

National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborers' International Union of North America, AFL-CIO

NATIONAL HEADQUARTERS: 905-16th STREET N.W. WASHINGTON, D.C. 20006 (202) 737-8066



OFFICIALS

December 1, 1975

Peter Fosco
General President, LIUNA

Terence J. O'Sullivan
General Secretary-Treasurer, LIUNA

Lonnie L. Johnson
Mail Handler National Director

Norman Orenstein
Mail Handler Financial Director

Mr. Benjamin F. Bailar
Postmaster General
U. S. Postal Service
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260

Mr. Francis Filbey, General President
American Postal Workers Union, AFL-CIO
817 14th Street, N.W.
Washington, D.C. 20005

Mr. James H. Rademacher, President
National Association of Letter Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001

Mr. Lester F. Miller, President
National Rural Letter Carriers' Association, AFL-CIO
1750 Pennsylvania Avenue, N.W., Suite 1204
Washington, D.C. 20006

Gentlemen:

In accordance with the provisions of the Memorandum of Understanding between the U. S. Postal Service and the American Postal Workers Union, AFL-CIO, National Association of Letter Carriers, AFL-CIO, National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborers' International Union of North America, AFL-CIO, National Rural Letter Carriers' Association, AFL-CIO, entered into by the parties on September 4, 1975, on behalf of the Mail Handlers Division of the Laborers' International Union, I am submitting a written description of the duties which the Mail Handlers Division believes are properly assignable to employees it represents. With respect to the Standard Position Descriptions which are enclosed, the Mail Handlers Division claims that employees it represents are properly entitled to be assigned such duties.

.../...

POLICY & STEERING COMMITTEE

Northeast Region
Ronald Moe
2400 Johnson Avenue
Bronx, New York 10463

Eastern Region
Frederick D. Rogacki
121 Alpine Place
Cheektowage, New York 14225

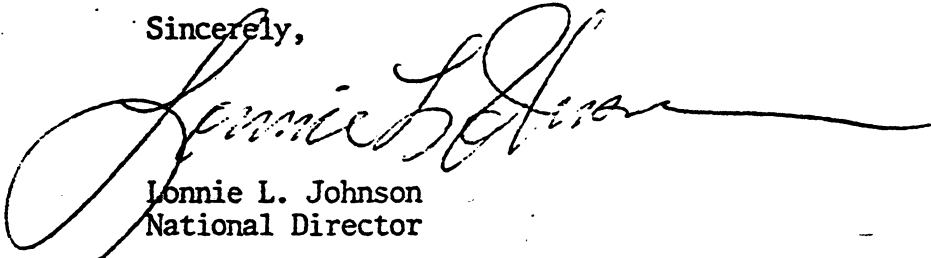
Central Region
Herbert Walker
9970 Dunraven Drive
Cincinnati, Ohio 45239

Western Region
Alvin S. Gant
2201 Renfrew Court
San Jose, California 95132

Southern Region
Claudis Johnson
3209 Proswimmer Drive
Houston, Texas 77088

In accordance with the aforementioned Memorandum of Understanding, I would appreciate the prompt convening of a meeting so that the work of the committee on jurisdiction may be promptly undertaken in accordance with the terms of the memorandum. I would, therefore, propose an initial meeting on December 12, 1975.

Sincerely,



Lonnie L. Johnson
National Director

/slm

cc: Mr. James V. P. Conway, Senior Assistant Postmaster General,
USPS Labor Relations
Mr. James Gildea, Assistant Postmaster General,
USPS Labor Relations
Bernard Cushman, Attorney

Enclosure

JURISDICTION COMMITTEE PAPER

I. Platform Acceptance and Weigher's Unit

A. General Description

Mail Handlers shall perform the duty within the platform operation, and such duties shall be described as Mail Handler bargaining unit work, and shall consist of accepting, classifying and computing chargeable postage on second or third class mail matter, or both, and shall engage in other activities necessary for the prompt expedition of the mail.

B. Specific Activities

1. Make necessary reports and submit them to the Office of the Finance Director
2. Accept other classes of mail and receipts for such matter if necessary.
3. Obtaining mail from staggng areas.
4. Opening and dumping sacks and other containers.
5. Stacking empty mail equipment.
6. Maintaining records of permit holders, deposits, withdrawals and miscellaneous information incidental to the processing of second and third class matter.
7. Accept and make simple distribution of second and third class mail.
8. Accept precancelled and metered matter mailed in bulk quantity and verify if proper postage has been paid.
9. Advise patrons as to proper mailing procedures.

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9. Advise patrons as to proper mailing procedures.

II. Originating Mail, Preparation, Culling and Counseling

A. General Description

It shall be the entire responsibility of the Mail Handler craft, which shall be the craft designated to prepare, collect, and to drop mail for distribution, and shall include the processing of stamped mail from the point of receipt (docks, slides, chutes, conveyors and other areas) to the points of disposal to other operations or dispatch.

Such work shall be performed solely by Mail Handlers and shall consist of culling, counseling, moving the mail to scales and delivering all mail to the next operation, staging area or dispatch area and shall perform all other related duties necessary to the expedition of the mail.

