laborer Materials Handling	3502-02XX	PS-3
Leather Worker	3102-1002	SC-5
Letter Box Mechanic Helper	3843-01XX	PS-4
Lock Box Equipment Repairman	5311-09XX	PS-5
Machine Operator (A)	3401-02XX	PS-6
Machine Operator (B)	3401-03XX	PS-6
Machinist (MES)	3414-03XX	PS-8
Machinist Helper	3414-01XX	PS-4
Mail Distributor	2315-46XX	PS-4
Mail Processing Machine Oper (SP2-470 only)	2340-45XX	MH-5
Mailing Requirements Clerk (MCC)	2345-50XX	PS-7
Mailing Requirements Clerk (MCC)	2345-50XX	PS-6
Maintenance Control and Stock Clerk	0301-19XX	PS-5
Maintenance Control Clerk	0301-16XX	PS-5
Maintenance Control Technician	0301-07XX	PS-6

*See note on page 7

EL-201 CHANGES (FORMERLY P-1)
 NOVEMBER 2, 1994
 (page 2)

Maintenance Mechanic Machinist	3414-04XX	PS-7
Mark-Up Clerk Manual	0301-40XX	PS-4
Mason Helper	3603-01XX	PS-4
Mechanic Helper	4701-01XX	PS-4
Messenger Warehouseman	5703-1013	SC-4
Money Order and Special Items Clerk	2040-2014	SC-5
Office Appliance Repairman	4806-04XX	PS-5
Office Appliance Repairman Helper	4806-03XX	PS-4
Office Clerk Custodial	0301-05XX	PS-5
Office Clerk MTEC	0301-2104	MT-5
Office Clerk Supply Center	0301-2102	SC-5
Office Services Clerk	0301-2103	SC-4
Oiler Mail Processing Equipment	5323-01XX	PS-4
Painter Helper	4102-01XX	PS-4
Plumber Helper	4206-01XX	PS-4
Postal Machines Mechanic	4801-06XX	PS-6
Postal Machines Mechanic Helper	4801-05XX	PS-4
Postal Maintenance Trainee (A)	4749-07XX	PS-5
Postal Maintenance Trainee (B)	4749-07XX	PS-5
Postmaster's Office Staff Superintendent	0318-02XX	PS-10
Postmaster's Office Staff Superintendent	0318-02XX	PS-9
Postmaster's Office Staff Superintendent	0318-02XX	PS-8
Procurement, Property and Supply Assistant	2003-09XX	PS-7
Scale Mechanic	3341-02XX	PS-5
Scale Mechanic Helper	3341-01XX	PS-4
Schemes Clerk	2350-01XX	PS-5
Secretary Office Staff Assistant	0318-01XX	PS-10
Secretary Office Staff Assistant	0318-01XX	PS-9
Secretary Office Staff Assistant	0318-01XX	PS-8
Secretary Office Staff Assistant	0318-01XX	PS-7
Secretary Office Staff Assistant	0318-01XX	PS-6
Secretary Office Staff Assistant	0318-01XX	PS-5
Secretary Office Staff Assistant Steno	0318-04XX	PS-10
Secretary Office Staff Assistant Steno	0318-04XX	PS-9
Secretary Office Staff Assistant Steno	0318-04XX	PS-8
Secretary Office Staff Assistant Steno	0318-04XX	PS-7
Secretary Office Staff Assistant Steno	0318-04XX	PS-6
Secretary Office Staff Assistant Steno	0318-04XX	PS-5
Secretary Office Staff Assistant Typist	0318-05XX	PS-10
Secretary Office Staff Assistant Typist	0318-05XX	PS-9
Secretary Office Staff Assistant Typist	0318-05XX	PS-8
Secretary Office Staff Assistant Typist	0318-05XX	PS-7
Secretary Office Staff Assistant Typist	0318-05XX	PS-6
Secretary Office Staff Assistant Typist	0318-05XX	PS-5
Senior E-Com Systems Operator	0332-27XX	PS-7
Senior Lockmaker	5311-1003	SC-6
Senior Philatelic Clerk	2345-05XX	PS-6
Sewing Machine Mechanic	5312-01XX	TDS-6
Shipping Clerk	2040-2011	SC-4
Sign Painter Helper	4104-07XX	PS-4
Stationary Engineer	5415-10XX	PS-7

EL-201 CHANGES (FORMERLY P-1)

NOVEMBER 2, 1994

(page 3)

Storekeeper (A)	2040-10XX	PS-5
Storekeeper (B)	2040-18XX	PS-5
Supply Clerk	2040-2015	SC-4
Tool and Die Maker	3416-01XX	PS-9
*Typist	0322-01XX	PS-4
Vending Machines Mechanic	4801-04XX	PS-6
Warehouse Tractor Operator	3502-1021	SC-4
Watchman (Mail Handling Areas)	0085-06XX	PS-4

ADD THE FOLLOWING POSITION DESCRIPTIONS:

