

AMW 4 - 38

at level 12 for that purpose. The interruption could have occurred at level 10, level 14, or any other level. Particular significance should be attached to the selection of level 12, nor should the administration of the position generate any particular problem at that level. The time expressed by this interruption in the steady progression has been of immeasurable assistance as a guide in assigning the weight to be attached to receipts in the ranking of postmaster positions where an apparent imbalance exists AT ALL LEVELS.

- c. However, Key Position 33 by itself does not facilitate ranking of the more normal type of postmaster positions envisioned in the other key positions, where receipts bear a normal relation to other service factors. Such a position is one which would fall approximately midway between the key positions in level 11 and level 13. For this reason, Standard Position 2-68 was developed. It portrays the normal relationship between receipts and other service factors. To that extent, SP 2-68 represents a determination, in effect, that a given postmaster's position in this range is more closely comparable in level of duties and responsibilities to key position 33 than to any other position, since it supplements KP-33 by setting forth the factors at a typical post office. (See Note: SP 1-68) Standard Position 2-68 should always be used as a basis for evaluating a position at level 12 where there are extreme variations in the service factors.

.12 Other Postal Field Service Positions

a. Clerks in Third-Class Offices

- (1) The assignment of clerks in third-class offices shall be limited to KP-4, clerk, third-class post office, level 2.
- (2) It was never contemplated that any clerks in third-class offices would be assigned to KP-12, distribution clerk, or KP-13, window clerk. KP-12 is applicable only to clerks in first- and second-class post offices, stations, and branches. KP-13 is applicable only to clerks in first- and second-class post offices, stations, and branches.

b. Mail Handler Positions

- (1) KP-8, mail handler, level 3, provides in item 1 making "occasional simple distribution of parcel mail requiring no scheme knowledge". To avoid misunderstanding of the use of the word "occasional" in the key position of mail handler, all mail handlers currently assigned full time or substantially full time to the simple distribution of parcel post requiring no scheme knowledge will continue to be designated as mail handler and ranked in level 3. The law is to be interpreted as requiring any change in work assignment

9-13-62

- (2) Mail handlers may also be assigned to such preferential mail activities as culling, facing, canceling, sweeping boxes, as well as work incident to the processing and movement of bulk mail.
- (3) The Postmaster General is required to rank positions, other than key positions, in relation to the key position which is most closely comparable in terms of the level of duties, responsibilities, and work requirements. Even though the position of a mail handler who regularly performs simple distribution of parcel post mail is not treated as identical with the key position, the position would nevertheless be placed in level 3. Obviously, the work of a mail handler assigned only to simple distribution of parcel post mail requiring no scheme knowledge is more closely comparable to the normal duties of the mail handler described in KP-8 than it is to the duties of a distribution clerk (level 4, KP-12), who separates incoming or outgoing mail in accordance with established schemes.

c. Level 4 Distribution Clerk

Although level 4 distribution clerks are assigned in some field installations to the non-schemes distribution of mail, they are also assigned periodically to separate incoming and outgoing mail, or both, in accordance with established schemes and to qualify for scheme distribution. Under these circumstances, their placement in salary level 4 is proper.

d. SP 2-119 (Foreman, Carrier, Level 8)

The standard position description states, under Organizational Relationships, that the level 8 foreman of carriers supervises approximately 75 or more carriers. To insure uniform grading of these positions, substitutes should be included in the total supervised, inasmuch as the foreman has significant responsibilities for the availability, training, and direction of the substitute carriers as well as for regular carriers. The supervision indicated on the Forms 820 for positions of foreman of carriers must be a realistic total based on a representative period of the year, not inflated by Christmas temporary employment.

e. SP 2-3 (Information Clerk, Level 5)

This description is used only for positions in offices having normal annual receipts of approximately \$5 million or more, when the employees devote full time, or nearly full time, to information duties of the nature defined. Only employees with long experience and unusual knowledge of postal services and pertinent regulations and procedures should be assigned to this standard position description. It is principally in the largest cities that the information clerks (at the main post office, or largest midtown stations, or both) are required to perform duties and assume responsibilities that exceed the requirements of the level 4