B. Specific Activities

1. Obtaining mail from staging areas.
2. Opening and dumping sacks and other containers.
3. Stacking empty mail equipment.
4. Culling and separating letter bundles, flats, flat bundles, small parcels and rolls, parcels, etc., to trays, carts, gurneys, hampers and/or conveyors.
5. Culling, facing and traying loose metered mail on culling belt.
6. Separating bundles of letters to local and out of town.
7. Traying letters for distribution or cancellation.
8. Cancelling all stamped mail.
9. Hand-stamping all types of stamped mail.
10. Rating short-paid mail.
11. Stacking and preparing damaged mail.
12. Collecting mail from courtesy window and dropping it.
13. Facing and orienting facer-cancellation machine rejects for cancellation.
14. Obtain equipment for use in the operation and disposal of excess mail.

15. Report incorrect meter dates on mail.
16. Moving the mail to scales and delivering all mail to the next operation, staging area or dispatch area.

III. Outgoing and Incoming Distribution of Mail

A. General Description

Mail Handlers shall perform all separations and distribution of all bulk mail handling work and mail processing assignments that do not require scheme knowledge, and that can be worked by zip code, and shall include inter and intra office mail handling, distribution and separation of all classes of mail.

B. Specific Activities

1. Obtaining letters from the staging areas for distribution.
2. Loading case ledgers.
3. Sweeping processed letters requiring further distribution, moving mail to the scales that requires subsequent handling.
4. Sweeping processed letters for dispatch, tie-out and/or loose pack.
5. Loose-packing, pouching, hanging, pulling pouches if done with this operation, not at central pouch rack.
6. Obtain, hanging and labeling empty sacks in racks and pulling sacks for dispatch.

IV. Combined Outgoing Airmail and Airmail Letters

A. General Description

The Mail Handler craft shall be the only craft designated to perform distribution activity that does not require scheme knowledge, and that is worked or can be worked by zip code, whether or not such distribution is performed manually, by mechanical means, and shall entail the distribution and/or separation of such stamped mail matter as airmail letters, flats, small parcels, rolls, air parcel post received from local mailers, or other post offices (transit mail), and other distribution operations within the local office for separation to individual states, combination of states, sectional centers, cities and foreign countries, and whether or not such distribution, separation or mail handling is made into cases, sacks and/or pouches or other containers.

B. Specific Activities

1. Obtaining airmail letters, flats, SPR's and parcels from staggng areas for distribution.
2. Opening and dumping pouches received from other post offices, including examining and disposing of empty sacks and/or pouches.
3. Cutting airmail bundles and facing letters and flats. Included will be traying, weighing, transporting letters and flats to distribution operations or staggng areas.
4. Distributing tied-out bundles or letters, flats and small parcels and rolls at pouch racks.
5. Obtaining, hanging and labeling empty sacks and/or pouches and pulling pouches for dispatch.
6. Obtaining airmail letters, flats, small parcels and rolls, and air parcel post from staggng areas for distribution.
7. Opening and dumping sacks and/or pouches received from other post offices.
8. Handling registers received and/or dispatched.
9. Recording and reporting missent mail received from other post offices.

V. Outgoing Flat, Mixed-State, Preferential or Non-Preferential Mail

A. General Description

Included in the Mail Handler craft shall be dissemination of stamped flat sized mail to states, foreign countries received from local mailers and other post offices and other distribution areas within the local office, for separation to cities, sectional centers or enroute distribution points, and does not require scheme activity or knowledge, and that is worked, or can be worked manually, by mechanical means, whether or not distribution, separation or mail handling is made into cases, sacks, and/or pouches or other containers.

B. Specific Activities

1. Obtaining flats from staggng areas for distribution.
2. Loading case ledgers.
3. Sweeping processed flats requiring further distribution and transporting this mail to subsequent handling areas.
4. Sweeping processed flats for dispatch, tie-out and/or loose-pack, and transporting this mail to the dispatch area or pouch racks.

5. Obtaining, hanging and labeling empty sacks and/or pouches and pulling sacks and/or pouches for dispatch.
6. Loose-packing or pouching if done at operation and not at central rack.

VI. Letter Sorting and Optical Character-Reading Distribution

A. General Description

Mail Handlers shall perform all functional activity prerogative to expediting letters (except such activity that will require scheme knowledge, but shall include all stamped mailable letters that require distribution or separation by zip code, or classified as directs) that require distribution or separation to states, designated cities, local zip code delivery areas (carrier routes), whether or not such functional activity is now, or will be performed manually, by mechanical means, or by automated equipment manually operated and shall subscribe to mail handler perscription.

B. Specific Activities

1. Obtain letters from staging areas for distribution.
2. Loading, culling, facing and orienting letters on feeder ledgers.
3. Verifying all directs by riffling.
4. Sweeping processed letters requiring further distribution, traying, and traying this mail and transporting it to the scales and subsequent handling areas.
5. Sweeping processed letters for dispatch, tie-out and/or loose-pack and transporting this mail to the dispatch area or pouch racks.
6. Obtaining equipment for use in the operation and disposal of excess equipment.
7. Sweeping, traying and transporting non-cancelled mail to the scales and other operation.
8. Obtaining, hanging, labeling and pulling sacks and/or pouches.
9. Loose-packing directs from this unit.
10. Loading and orienting letters on feeder ledgers