Administrative Clerk Express Mail	2340-81XX	PS-5
Air Records Processor	2330-46XX	PS-5
Auxiliary Rural Carrier	2325-03XX	RC
Building Equipment Mechanic	5306-07XX	PS-7
Building Maintenance Custodian	4749-10XX	PS-4
Clerk, Recovery Center (Letters)	2345-07XX	PS-5
Clerk, Recovery Center (Parcels)	2345-09XX	PS-5
Customer Service Clerk (Philatelic)	0530-2015	PS-6
Express Mail Technician	2340-82XX	PS-6
Extraction Code Clerk	2315-63XX	PS-5
Machine Operator (Philatelic)	2340-05XX	PS-5
Mail Order Clerk (Philatelic)	0530-26XX	PS-5
Mail Processor	2315-55XX	PS-4
Maintenance Mechanic	4749-03XX	PS-5
Maintenance Mechanic	4749-11XX	PS-4
Maintenance Support Clerk	0303-01XX	PS-5
Maintenance Support Clerk	0303-02XX	PS-6
Rural Carrier	2325-01XX	RC
Rural Carrier Associate Auxiliary Route	2325-09XX	RC
Rural Carrier Associate Regular Route	2325-07XX	RC
Rural Carrier Associate Vacant Route	2325-08XX	RC
Rural Carrier Relief	2325-06XX	RC
Senior Mail Processor	2315-05XX	PS-5
Senior Mark-Up Clerk Automated	0301-49XX	PS-5
Stamp Distribution Clerk (SDN)	2345-70XX	PS-6

EXPLANATION:

The following positions are deleted as a result of the consolidation of maintenance craft positions:

Assistant Engineman	5309-01XX	PS-5
Blacksmith-Welder Helper	3704-01XX	PS-4
Carpenter Helper	4607-01XX	PS-4
Cleaner	3565-01XX	PS-1
Cleaner in Charge	3565-03XX	PS-4
Conveyer Mechanic	5343-02XX	PS-6
Conveyer Mechanic Helper	5343-01XX	PS-4
Electrician Helper	2805-01XX	PS-4

*See note on page 7

EL-201 CHANGES (FORMERLY P-1)

NOVEMBER 2, 1994

(page 4)

Electronics Technician (PS-8)	0856-01XX	PS-8
Electronics Technician Trainee BMC	0856-04XX	PS-8
Elevator Mechanic	5313-03XX	PS-7
Elevator Mechanic Helper	5313-01XX	PS-4
Elevator Starter	5438-02XX	PS-4
Engineman	5309-02XX	PS-6
Fireman	5402-01XX	PS-4
Fireman Laborer	5402-02XX	PS-4
General Mechanic	4749-02XX	PS-5
Industrial Equipment Mechanic	5828-01XX	PS-6
Laborer Materials Handling	3502-02XX	PS-3
Letter Box Mechanic Helper	3843-01XX	PS-4
Lock Box Equipment Repairman	5311-09XX	PS-5
Machinist Helper	3414-01XX	PS-4
Maintenance Control and Stock Clerk	0301-19XX	PS-5
Maintenance Control Clerk	0301-16XX	PS-5
Maintenance Control Technician	0301-07XX	PS-6
Maintenance Mechanic Machinist	3414-04XX	PS-7
Mason Helper	3603-01XX	PS-4
Mechanic Helper	4701-01XX	PS-4
Office Appliance Repairman	4806-04XX	PS-5
Office Appliance Repairman Helper	4806-03XX	PS-4
Office Clerk Custodial	0301-05XX	PS-5
Oiler Mail Processing Equipment	5323-01XX	PS-4
Painter Helper	4102-01XX	PS-4
Plumber Helper	4206-01XX	PS-4
Postal Machines Mechanic	4801-06XX	PS-6
Postal Machines Mechanic Helper	4801-05XX	PS-4
Postal Maintenance Trainee (A)	4749-07XX	PS-5
Postal Maintenance Trainee (B)	4749-07XX	PS-5
Scale Mechanic	3341-02XX	PS-5
Scale Mechanic Helper	3341-01XX	PS-4
Sign Painter Helper	4104-07XX	PS-4
Stationary Engineer	5415-10XX	PS-7
Storekeeper (A)	2040-10XX	PS-5
Storekeeper (B)	2040-18XX	PS-5
Vending Machines Mechanic	4801-04XX	PS-6

The following positions are no longer used and incumbents have been placed in other jobs:

Accounting Technician Cost Ascertainment	0525-32XX	PS-6
Adjustment Clerk (PSD)	0530-20XX	PS-5
Automated Personnel Paperwork Technician	0203-32XX	PS-6
Billing and Coding Clerk AMF	2330-10XX	PS-6
Employee Accounts Clerk	0590-02XX	PS-5
Foreign Container Inventory Clerk	2040-04XX	PS-5
Guard	0085-01XX	PS-4
Machine Operator (A)	3401-02XX	PS-6
Machine Operator (B)	3401-03XX	PS-6
Machinist (MES)	3414-03XX	TDS-8

EL-201 CHANGES (FORMERLY P-1)
NOVEMBER 2, 1994
(page 5)

