

ATTACHMENT C

DISTRIBUTION CLERK-LEVEL 4

BASIC FUNCTION.--Separates mail in a post office, terminal, airmail field, or other postal facility, including incoming or outgoing mail or both, requiring no scheme knowledge.

DUTIES AND RESPONSIBILITIES.--

- (A) Makes primary distribution of incoming mail by delivery point (for example, classified or contract station or branch or other delivery unit, general delivery, lockboxes, rural or state route, or route) based on a knowledge of ZIP Codes and other distribution requirements established for that office.
- (B) Makes primary and/or secondary distributions of outgoing mail for dispatch (for example, by city, State, region, train, highway or railway post office, or airmail flight) based on a knowledge of ZIP Codes and other distribution requirements established for that office.
- (C) In addition, may perform any of the following duties:
 - (1) Faces and cancels mail.
 - (2) Ties mail and inserts facing slips.
 - (3) Opens and dumps pouches and sacks.
 - (4) Operates cancelling machines and other equipment
 - (5) Performs other miscellaneous duties as assigned.

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