VII. Outgoing and Incoming Parcel Post

A. General Description

1. Mail Handlers shall perform all functional activity prerogative to expediting parcel post, except such activity that will require scheme knowledge, but shall include all stamped mailable matter that requires distribution or separation by zip code, or classified as directs, or that require distribution or separation of mixed-States, parcels to post offices (transit mail) for separation of cities and states through the use of sacks, tandem conveyors, slides, tables, hampers, or other containers.
2. Distribution of large city directs and additional separation from tandem conveyors, tables or slides.
3. Distribution of outside parcels when distribution is made within the office by platform personnel.
4. Facing, orienting, and keying the distribution of mixed-States, parcels, through the use of parcel sorting machines.
5. Distribution of mix-States, outside parcels, when distribution or separation is made within the office and not by platform personnel.
6. Manual distribution of mixed-States, parcels that require distribution through sorters, and that will include distribution or separation of parcels of single states and foreign countries, or multiple states and foreign countries, and parcels received for separation to local zip code areas. In addition, shall perform separation or distribution of parcels including outsides and reworks received for separation to local delivery routes, box sections and firms, sacks, hampers and other containers. Distribution shall subscribe to mail handler prescription whether or not performed manually, by automation, or by automated equipment operated manually.

B. Specific Activities

1. Obtaining mail from staggng areas.
2. Dumping sacks, hampers and other containers to slides, distribution conveyors, hoppers, or tables.
3. Recording as errors, mail received from other offices which has been missent or mislabeled.
4. Transporting hampers or other containers of processed mail to a dispatch point, storage area, or subsequent handling area.

5. Obtaining, hanging and labeling empty sacks and pulling sacks for dispatch.
6. Disposal of dispatch sacks to drop holes, dispatch conveyors or other platform trucks and transporting loaded platform trucks to staggng areas, a separating unit, or a dispatch area.
7. Rewrapping and repairing damaged parcels and preparing irregularity reports as required.
8. Examining and spreading empty sacks.
9. Cancellation of uncanceled stamps.
10. Obtain equipment and disposing of excess equipment.
11. Panel control directing mail to run-offs.
12. Recording as errors, mail received from other offices which has been misssent or mislabeled.
13. Unclog jams in automatic mailing units.
14. Accept COD's and insured parcels.
15. Process custom mail.
16. Separation and distribution of labels within the installation.
17. Acceptance and receipt of registered mail at opening unit and transporting to register section.
18. Transporting of registers from register section to pouch racks, truck terminals, airmail facilities and other destinations within the city.

VIII. Platform, Transfer Office and Related Activities - Outgoing and Incoming Mail Processing at Stations and Branches

A. Platform Transfer Activities

Mail Handlers shall perform all mail handling activities prerogative to expediting stamped mailable matter, whether or not such mailable matter is distributed or separated into sacks, tandem conveyors, slides, tables, hampers, and other containers, by other means, but does not require scheme knowledge, but shall also include activities as:

1. Freight elevator service
2. Directing traffic in the platform area

3. Assisting vehicle service
4. Transporting collection, metered, permit mail, etc., to designated processing points.
5. Transporting mails to the platform from final processing points.
6. Manual or mechanical sorting and routing of sacks, pouches, outside parcels and empty equipment.
7. Arranging for transfer of mail between trains, planes, motor vehicles, and mail units by transfer personnel.
8. Loading and unloading
 - a. post office vehicles
 - b. contract vehicles
 - c. star route vehicles
 - d. vans
 - e. rail cars
 - f. containers
 - g. separating sacks and pouches to destination

Activities identified or related in VIII, A1 through A8, a through g, whether or not confined to postal installations, postal-sponsored installations, or private contract terminals, shall subscribe exclusively to the mail handler perscription.

B. Mail Processing at Stations and Branches

Mail Handlers shall perform distribution and separation of preferential and non-preferential letters, flats, small parcels and rolls, and parcel post at classified stations and branches, but such distribution and separation shall not involve scheme knowledge.

IX. Outgoing Preferential and Non-Preferential Opening Units and Distribution Areas

A. General Description

Mail Handlers shall perform all separate distribution and separation of mail considered as SPR's, newspaper, letters and rolls, special delivery, and special handling parcels originating to states, sectional centers, cities, and the loose-packing of letter mail regardless of whether or not such mail is considered preferential or non-preferential, but does not require scheme knowledge.

B. Specific Activities

1. Opening and dumping pouches and sacks received from other post offices.
2. Cutting bundles and facing letters and flats for case distribution.

3. Culling, weighing and transporting letters and flats to other distribution operation or staggng areas.
4. Obtaining, hanging, and labeling empty sacks and pulling sacks for dispatch.
5. Disposing of processed mail requiring further handling to appropriate sections.
6. Transporting pouches and sacks of mail to dispatch areas.
7. Obtaining sacks of circulars, ordinary papers, and small parcels and rolls from staggng areas, and transporting this mail to the distribution area.
8. Separating letter and flat bundles for case distribution, and distributing direct bundles, small parcels and rolls to containers and sacks at opening units.
9. Culling bundles and facing letters and flats for case distribution.
10. Traying of mail and transporting mail to the scales and to distribution operation or staggng areas.
11. Perform all pouching and sacking of mail destined to associate offices.
12. Sweeping processed letters requiring further distribution. Transferring this mail to scales and subsequent handling areas.
13. Patching and repairing damaged mail.
14. Obtaining, hanging, labeling and pulling pouches and/or sacks. Loose-packing and/or pouching if mail is pouched as it is swept from case.
15. Incidental rating and distribution of postage due mail.
16. Sweeping cases and/or tying-out directs to carrier case.
17. Obtaining, hanging and labeling of empty sacks. Pulling sacks for dispatch.