Mail Distributor	2315-46XX	PS-4
Mailing Requirements Clerk (MCC)	2345-50XX	PS-7
Mailing Requirements Clerk (MCC)	2345-50XX	PS-6
Mark-Up Clerk Manual	0301-40XX	PS-4
Personnel Paperwork Technician Automated	0203-32XX	PS-6
Postmaster's Office Staff Superintendent	0318-02XX	PS-10
Postmaster's Office Staff Superintendent	0318-02XX	PS-9
Postmaster's Office Staff Superintendent	0318-02XX	PS-8
Procurement, Property and Supply Assistant	2003-09XX	PS-7
Schemes Clerk	2350-01XX	PS-5
Secretary Office Staff Assistant	0318-01XX	PS-10
Secretary Office Staff Assistant	0318-01XX	PS-9
Secretary Office Staff Assistant	0318-01XX	PS-8
Secretary Office Staff Assistant	0318-01XX	PS-7
Secretary Office Staff Assistant	0318-01XX	PS-6
Secretary Office Staff Assistant	0318-01XX	PS-5
Secretary Office Staff Assistant Steno	0318-04XX	PS-10
Secretary Office Staff Assistant Steno	0318-04XX	PS-9
Secretary Office Staff Assistant Steno	0318-04XX	PS-8
Secretary Office Staff Assistant Steno	0318-04XX	PS-7
Secretary Office Staff Assistant Steno	0318-04XX	PS-6
Secretary Office Staff Assistant Steno	0318-04XX	PS-5
Secretary Office Staff Assistant Typist	0318-05XX	PS-10
Secretary Office Staff Assistant Typist	0318-05XX	PS-9
Secretary Office Staff Assistant Typist	0318-05XX	PS-8
Secretary Office Staff Assistant Typist	0318-05XX	PS-7
Secretary Office Staff Assistant Typist	0318-05XX	PS-6
Secretary Office Staff Assistant Typist	0318-05XX	PS-5
Senior E-Com Systems Operator	0332-27XX	PS-7
Senior Philatelic Clerk	2345-05XX	PS-6
Sewing Machine Mechanic	5312-01XX	TDS-6
Tool and Die Maker	3416-01XX	PS-9
Watchman (Mail Handling Areas)	0085-06XX	PS-4

The following position combined two former Standard Positions (SP2-354 and SP2-470) into a single Standard Position, SP2-354:

Mail Processing Machine Operator	2340-45XX	MH-5
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The following positions are added to support new functions:

Administrative Clerk Express Mail	2340-81XX	PS-5
Air Records Processor	2330-46XX	PS-5
Building Equipment Mechanic	5306-07XX	PS-7
Building Maintenance Custodian	4749-10XX	PS-4
Customer Service Clerk (Philatelic)	0530-2015	PS-6
Express Mail Technician	2340-82XX	PS-6
Extraction Code Clerk	2315-63XX	PS-5
Machine Operator (Philatelic)	2340-05XX	PS-5
Mail Order Clerk (Philatelic)	0530-26XX	PS-5
Mail Processor	2315-55XX	PS-4
Senior Mail Processor	2315-05XX	PS-5
Senior Mark-Up Clerk Automated	0301-49XX	PS-5

EL-201 CHANGES (FORMERLY P-1)
NOVEMBER 2, 1994
(page 6)

The following position descriptions were added as a result of the consolidation of maintenance craft positions:

Maintenance Mechanic	4749-03XX	PS-5
Maintenance Mechanic	4749-11XX	PS-4
Maintenance Support Clerk	0303-01XX	PS-5
Maintenance Support Clerk	0303-02XX	PS-6

The following position descriptions did not formerly exist:

Auxiliary Rural Carrier	2325-03XX	RC
Rural Carrier	2325-01XX	RC
Rural Carrier Associate Auxiliary Route	2325-09XX	RC
Rural Carrier Associate Regular Route	2325-07XX	RC
Rural Carrier Associate Vacant Route	2325-08XX	RC
Rural Carrier Relief	2325-06XX	RC

The following position descriptions were revised to reflect the new organizational structure:

Clerk, Recovery Center (Letters)	2345-07XX	PS-5
Clerk, Recovery Center (Parcels)	2345-09XX	PS-5

The following position descriptions that were included in the "P-1" are covered under the supply center and mail transport equipment bargaining units (rate schedule code "A" and "C") and will no longer be contained in the EL-201. They will be included in a separate package:

Clerk ADP Equipment Operator	0301-2105	SC-5
General Service Mechanic	4749-1001	MT-5
Group Leader Warehousing	6960-1001	SC-4
Label Printing Technician	4401-1013	SC-5
Laborer Custodial	3502-1019	SC-3
Laborer Custodial	3502-1024	MT-3
Laborer Custodial (MES)	3502-1022	SC-3
Leather Worker	3102-1002	SC-5
Messenger Warehouseman	5703-1013	SC-4
Money Order and Special Items Clerk	2040-2014	SC-5
Office Clerk MTEC	0301-2104	MT-5
Office Clerk Supply Center	0301-2102	SC-5
Office Services Clerk	0301-2103	SC-4
Senior Lockmaker	5311-1003	SC-6
Shipping Clerk	2040-2011	SC-4
Supply Clerk	2040-2015	SC-4
Warehouse Tractor Operator	3502-1021	SC-4

