

Limited Duty Carrier Assignments

Sort letter mail in modified workstation/remain seated
Sort letter mail
Write/Type PS Form 3982
File change of address cards
Input data into computer involving carriers
Growth management
Maintain routine route records
Maintain special order route records
Write up carriers accountable mail
Make carrier route case labels
Maintain Address Management books for carrier routes
Maintain Unit Goal posters
Update USPS employee bulletin boards
Record DPS errors received from carriers after return from street
Carrier information gathering for Unit Review
Coordinate USPS/carrier special events
NDCBU Street delivery of mail (Cluster Box)
High rise apartment delivery of mail
Truck mounted mail delivery
Complete Form 1564A for carrier routes
Maintain route maps for carrier routes
Maintain Form 3575 for carrier routes
Maintain Form 1621 for carrier routes
Sort mail to be forwarded into throw-back case for handling by clerks
Make deliveries on carrier routes

Limited Duty Mail Handler Assignments

Separate bundles of mail
Complete and attach labels on bundles according to content
Condemn mail bags
Remove cord fasteners and label holders
Prepare salvaged articles
Work at wire tying machines
Prepare facing slips
Sort trays, pouches and bags to appropriate distribution point
Label printing
Operate a jitney, fork-lift or pallet truck