X. Security Service

Personnel required for the protection of postal property, or for the protection of property within the custody of the postal agency that require dispensation thereof, to cities, states, local delivery, or for the protection while receiving such property, shall be the duty of the mail handlers, and shall subscribe to mail handler craft perscription.

XI. Summary

All service activities that are functionally related, whether or not such relationship shall require service activities that are performed manually, by mechanized means, or by automated equipment manually operated, shall subscribe exclusively to the mail handler craft prescription.

/slb

Craft-Maintenance (If in maintenance branch)

Craft-Mailhandler (If in post office branch)

POSTAL FIELD SERVICE

Title: Laborer, Materials Handling

Salary Level: PFS-3

Key Position Reference No. 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.

MAIL HANDLER—LEVEL 4

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

DUTIES AND RESPONSIBILITIES.—

- (A) Unloads mail received by trucks. Separates all mail received by trucks and conveyors for subsequent dispatch to other conveying units, and separates and delivers working mails for delivery to distribution areas.
- (B) Places empty sacks or pouches on racks, labels them where labels are pre-arranged or 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, closes and locks same. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.
- (C) Handles and sacks empty equipment, inspects empty equipment for mail content, restrings sacks.
- (D) Cancels stamps on parcel post, operates canceling machines, carries mail from canceling machine to distribution cases.
- (E) Assists in supply and slip rooms and operates addressograph, mimeograph, and similar machines.
- (F) In addition, may perform any of the following duties:
 - (i) Acts as armed guard for valuable registry shipments and as watchman and guard around post office building.
 - (ii) Makes occasional simple distribution of parcel post mail requiring no scheme knowledge.
 - (iii) Operates electric fork-lift trucks.
 - (iv) Rewraps soiled or broken parcels.
 - (v) Performs other miscellaneous duties, such as stamping tickets, weighing incoming sacks, cleaning and sweeping in workrooms, offices, and trucks where such work is not performed by regular cleaners.

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

POSTAL FIELD SERVICE

Title: Group Leader, Mail Handlers

Salary Level: PFS-5

Key Position Reference No. 12

BASIC FUNCTION. Serves as working leader of a group of at least five (5) mail handlers as 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. (This position is authorized only where the work performed by the group is physically separated from the immediate area of the assigned foreman or designated supervisor).

DUTIES AND RESPONSIBILITIES

- (A) 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. Takes charge of nondistribution work units requiring work of a number of mail handlers such as culling area, facing tables, canceling operation, etc.
- (B) 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 he is expected to do.
- (C) Receives assignments and well-defined work plans and instructions on a job-by-job or day-to-day basis; sees that work is carried through to completion efficiently and effectively.
- (D) Assigns employees, as instructed by a supervisor, in the group 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.
- (E) Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to supervisor.
- (F) 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.
- (G) Provides immediate supervisor, as requested, with information for personnel actions affecting members of his group; maintains morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.
- (H) Performs nonsupervisory duties identical with those of employees in the group.

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

POSTAL FIELD SERVICE

Title: Special Clerk
Key Position Reference No. 8

Salary Level: PFS-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.

POSTAL FIELD SERVICE

Title: Warehouseman
Key Position Reference No. 8

Salary Level: PFS-4

BASIC FUNCTION. Is responsible for performing either bin or bulk warehousing activities, or may perform a combination of these activities as required.

DUTIES AND RESPONSIBILITIES.

A. Stores, maintains in good condition, and issues approximately 300 or more items and/or forms in an assigned bin storage area:

- (1) Revises bin locations as necessary in assigned area to accommodate changes in the items of supply; requisitions stock from bulk storage to replenish bin levels; checks stock received from bulk for proper type, condition and quantity, and calls discrepancies to the attention of supervisors.
- (2) Selects the types and quantities of items or forms called for by requisitions from using installations; exercises discretion in determining when carton lots should be supplied from bulk storage; reports obvious errors on requisitions to supervisor or other appropriate official for corrective action.
- (3) Indicates on requisitions opposite requested items or forms the order filling action taken; prepares penalty labels and/or tags; fills out pre-numbered property accountability slips to accomplish the movement of stock from bulk to bin or assembly areas; posts minimum levels to stock identification labels for all stock where the entire quantity is located within his assigned area and is responsible for notifying proper officials when minimum levels are reached; maintains current listing of all items in his assigned area which are in back order status; maintains a listing showing the standard pack of all items in assigned area.

B. Stores, maintains in good condition, and issues bulk material in a storage area of approximately 60,000 square feet, containing about 4,000 items, in accordance with existing warehousing procedures:

- (1) Practices first in first out principle; recognizes and understands the proper unit of issue; detects any discrepancy which may hinder the correct selection or inventory of stock. When necessary, marks cartons with appropriate stock numbers and quantities. Insures that incoming supplies are stored in existing locations to eliminate multiple locations. Rewarehouses and consolidates stock.
- (2) Selects and transfers supplies to employees assigned to the bin and assembly shipping areas upon receipt of appropriate documents. Refers to stock locator cards when necessary. Reports depletions of stock by locations and also changes in stock location. Notifies appropriate employee in the bin filling area of changes in unit pack. Annotates on documents opposite requested items or forms, the action taken. Fills out pre-numbered property accountability slips to accomplish the movement of stock from bulk to bin or assembly areas.