EL-201 CHANGES (FORMERLY P-1)

NOVEMBER 2, 1994

(page 7)

*The following key positions have no incumbents but will continue to be used for job evaluation purposes:

Claims Clerk, Common and Contract Carriers	0540-01XX	PS-7
Claims CLerk Paying Office	2345-31XX	PS-6
Cleaner	3565-01XX	PS-1
Distribution Clerk RPO HPO	2315-111X	PS-6
Guard	0085-01XX	PS-4
Typist	0322-01XX	PS-4

UNITED STATES POSTAL SERVICE
Washington, DC 20260

POSITION DESCRIPTIONS—BARGAINING UNIT POSITIONS
Personnel Handbook, Series P-1

Transmittal Letter 81-1
January 31, 1981

1 FILING INSTRUCTIONS

Remove page headed:

Chapter C

SP 2-27

SP 2-28

Insert page headed:

Chapter C

SP 2-27

SP 2-28

2 EXPLANATION

Corrects errors in position description content that were contained in Transmittal Letter 80-2 dated 10-31-80.

3 DISTRIBUTION

Distribution of this handbook is limited. Installations which have reproduced copies for further distribution within the installation or sectional center are reminded that this and any subsequent transmittal letters must be distributed to holders of the handbook.



Dennis R. Weitzel, Director
Office of Organizational Requirements
Employee Relations Department
Employee and Labor Relations Group

UNITED STATES POSTAL SERVICE

Washington, DC 20260

POSITION DESCRIPTIONS—BARGAINING UNIT POSITIONS

Personnel Series, Handbook P-1

Transmittal Letter 80-2
October 31, 1980

1. FILING INSTRUCTIONS

Remove page headed:

Insert page headed:

Chapter A (5 sheets)

Chapter A (5 sheets)

Chapter C:

Chapter C:

SP 1-8	SP 1-8
	SP 2-15
SP 2-16 (2 sheets)	SP 2-16
	SP 2-22
SP 2-25	SP 2-25
SP 2-26	SP 2-26
	SP 2-27
	SP 2-28
	SP 2-29
	SP 2-30
SP 2-465 (2 sheets)	SP 2-464
	SP 2-465 (2 sheets)
SP 2-466 (2 sheets)	SP 2-466 (2 sheets)
	SP 2-467
SP 2-495	SP 2-495
SP 2-577	
SP 6-82	SP 6-82

Part 7

All (26 pages)48 pages

2. NEW MATERIAL

Markup Clerk—Manual	SP 2-15	PS-4
Foreign Container Inventory Clerk	SP 2-22	PS-5
Flat Sorting Machine Operator	SP 2-27	PS-5
Flat Sorting Machine Operator	SP 2-28	PS-6
Clerk, Dead Letter Branch	SP 2-29	PS-5
Clerk, Dead Parcel Branch	SP 2-30	PS-5
Machine Operator (B)	SP 7-41	PS-6
Machine Operator (A)	SP 7-42	PS-6
Leather Worker	SP 7-43	PS-5
Lock Box Equipment Repairman	SP 7-44	PS-5
Senior Lockmaker	SP 7-45	PS-6
Maintenance Mechanic, Machinist	SP 7-46	PS-7
Tool and Die Maker	SP 7-47	PS-9
Storekeeper (B)	SP 7-49	PS-5

Storekeeper (A).....	SP 7-50	PS-5
Sewing Machine Mechanic	SP 7-51	PS-6
Machinist (MES)	SP 7-52	PS-8
Clerk, ADP Equipment Operator	SP 7-53	PS-5
Label Printing Technician	SP 7-54	PS-5
Money Order and Special Items Supply Clerk	SP 7-55	PS-5
Shipping Clerk	SP 7-56	PS-4
General Service Mechanic	SP 7-57	PS-5
Office Clerk, Supply Center	SP 7-58	PS-5
Office Clerk, Mailbag Facility	SP 7-59	PS-5
Group Leader, Warehousing	SP 7-60	PS-4
Office Services Clerk (WASC).....	SP 7-61	PS-4
Messenger Warehouseman.....	SP 7-62	PS-4
Warehouse Tractor Operator.....	SP 7-63	PS-4

3. Explanation

- a. Chapter A. Alphabetical list of position titles has been updated to include new material.
- b. Chapter C
 - (1) SP 1-8 revised to reflect changes in duties.
 - (2) SP 2-25 and SP 2-26 reprinted to new format.
 - (3) SP 2-464, SP 2-465, SP 2-466, and SP 2-467 printed as separate position descriptions.
 - (4) SP 2-495 revised to reflect changes in duties.
 - (5) SP 6-82 omits (MPE) in title.
 - (6) Part 7 contains new material and reprints all positions into the changed format.

