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84TH CONGRESS
1ST SESSION

H. R. 2987

IN THE HOUSE OF REPRESENTATIVES

JANUARY 25, 1955

Mr. MURRAY of Tennessee introduced the following bill: which was referred to the Committee on Post Office and Civil Service

A BILL

To increase the rates of basic salary of postmasters, officers, supervisors, and employees in the postal field service, to eliminate certain salary inequities, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That this Act may be cited as the "Postal Field Service
4 Compensation Act of 1955".

TITLE I—DEFINITIONS, COVERAGE, AND

EXEMPTIONS

DEFINITIONS

8 SEC. 101. For the purposes of this Act—

9 (a) "Department" means the Post Office Depart-
10 ment established by section 388 of the Revised Statutes

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[Report No. 472]

1 2. Types correspondence and memoranda from rough
2 drafts or general information.

3 3. Cuts stencils for instructions, circulars, and other gen-
4 eral uses.

5 4. In addition, may perform any of the following duties:

6 (a) Transcribes from a dictating machine:

7 (b) Operates a mimeograph machine.

8 (c) Files, checks requisitions, prepares vouchers,
9 and answers the telephone.

10 5. As the needs of the service require, may perform other
11 related duties of the same or lower level as assigned; occa-
12 sionally, may perform duties of a higher level.

13 ORGANIZATIONAL RELATIONSHIPS.—Reports to a desig-
14 nated supervisor.

15 (8) POSITION.—Mail Handler—Level 3.

16 BASIC FUNCTION.—Loads, unloads, and moves bulk
17 mail, and performs other duties incidental to the movement
18 and processing of mail.

19 DUTIES AND RESPONSIBILITIES.—

20 1. Unloads mail received by trucks. Separates all mail
21 received by trucks and conveyors for subsequent dispatch to
22 other conveying units, and separates and delivers working
23 mails for delivery to distribution areas.

24 2. Places empty sacks or pouches on racks, labels them
25 where labels are prearranged or racks are plainly marked,

1 dumps mail from sacks, cuts ties, faces letter mail, carries
2 mail to distributors for processing, places processed mail into
3 sacks, removes filled sacks and pouches from racks, closes and
4 locks same. Picks up sacks, pouches, and outside pieces,
5 separates outgoing bulk mails for dispatch and loads mail onto
6 trucks.

7 3. Handles and sacks empty equipment, inspects empty
8 equipment for mail content, restrings sacks.

9 4. Cancels stamps on parcel post, operates canceling
10 machines, carries mail from canceling machine to distribution
11 cases.

12 5. Assists in supply and slip rooms and operates address-
13 ograph, mimeograph, and similar machines.

14 6. In addition, may perform any of the following duties:

15 (a) Acts as armed guard for valuable registry ship-
16 ments and as watchman and guard around post office
17 building.

18 (b) Makes ^{occasional} simple distribution of parcel post mail
19 requiring no scheme knowledge.

20 (c) Drives trucks in interstation service to and
21 from post offices and garages, and in delivering sacks to
22 relay boxes.

23 (d) Operates electric fork-lift trucks.

24 (e) Rewraps soiled or broken parcels.

25 (f) Performs other miscellaneous duties, such as

1 stamping tickets, weighing incoming sacks, cleaning and
 2 sweeping in workrooms, offices, and trucks where such
 3 work is not performed by regular cleaners.

4 7. As the needs of the service require, may perform other
 5 related duties of the same or lower level as assigned; occa-
 6 sionally may perform duties of a higher level.

7 ORGANIZATIONAL RELATIONSHIPS.—Reports to a fore-
 8 man or other designated supervisor.

9 (9) POSITION.—Garage man—Level 3.

10 BASIC FUNCTION.—Performs a variety of routine serv-
 11 ices incidental to the proper maintenance of motor vehicles.

12 DUTIES AND RESPONSIBILITIES.—

13 1. Lubricates trucks in accordance with lubrication
 14 charts and type of truck.

15 2. Changes crankcase oil and filter cleaners and cleans
 16 case in conformance with instructions and vehicle mileage.

17 3. Changes tires and makes necessary repairs.

18 4. Washes and steam-cleans trucks.

19 4. Assists automotive mechanics.

20 6. Fuels and oils trucks.

21 7. Cleans garage, garage office, swing room, and wash-
 22 room, as assigned.

23 8. As the needs of the service require, may perform
 24 other related duties of the same or lower level as assigned;
 25 occasionally, may perform duties of a higher level.

1 other related duties of the same or lower level as assigned;
2 occasionally, may perform duties of a higher level.

3 ORGANIZATIONAL RELATIONSHIPS.—Reports to a post-
4 master or assistant postmaster, or other designated super-
5 visor.

6 (13) POSITION.—Distribution Clerk—Level 4.

7 BASIC FUNCTION.—Separates mail in a post office,
8 terminal, airmail field, or other postal facility in accordance
9 with established schemes, including incoming or outgoing
10 mail or both.

11 DUTIES AND RESPONSIBILITIES.—

12 1. Makes primary and one or more secondary distribu-
13 tions of incoming mail by delivery point (for example,
14 classified or contract station or branch or other delivery unit,
15 general delivery, lockboxes, rural or star route, or city car-
16 rier route) based on a knowledge of the distribution scheme
17 established for that office.

18 2. Makes primary and one or more secondary distri-
19 butions of outgoing mail for dispatch (for example, by city,
20 State, region, train, highway or railway post office, or air-
21 mail flight) based on a knowledge of the distribution scheme
22 prescribed by the Postal Transportation Service.

23 3. In addition, may perform any of the following duties:

24 (a) Maintains records of mails.

25 (b) Examines balances in advance deposit accounts.

- 1 (c) Faces and cancels mail.
- 2 (d) Ties mail and inserts facing slips.
- 3 (e) Opens and dumps pouches and sacks.
- 4 (f) Operates cancelling machines.
- 5 (g) Records and bills mail (for example, c. o. d.,
- 6 registered, and so forth) requiring special service.
- 7 (h) Renders service at public windows.

8 4. As the needs of the service require, may perform
9 other related duties of the same or lower level as assigned;
10 occasionally, may perform duties of a higher level.

11 ORGANIZATIONAL RELATIONSHIPS.—Reports to a fore-
12 man or other designated supervisor.

13 (14) POSITION.—Window Clerk—Level 4.

14 BASIC FUNCTION.—Performs a variety of services at a
15 public window of a post office or post office branch or station.

16 DUTIES AND RESPONSIBILITIES.—

17 1. As a regular assignment, performs any of the follow-
18 ing duties:

19 (a) Sells postage stamps, stamped paper, cards,
20 internal revenue stamps, migratory bird stamps, and
21 postal savings stamps and certificates.

22 (b) Accepts from and, after proper identification,
23 delivers to patrons parcel post, insured, c. o. d., and reg-
24 istered mail; makes collection of required postage, issues