(3) Selects supplies for shipment upon receipt of labels, back orders, stock transfer notices, requisitions, etc. Prepares and attaches labels and tags. Segregates parcels in accordance with separation scheme furnished by the transportation division, placing the key number and ZIP Code on the label or tag for those States requisitioning during the particular cycle.

C. Assists in taking physical inventories either as a counter or a recorder.

D. Keeps assigned area in neat and orderly condition.

E. In addition, may perform the following:

(1) Loads and unloads railroad cars and trailers.

(2) Packs supplies for shipment; seals, bands or wire-ties containers or cartons as necessary.

(3) Assembles and moves shipments to dispatch area.

(4) Assists in receiving and shipping activities.

(5) Performs other related duties as required.

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

POSTAL FIELD SERVICE

Title: Data Conversion Operator

Key Position Reference No. 7

Salary Level PS-4

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

DUTIES AND RESPONSIBILITIES

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

ORGANIZATION RELATIONSHIPS: Reports to Data Conversion Supervisor, Supervisor Computer Operations, or other designated supervisor.

POSTAL FIELD SERVICE

Title: Group Leader Data Conversion Operators

Key Position Reference No. 12

Salary Level PS-5

BASIC FUNCTION. 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

- A. Provides technical guidance and leadership for a group of data conversion operators.
- B. Adjusts operator assignments and ensures the timely completion of work in accordance with accepted standards.
- C. Maintains the daily time and attendance records for the assigned personnel.
- D. Prepares the machine control cards and assists the operators in their preparation.
- E. Maintains the performance records of assigned equipment.
- F. Operates a data conversion machine to prepare source document information for computer processing.
- G. Provides continuous training to assigned employees.
- H. Occasionally performs other job-related tasks in support of primary duties.

ORGANIZATION RELATIONSHIPS: Reports to Data Conversion Supervisor, Supervisor Computer Operations, or other designated supervisor.

POSTAL FIELD SERVICE

Title: Bulk Mail Dock Clerk

Key Position Reference No. 15

Salary Level PS-6

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

DUTIES AND RESPONSIBILITIES.

- A. Monitors loading and unloading to ensure that such operations are being performed and reported according to operating plan.
- B. Examines outgoing and incoming trailers to verify maximum utilization of space and adherence to proper loading and safety requirements.
- C. Maintains close liaison with the dock foreman to assign movement of inbound and outbound vehicles.
- D. Keeps informed on local hold orders on dispatches to arrange delay in trailer departures when scheduled connections are delayed.
- E. Prepares operating and security records of inbound and outbound trailers involved in the loading and unloading of mail.
- F. Prepares and maintains records and reports as may be directed by supervisor.
- G. Responsible for security of mail loads through control of lock and seals upon opening and closing.
- H. Estimates load as to amount and type, for purpose of generating operating data to pay vendors for line-haul.
- I. Processes records of manual mail volume and pallet load movements.
- J. Maintains continuing contact with vehicle control and processing floor mail control supervisors to advise of dock status oncoming needs.
- K. Examines and evaluates contractor and postal trailers or trucks for suitability to haul mail with security from the elements and depredation.
- L. Occasionally performs other job-related tasks in support of the primary duties.

ORGANIZATION RELATIONSHIPS. Reports to the Supervisor, Bulk Mail Planning and other designated supervisor.

Standard Position Descriptions

Occupation Code: 1645-12

Grade: Clerk

Chapter 6
Standard Position 2-200

POSTAL FIELD SERVICE

Title: Translator - Correspondence

Key Position Reference No. 19

Salary Level PS-7

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

DUTIES AND RESPONSIBILITIES

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

ORGANIZATION RELATIONSHIPS: Reports to the Supervisor, Foreign Mail Planning or other designated supervisor.

U.S. Postal Service

Title: Distribution, Window and Markup Clerk
Key Position Reference No. 12

Salary Level: PS-5

BASIC FUNCTION: Performs a combination of the basic functions of a Distribution Clerk, a Window Clerk and a Mail Markup Clerk in a first or second-class post office or in a classified branch or station.

DUTIES AND RESPONSIBILITIES.

- (A) 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 in which employed.
- (B) Makes primary and one or more secondary distributions of outgoing mail for dispatch (for example, by city, State, geographic area, highway or railway post office, or airmail flight) based on knowledge of current distribution schemes.
- (C) Performs any of the following duties at a public window:
- (i) Sells postage stamps, stamped paper, postal cards, internal revenue stamps, migratory bird stamps, and money order certificates.
 - (ii) 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.
 - (iii) Verifies first, second, third and fourth-class mailings as to size, weight, postage and other mailability requirements.
 - (iv) Assigns special delivery and registered mail for delivery.
 - (v) Checks and sets post office stamp-vending machines and postage meters.
 - (vi) Issues and cashes foreign and domestic money orders.
 - (vii) Rents post office boxes, receives rental payments, conducts reference checks, and completes required forms.
 - (viii) Provides information to the public concerning postal regulations, mailing restrictions, rates, and other matters involving postal transactions.