4. Distribution

Distribution of this handbook is limited. Installations which have reproduced copies for further distribution within the installation or sectional center are reminded that this and any subsequent transmittal letters must be distributed to holders of the handbook.



Dennis R. Weitzel, Director
Office of Organizational Requirements
Employee Relations Department
Employee and Labor Relations Group

UNITED STATES POSTAL SERVICE
Washington, DC 20260

POSITION DESCRIPTIONS
Personnel Handbook, Series P-1

Transmittal Letter 80-1
June 30, 1980

1. Filing Instructions

Remove pages headed:

Chapter C

SP 2-5 (1 sheet)

SP 2-7 (1 sheet)

SP 2-41 (1 sheet)

SP 2-370 (1 sheet)

SP 2-382, 2-383 and 2-384 (1 sheet)

Insert pages headed:

SP 2-25 (1 sheet)

SP 2-26 (1 sheet)

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INDUSTRIAL
RELATIONS

2. New Material Transmitted

<u>Title</u>	<u>Level</u>	<u>Standard Position No.</u>
General Expediter	PS-6	2-25
Review Clerk	PS-5	2-26

3. Explanation

The General Expediter replaces the following positions:

Distribution and Dispatch Expediter	SP 2-382
Rack Distribution and Dispatch Expediter	SP 2-383
Transmit Mail Expediter	SP 2-370
Mail Routing and Dispatch Technician	SP 2-7

The Review Clerk Replaces:

Distribution Review Clerk	SP 2-384
Special Distribution Clerk	SP 2-41

4. Pencil and ink changes

Delete replaced position in the Chapter A Index.

5. Distribution

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Thomas S. McCall
Acting Director
Office of Compensation
Employee Relations Department
Employee and Labor Relations Group

UNITED STATES POSTAL SERVICE
Washington, DC 20260

Position Descriptions - Bargaining Unit Positions
Personnel Handbook, Series P-1

Transmittal Letter 79-2
October 1, 1979

1 Filing Instructions

Remove page headed:
Chapter A (p.5)

Insert page headed:
Chapter A (p.5)

2 Explanation

Corrects printing errors on page 5 of Chapter A as contained in
Transmittal Letter 79-1 dated 8-16-79.

3 Distribution

Distribution of this handbook is limited. Installations which have
reproduced copies for further distribution within the installation or
sectional center are reminded that this and any subsequent transmittal
letters must be distributed to holders of the handbook.

W. R. Masters
W. R. Masters, Director
Office of Compensation
Employee and Labor Relations Group

UNITED STATES POSTAL SERVICE
Washington, DC 20260

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INDUSTRIAL
RELATIONS

POSITION DESCRIPTIONS—BARGAINING UNIT POSITIONS
Personnel Handbook, Series P-1

Transmittal Letter 79-1
August 16, 1979

1 FILING INSTRUCTIONS

Remove pages headed:

Insert pages headed:

Chapter A (5 sheets)

Chapter A (5 sheets)

Chapter C:

Chapter C:

SP 1-35 (1 sheet).....	SP 1-35 (1 sheet)
SP 2-4 (1 sheet).....	SP 2-4 (1 sheet)
	SP 2-20 (1 sheet)
	SP 2-21 (1 sheet)
SP 2-23 (1 sheet).....	SP 2-23 (1 sheet)
SP 2-44.....	SP 2-44 (1 sheet)
SP 2-188 (1 sheet).....	SP 2-188 (1 sheet)
SP 2-195.....	SP 2-195 (1 sheet)
SP 2-387 (1 sheet).....	SP 2-387 (1 sheet)
SP 2-443 (1 sheet).....	SP 2-443 (1 sheet)
	SP 2-465-464 (2 sheets)
SP 2-466 (2 sheets).....	SP 2-466 (2 sheets)
SP 2-468 (2 sheets).....	SP 2-468 (2 sheets)
SP 2-469 (1 sheet).....	SP 2-469 (1 sheet)
SP 5-24 (1 sheet).....	SP 5-24 (1 sheet)
SP 5-53 (1 sheet).....	SP 5-53 (1 sheet)
	SP 7-14 (1 sheet)
	SP 7-15 (1 sheet)
	SP 7-33 (1 sheet)
	SP 7-40 (1 sheet)

NEW MATERIAL

Clerk, Finance Station.....	SP 2-20.....	PS-6
Mail Handler Equipment Operator.....	SP 2-21.....	PS-5
Mail Classification Clerk (MSC).....	SP 2-464.....	PS-6
Mail Classification Clerk (MSC).....	SP 2-465.....	PS-7
Materials Handling Equipment Operator (MES) ..	SP 7-14.....	PS-5
Fork Lift Operator.....	SP 7-15.....	PS-5
Data Conversion Operator, MES	SP 7-33.....	PS-4
Setup Pressman, MES.....	SP 7-40.....	PS-6

EXPLANATION

Chapter A. Alphabetical list of position titles

w material.