DUTIES AND RESPONSIBILITIES. - CONTINUED

- (D) Applies extensive knowledge of postal regulations in order to process all classes of mail undeliverable as addressed:
- (i) Orders new address labels for forwarding mail for all carrier routes and box sections within designated area.
 - (ii) Verifies and files new labels and index cards and reorders labels daily, prior to forwarding mail.
 - (iii) 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.
 - (iv) Prepares required forms for address correction services.
- (E) Operates and maintains label printing machine(s):
- (i) During period of operation, operates printing machine and related equipment.
 - (ii) Provides immediate supervisor with information for continuous efficient operation.
 - (iii) Performs routine printing machine maintenance, such as, cleaning, oiling and minor adjustments.
- (F) Prepares mail forwarding labels:
- (i) Types index cards and stencils from information extracted from Change of Address Order or Reorder Form.
 - (ii) Types correspondence and memoranda in draft form.
- (G) In addition, may perform any of the following duties:
- (i) Sets postage meters on sites.
 - (ii) Maintains records of mail.
 - (iii) Faces and cancels mail.
 - (iv) Labels and ties out mail for dispatch.
 - (v) Opens and dumps pouches and sacks.
 - (vi) Makes emergency calls on customers to adjust service complaints.
 - (vii) Assists in alien registration and census matters.

(viii) In a second-class post office or a small first-class one, performs miscellaneous office clerical duties incident to the personnel, accounting, and other administration of the office.

ORGANIZATIONAL RELATIONSHIPS. Depending on the work station at which particular duties are performed and on the internal organization of the internal organization of the facility in which located, reports to a foreman; a main office superintendent; a station manager, a postmaster, or other designated supervisor.

POST OFFICE CLERK—LEVEL 3

BASIC FUNCTION. 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. This office has fewer than 190 revenue units annually.

DUTIES AND RESPONSIBILITIES

- (A) Sorts incoming mail for general delivery, lock boxes, and one or more delivery routes.
- (B) Postmarks and prepares mail for dispatch by train or other mail route; closes, locks, and affixes labels to pouches and mail sacks.
- (C) Performs services at a public window, such as selling stamps, stamped envelopes, or other routine functions.
- (D) As the needs of the service require, may perform other related duties incidental to the operation of the post office.

ORGANIZATIONAL RELATIONSHIPS. Reports to a postmaster.

TYPIST--LEVEL 4

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

DETAILS 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.

TRANSFER CLERK—LEVEL 6

BASIC FUNCTIONS: Arranges for transfer of mail at junction points between trains and other 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.—

- (A) Provides for the most expeditious transfer of mail from observations of the operation of trains, star route, or mail messenger vehicles, Government-owned vehicles and platform vehicles.
- (B) Examines outgoing and incoming cars to determine maximum utilization of space and proper adherence to railroad safety requirements; reports findings, when necessary, to the district superintendent.
- (C) 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.
- (D) Studies the routing and loading of mail dispatched from his station in storage cars in order to recommend changes which would bring about economies in line haul and terminal charges and effect earlier arrival. Gives similar attention to incoming mail to assure that dispatching divisions are using best routing and loading methods; reports facts to the district superintendent.
- (E) Maintains close liaison with foremen of appropriate incoming and outgoing trains and vehicles to assure prompt receipt and expeditious dispatch of mail.
- (F) 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.
- (G) Prepares list of railroad cars (except railway post office 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.
- (H) 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.
- (I) Observes and reports to designated supervisor any failure of the railroad company to afford protection for the mail.
- (J) Qualifies periodically through examination on knowledge of distributing schemes, postal regulations, space rules, and train connections.
- (K) In addition, may perform any of the following duties:
 - (i) Receipts for, transfers, and delivers registered mail between trains or between train and post office.
 - (ii) Distributes mail prescribed for distribution in transfer office.

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

Craft-Clerk (If in post office branch)

Craft-Maintenance (If in maintenance branch)

POSTAL FIELD SERVICE

Title: Supply Clerk
Key Position Reference No. 6

Salary Level: PFS-4

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

DUTIES AND RESPONSIBILITIES. With respect to supplies and equipment required in the operation of the installation, performs one or more of the following:

- (A) Examines incoming items and compares them with documents pertaining to their receipt to ascertain whether their quantity and condition are those specified;
- (B) 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;
- (C) Keeps stock inventory records by posting accession and withdrawal transactions and obtaining current balances of quantities of items;
- (D) In addition, may perform the following duties:
 - (1) Fills requisitions from stock by selecting, packing, and directing the delivery of items; ships items when delivery points so require; stores items in the stock room or area.
 - (2) Stores records during their required periods of retention and disposes of such records when their purposes have been served.

ORGANIZATIONAL RELATIONSHIPS. Is responsible to a supervisor in the installation who has charge of supply operations.

POSTAL FIELD SERVICE

Title: Materials Handling Equipment Operator
Key Position Reference No. 8

Salary Level: PFS-1

BASIC FUNCTION. 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

- (A) Operates materials handling equipment and performs manual labor functions such as the following:
 - (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 freight 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.
- (B) In addition, may perform any of the following:
 - (1) Operates track-mounted, overhead power lift.
 - (2) Operates motor vehicles on occasion for short runs to pick up and deliver supplies and equipment.
 - (3) Performs minor maintenance on materials handling equipment.
 - (4) Supervises order fillers or laborers assigned to loading, unloading and other materials handling activities.
 - (5) Cleans up around work areas and equipment.
 - (6) Tends the lawn, shrubbery, and premises of the building.
 - (7) Cleans ice and snow from sidewalks and driveways.

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

Craft-Maintenance (If in maintenance branch)

Craft-Mailhandler (If in post office branch)

POSTAL FIELD SERVICE

Title: Laborer, Materials Handling

Salary Level: PFS-3

Key Position Reference No. 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.

POSTAL FIELD SERVICE

Title: Office Clerk

Salary Level: PFS-4

Key Position Reference No. 6

BASIC FUNCTION. Performs miscellaneous office clerical work.

DUTIES AND RESPONSIBILITIES. Performs general office clerical duties of the following types:

- (A) As a general office clerk.
 - (1) Makes routine acknowledgments 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 regional organizational units according to established schedules; distributes publications, issuances, directives according to prescribed lists, making required changes in such lists.
- (B) As an office machine operator.
 - (1) Sets up and operates duplicating and reproduction machines, such as mimeograph, addressograph, graphotype, verifax, ozalid, photostat, multilith and similar office machines.
 - (2) Performs preventive maintenance and makes minor repairs.
 - (3) Duplicates stencils and master sheets; assembles and staples finished work; maintains files of stencils and master sheets.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor.

Craft-Clerk

POSTAL FIELD SERVICE

Title: Bookkeeping Machine Operator

Salary Level: PFS-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.

POSTAL FIELD SERVICE

Title: Group Leader, Mail Handlers
Key Position Reference No. 12

Salary Level: PFS-5

BASIC FUNCTION. Serves as working leader of a group of at least five (5) mail handlers as 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. (This position is authorized only where the work performed by the group is physically separated from the immediate area of the assigned foreman or designated supervisor).

DUTIES AND RESPONSIBILITIES

- (A) 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. Takes charge of nondistribution work units requiring work of a number of mail handlers such as culling area, facing tables, canceling operation, etc.
- (B) 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 he is expected to do.
- (C) Receives assignments and well-defined work plans and instructions on a job-by-job or day-to-day basis; sees that work is carried through to completion efficiently and effectively.
- (D) Assigns employees, as instructed by a supervisor, in the group 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.
- (E) Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to supervisor.
- (F) 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.
- (G) Provides immediate supervisor, as requested, with information for personnel actions affecting members of his group; maintains morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.
- (H) Performs nonsupervisory duties identical with those of employees in the group.

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

POSTAL FIELD SERVICE

Title: Bulk Mail Clerk
Key Position Reference No. 13

Salary Level: PFS-5

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

DUTIES AND RESPONSIBILITIES.—

- (A) 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.
- (B) Completes the necessary reports and submits them to the office of the chief accountant.
- (C) Maintains records of permit holders, deposits, withdrawals and miscellaneous information incident to the processing of second- and third-class matter.
- (D) Accepts and makes simple distribution of second- and third-class mail.
- (E) Accepts precancelled and metered matter mailed in bulk quantities, and verifies if proper postage has been paid.
- (F) Advises patrons as to proper mailing procedures.
- (G) In addition, may perform any of the following duties:
 - (i) Accepts other classes of mail and receipts for such matter, if necessary.
 - (ii) Separates and distributes mail.
 - (iii) Opens and dumps sacks and pouches.
 - (iv) Renders duties at a public window.

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

POSTAL FIELD SERVICE

Title: General Clerk
Key Position Reference No. 13

Salary Level: PFS-5

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

DUTIES AND RESPONSIBILITIES

- (A) Maintains information books, manuals, transportation schedules, directories of post offices, etc., with information furnished by the Department, 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.
- (B) Serves the public by imparting routine information concerning postal rates, mailing information, etc. when no other source of information is available, such as information pertaining to the civil service examination program.
- (C) Adjusts minor service complaints, referring others to the appropriate superior.
- (D) Verifies time records, keeps records of carfare expenditures, registered, insured and c.o.d. mail, and completes such reports as required.
- (E) 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.
- (F) Distributes mail in accordance with established schemes.
- (G) Corrects and maintains mailing lists, indicating the correct ZIP code and mailing address, which requires a thorough knowledge of a primary scheme.
- (H) In addition, may perform, but not for substantial periods of time, any of the following duties:
 - (i) Types correspondence and memoranda from rough drafts, general information, etc.
 - (ii) Cuts stencils for instructions, circulars, etc.
 - (iii) Files copies of correspondence.
 - (iv) Renders duties at a public window.

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

Crafts: Clerks*, Carrier*,
Special Delivery Messenger*,
and Group Leader - Mail Handlers*

Title: Examination Specialist
Key Position Reference No. 17

Salary Level: PS-6

Basic Function. Serves as a member of a Nationwide Postal Examination Network; receives all communications and instructions for the center; makes certain that all duties assigned to the center are handled in accordance with appropriate instructions; may serve as Examination Specialist at one or more nearby Postal Examination Annexes which do not have resident Examination Specialists; and performs duties such as processing personnel actions, serving as window clerk, and distributing mail.

This standard description is to be used where the scope of the activity requires at least 50 percent of the incumbent's time; and supervision of activities of Examination clerks or monitors engaged on part-time basis not to exceed a total of one-half man year. These factors reflect such things as the population of the area covered, interest in the area concerning Postal employment, number and types of publicity outlets, and variety of sources of recruitment such as schools, colleges, businesses and industries, all of which affect the nature and difficulty of the work of the Examination Specialist.

Duties and Responsibilities.