Chapter C

- (1) New positions have been added to Parts 2 and 7.
- (2) SP 1-35 deletes craft references.
- (3) SP 2-4 reporting relationships changed.
- (4) SP 2-23 deletes postal savings and payroll responsibilities.
- (5) SP 2-44 changes office of chief accountant and word *patrons*.
- (6) SP 2-188 adds PS-5 and 6 mail handlers and PS-5 motor vehicle employees to craft eligibility.
- (7) SP 2-387 deletes gender references and changes word *patron*.
- (8) SP 2-443 minor revision and clarification for utilization.
- (9) SP 2-464—465 new positions to be used in management sectional centers V and VI that were formerly designated as Postal Service Centers.
- (10) SP 2-466—467. Titles change, occupation code change, and complete revision of basic function, duties, and responsibilities. Position is for use in post offices designated as a mail classification center. Position is now filled with the senior qualified bidder.
- (11) SP 2-468 complete revision; position may be used as justified in post offices not designated as a mail classification center or management sectional center. Position is now filled with the senior qualified bidder.
- (12) SP 2-469 complete revision. Position may be used as justified in postoffices, mail classification centers, and management sectional centers. Position is filled with the senior qualified bidder.
- (13) SP 5-24 changes reporting relationships.
- (14) SP 5-53 corrects occupation code error.

4 DISTRIBUTION

Distribution of this handbook is limited. Installations which have reproduced copies for further distribution within the installation or sectional center are reminded that this and any subsequent transmittal letters must be distributed to holders of the handbook.

(C. A. J.) note

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UNITED STATES POSTAL SERVICE
Washington, DC 20260

POSITION DESCRIPTIONS—BARGAINING UNIT POSITIONS
Personnel Handbook, Series P-1

Transmittal Letter 78-1
April 14, 1978

1 FILING INSTRUCTIONS

Remove pages headed:

a. Chapter A

Chapter A(p. 5)-Chapter A(p. 9)
(3 sheets)

b. Chapter C

SP 2-12 (1 sheet)

SP 2-43 (1 sheet)
SP 2-156 (1 sheet)
SP 2-229 (1 sheet)
SP 2-495 (1 sheet)

Insert pages headed:

a. Chapter A

Chapter A(p. 5)-Chapter A(p. 9)
(3 sheets)

b. Chapter C

SP 2-12 (1 sheet)
SP 2-16 (1 sheet)
SP 2-18-SP 2-19 (2 sheets)
SP 2-43 (1 sheet)
SP 2-156 (1 sheet)
SP 2-495 (1 sheet)

2 NEW MATERIAL

Mark-up Clerk Automated
Sign Painter - Illustrator
Sign Painter - Letterer

SP 2-16	PS 4
SP 2-18	PS 6
SP 2-19	PS 5

3 EXPLANATION

a. Chapter A. Alphabetical list of position titles has been updated to include new material, deleted positions, and correct printing error.

b. Chapter C

- (1) New positions have been added in part 2.
- (2) SP 2-229 is no longer a valid position and is being deleted.
- (3) SP 2-12 has been revised to reflect revenue units rather than dollars.
- (4) Since post offices no longer adjudicate claims the reference to number of claims is removed from SP 2-43.
- (5) SP 2-495 is now filled by the senior qualified bidder.

c. Chapter C.

(1) New position descriptions listed in paragraph 2 have been added.

(2) Craft determinations which were omitted in printing the following positions have been added: SP 2-195, SP 2-252, SP 2-331, SP 2-592, SP 6-77, and SP 6-78.

(3) The description for SP-46 and SP-47 has been revised to show both as bargaining unit positions in the motor vehicle craft.

(4) SP 6-81 has been revised to designate maintenance as the craft and to delete the words "high pressure" from item B to permit wider use of the position.

4 DISTRIBUTION

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UNITED STATES POSTAL SERVICE

Washington, DC 20260

POSITION DESCRIPTIONS—Bargaining Unit Positions
Personnel Handbook, Series P-1

Transmittal Letter 76-2
December 20, 1976

1 FILING INSTRUCTIONS

Remove pages headed:

a. Chapter A

Chapter A(p.1)—Chapter A(p.9)
(5 sheets)

b. Chapter B

Chapter B, KP 7 (1 sheet)

c. Chapter C

SP 1-1 (1 sheet)
SP 1-3 (1 sheet)
SP 1-8—SP 1-10 (3 sheets)
SP 1-16 (1 sheet)
SP 1-21—SP 1-29 (3 sheets)
SP 1-30—SP 1-33 (3 sheets)
SP 1-54—SP 1-63 (2 sheets)

SP 2-501 (1 sheet)
SP 2-630—SP 2-631 (2 sheets)
SP 3-3 (1 sheet)
SP 6-4—SP 6-8 (5 sheets)
SP 6-10—SP 6-12 (3 sheets)
SP 6-17—SP 6-46 (7 sheets)
SP 6-55—SP 6-58 (2 sheets)

Insert pages headed:

a. Chapter A

Chapter A(p.1)—Chapter A(p.9)
(5 sheets)

b. Chapter B

Chapter B, KP 7 (1 sheet)

c. Chapter C

SP 1-3 (1 sheet)
SP 1-8—SP 1-10 (3 sheets)

SP 1-29 (1 sheet)
SP 1-31—SP 1-33 (2 sheets)
SP 1-54—SP 1-63 (2 sheets)
SP 2-5 (1 sheet)
SP 2-7—SP 2-17 (9 sheets)
SP 2-501 (1 sheet)
SP 2-630—SP 2-631 (2 sheets)

SP 6-4—SP 6-8 (5 sheets)
SP 6-10—SP 6-12 (3 sheets)
SP 6-17—SP 6-46 (8 sheets)
SP 6-55—SP 6-58 (2 sheets)

2 NEW MATERIAL

Mail Routing and Dispatch Clerk
Mail Routing and Dispatch Technician
Contract Technician
Mail Rewrapper
Assignment Clerk
Postage Due Clerk
Postage Due Technician
Complaints and Inquiry Clerk
Schemes and Schedules Clerk
Billing and Coding Clerk, AMF
Industrial Equipment Mechanic
Operator Varsityper

SP 2-5	PS-5
SP 2-7	PS-6
SP 2-8	PS-6
SP 2-9	PS-4
SP 2-10	PS-6
SP 2-11	PS-5
SP 2-12	PS-6
SP 2-13	PS-6
SP 2-14	PS-6
SP 2-17	PS-6
SP 6-19	PS-6
SP 7-10	PS-5

3 EXPLANATION

a. *Chapter A.* Alphabetical list of position titles has been updated to include new material, deleted positions, and correct printing errors.

b. *Chapter B.* Occupation code on KP-7 has been corrected.

c. *Chapter C*

(1) New positions have been added in part 2.

(2) The following position descriptions have been deleted:

SP 1-1	SP 1-21	SP 1-20
SP 1-16	SP 1-22	SP 3-3

(3) The following position descriptions have been revised:

SP 1-3	SP 1-54	SP 6-7	SP 6-22
SP 1-8	SP 1-63	SP 6-8	SP 6-43
SP 1-9	SP 2-630	SP 6-10	SP 6-44
SP 1-10	SP 2-631	SP 6-11	SP 6-45
SP 1-29	SP 6-4	SP 6-12	SP 6-46
SP 1-31	SP 6-5	SP 6-17	SP 6-55
SP 1-33	SP 6-6	SP 6-18	SP 6-58

(4) Occupation code for SP 2-501 has been corrected and minor revisions made.

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UNITED STATES POSTAL SERVICE

Washington, DC 20260

POSITION DESCRIPTIONS—Bargaining Unit Positions
Personnel Handbook, Series P-1

Transmittal Letter 76-1
April 2, 1976

1 FILING INSTRUCTIONS

Remove pages headed:

Chapter A (p.1)—Chapter A(p.7)
(4 sheets)
Chapter C—

SP 2-188 (1 sheet)
SP 2-195 (1 sheet)
SP 2-363—SP 2-365 (3 sheets)
SP 2-370 (1 sheet)
SP 2-502 (1 sheet)

SP 2-592 (1 sheet)

SP 6-63 (1 sheet)

SP 7-28 (1 sheet)

Insert pages headed:

Chapter A (p.1)—Chapter A (p.9)
(5 sheets)

SP 1-35 (1 sheet)
SP 2-188 (1 sheet)
SP 2-195 (1 sheet)

SP 2-370 (1 sheet)
SP 2-502 (1 sheet)
SP 2-568 (1 sheet)

SP 2-632—SP 2-636 (5 sheets)
SP 5-66 (1 sheet)
SP 6-63 (1 sheet)
SP 6-85—SP 6-87 (3 sheets)
SP 7-1—SP 7-27 (16 sheets)
SP 7-28 (1 sheet)
SP 7-29—SP 7-32 (4 sheets)

2 NEW MATERIAL

Office Machine Operator
Senior Postal Source Data Technician
Computer Print Line Production Operator
Distribution Clerk-Machine, MPLSM
Distribution Clerk-Machine, SPLSM
Distribution Clerk-Machine, MPLSM Trainee
Distribution Clerk-Machine, SPLSM Trainee
Vehicle Operations Assistant — Bulk Mails
Maintenance Control and Stock Clerk
Postal Maintenance Trainee (A)
Postal Maintenance Trainee (B)
Operator Sewing Machine (shops)
Press Operator
Lock Maker
Lock Assembler
Machine Operator
Machine Operator

SP 1-35
SP 2-568
SP 2-632
SP 2-633
SP 2-634
SP 2-635
SP 2-636
SP 5-66
SP 6-85
SP 6-86
SP 6-87
SP 7-1
SP 7-2
SP 7-3
SP 7-4
SP 7-5
SP 7-6

Satchel Repairer	SP 7-7
Packer in Charge	SP 7-8
Requisitions Clerk	SP 7-9
Receiving and Shipping Clerk	SP 7-11
Head Receiving and Shipping Clerk	SP 7-12
Inventory Control Clerk	SP 7-13
Mail Equipment Handler	SP 7-21
Group Leader Mail Equipment Handlers	SP 7-23
Operator Sewing Machine Repair	SP 7-26
Group Leader Mail Bag Examination	SP 7-27
Maintenance Mechanic General	SP 7-29
Group Leader Mail Equipment Repair	SP 7-30
Group Leader Sewing Machine Operators	SP 7-31
Packer Warehouseman	SP 7-32

3 EXPLANATION

- a. Chapter A. Alphabetical list of position titles has been updated to include new material.
- b. Chapter C.
 1. New positions in paragraph 2 have been added.
 2. SP 2-188 and SP 2-195 have been revised to correct a printing error.
 3. SP 2-365 is deleted. Incumbents are to be matched to SP 2-443.
 4. SP 2-370 corrects spelling error in title.
 5. SP 2-502 provides for senior qualified instead of best qualified.
 6. SP 6-63 corrects the occupation code.
 7. SP 7-28 deletes craft designation.
 8. NOTE: Position Descriptions being added to Part 7 do not show a craft designated.

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UNITED STATES POSTAL SERVICE
Washington, DC 20260

POSITION DESCRIPTIONS—Bargaining Unit Positions
Personnel Handbook, Series P-1

Transmittal Letter 75-1
January 15, 1975

1 FILING INSTRUCTIONS

Remove:

Chapter A (p. 1)—Chapter A (p. 7)
(4 sheets)

Chapter B, KP 3 (1 sheet)

Chapter C—

SP 2-188—SP 2-195 (2 sheets)

SP 2-252 (1 sheet)

SP 2-331 (1 sheet)

SP 2-592 (1 sheet)

SP 5-46—SP 47 (1 sheet)

SP 6-81 (1 sheet)

Insert:

Chapter A (p. 1)—Chapter A (p. 7)
(4 sheets)

Chapter C—

SP 2-188—SP 2-195 (2 sheets)

SP 2-252 (1 sheet)

SP 2-331 (1 sheet)

SP 2-592 (1 sheet)

SP 2-615 (1 sheet)

SP 2-621—SP 2-627 (3 sheets)

SP 2-630—SP 2-631 (2 sheets)

SP 5-46—SP 5-47 (Revised) (1 sheet)

SP 5-65 (1 sheet)

SP 6-81 (Revised) (1 sheet)

SP 6-82—SP 6-84 (3 sheets)

2 NEW MATERIAL

Bulk Mail Dock Clerk

Training Technician (PEDC)

Data Conversion Operator

Group Leader Data Conversion Operator

Philatelic Clerk

Senior Philatelic Clerk

Lead Automotive Mechanic

Overhaul Specialist

Maintenance Control Technician

Electronics Technician Trainee (Bulk Mails)

SP 2-615

SP 2-621

SP 2-626

SP 2-627

SP 2-630

SP 2-631

SP 5-65

SP 6-82

SP 6-83

SP 6-84

3 EXPLANATION

- a. Chapter A. Alphabetical list of position titles has been updated to include new material.
- b. Chapter B. Key position 3 should not have been included with TL-74-1.

4 DISTRIBUTION

Distribution of this handbook is limited. Installations which have reproduced copies for further distribution within the installation or sectional center are reminded that this and any subsequent transmittal letters must be distributed to holders of the handbook.

W. R. Masters

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UNITED STATES POSTAL SERVICE
Washington, DC 20260

POSITION DESCRIPTIONS--Bargaining Unit Positions
Personnel Handbook, Series P-1

Transmittal Letter 74-1
August 1, 1974

1 MATERIAL TRANSMITTED

This transmits a complete revision of Personnel Handbook, Series P-1, Position Descriptions--Bargaining Unit Positions.

2 EXPLANATION

.1 This handbook has been revised primarily to remove key and standard position descriptions which became obsolete with the implementation of the job evaluation program for nonbargaining unit positions. Some new descriptions have been added and some have been revised but not all descriptions have been updated. The old position numbers and occupational codes have been retained to avoid preparation of personnel change actions.

.2 Chapter A which previously contained compensation schedules now gives an alphabetical list of position titles. Compensation schedules will not be included in this handbook.

.3 Chapters B and C now contain only those key and standard position descriptions applicable to bargaining unit (craft) positions.

.4 The title of SP 2-1 has been changed back to Distribution and Window Clerk; markup duties have been deleted, and the additional duty of setting postage meters on sites has been added. Personnel actions effected by rematching employees to this position transmitted with TL-73-1, July 6, 1973, should be reexamined, employees matched to appropriate positions, and necessary personnel transactions initiated. A new description, SP 2-629, Distribution, Window, and Markup Clerk, PS-5, has been added.

.5 Craft determinations indicated on each position description are subject to appropriate provisions of the National Agreement. Some of these jobs may also be established for more than one craft.

3 DISTRIBUTION

This handbook is not furnished to all postal installations. Installations not having the handbook may obtain position descriptions as needed from their sectional center managers.



Darrell F. Brown
Senior Assistant Postmaster General
Employee and Labor Relations Group