- (A) Supervises and conducts written examinations of applicants for employment in the Postal Service; arranges for examination rooms.
- (B) 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.
- (C) Answers inquiries regarding Postal examinations, employment opportunities, and general Postal procedures.
- (D) Furnishes inquirers with examination announcements and application forms, and provides aid in filling out applications.
- (E) Trains examination clerks in the conducting of examinations and in the furnishing of information to the public.
- (F) Initiates and signs correspondence and makes necessary reports pertaining to the functions of the examination center.

*Job filled on the basis of senior qualified bidder from the eligible crafts in accordance with appropriate provisions of the National Agreement.

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- (G) Assists representatives of other Postal installations who may be in the area to recruit applicants for positions in the Federal Service.
 - (H) Reports to the Assistant Regional Postmaster General, Employee and Labor Relations, violations of Postal Service rules or regulations which may come to his attention directly or through any examination clerk.
 - (I) 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.
 - (J) 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.
 - (K) In addition, may conduct schemes examinations.

Organizational Relationships. On Postal matters relating to postal examinations is responsible to the Assistant Regional Postmaster General, Employee and Labor Relations and Director, National Test Administration and Scoring Center. Is administratively responsible to the postmaster or a designated postal supervisor, and receives technical direction from him on matters not relating to Postal Service Examination program.

Craft: Clerk, Carrier, and Special Delivery Messenger⁴
POSTAL FIELD SERVICE

(Continued)

Title: Vehicle Operations - Maintenance Assistant
Key Position Reference No. 15

Salary Level: PIS-6

BASIC FUNCTIONS. Conducts the vehicle operations program and maintenance function at a non-personnel craft unit, approximately 15 or more Government-owned vehicles assigned.

DUTIES AND RESPONSIBILITIES.

- (A) 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.
- (B) Analyzes and makes recommendations on requests for assignments of vehicles and additional vehicle service. Solicits bids for contract vehicles and submits through designated supervisor to chief, vehicle services branch, for approval.
- (C) Makes a continuing analysis of all schedules of vehicle operations, developing schedule changes that will eliminate service duplication and maximize vehicle use.
- (D) Formulates and submits an annual planned program of vehicle use for the development of budget and vehicle procurement requirements. Weighs the advisability of using Government-owned vehicles in lieu of contract vehicles and vice-versa.
- (E) Investigates all accidents involving vehicles driven by postal personnel. Provides narrative reports and data to designated supervisor. Administers road tests and provides training for postal drivers. Observes the street operation of Government-owned vehicles to assure that they are driven properly and safely.
- (F) Solicits bids from reputable local firms in the automotive repair business to service the post office vehicle fleet and develops the recommendations of the post office for the award of contracts. Estimates the services required, fills out the invitation to bid forms, selects suitable firms to which invitations may be extended, distributes the invitations to these firms, and furnishes information to them on which they may base their decisions as to whether to bid. Abstracts the bids received and makes judgments concerning awards. Draws up recommendations of the post office on these matters for submission, in the case of annual contracts, to the chief, vehicle maintenance branch, and, in the case of special contracts, to either the designated post office having a vehicle maintenance organization or the designated separate vehicle maintenance facility.
- (G) When vehicles need inspections, repairs, preventive maintenance, and other services, sends them for these purposes to the garages having contracts or to a designated vehicle maintenance facility.
- (H) When maintenance is performed under contract, obtains estimates on repair jobs and fills out the work order form. Communicates with either the designated post office having a vehicle maintenance organization or the designated separate vehicle maintenance facility when repair jobs cost more than \$50 to obtain decisions as to whether they should be performed by the contract garages or the Government one. 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 form for particular jobs. Delivers vehicles for such service, as necessary.

*Job filled on the basis of senior qualified bidder from the eligible crafts in accordance with appropriate provisions of the National Agreement.

- (I) Inspects the vehicle and road to determine, as necessary, before and after the work has been completed, in this manner, and by examining the work order, assures that maintenance work has been completed in an apparently satisfactory manner, that job orders and parts costs are proper, and that approved parts have been used before the work is accepted. Communicates with the contractor, or vehicle maintenance facility to obtain rework of poor quality repairs, when evident, and resolve other issues arising out of the inspection, test, and construction that is required after such service, as necessary.
- (J) Complies with General Services Administration procurement and local purchase regulations in obtaining services and materials required for maintenance of the vehicles that are not covered by contracts. In this connection, makes out purchase orders up to \$50 for urgently needed work and for work that can be obtained at a reduced cost in this way.
- (K) Keeps and uses the records on each vehicle, including inspection due dates, inspections made, work orders, hours of use and idleness, and correspondence. Compiles estimates of combined hourly use. Examines and assembles invoices and bills before they are forwarded for payment. Composes correspondence in connection with these office duties to the regional office, the designated Government garage, and the contractors, signing for a superior in routine cases.
- (L) In addition, may perform any of the following duties:
- (i) Makes superficial examination of vehicles reported with 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.
 - (ii) Investigates road breakdowns and lends on-the-spot assistance for minor repairs, such as replacing batteries, tires, etc.
 - (iii) Serves on the safety committee of the post office.
 - (iv) Participates in the mail processing operations of the post office.

ORGANIZATIONAL RELATIONSHIPS. Reports to the postmaster, assistant postmaster, superintendent of mails or assistant superintendent of mails.

POSTAL FIELD SERVICE

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

Salary Level: PFS-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.

ORGANIZATIONAL RELATIONSHIPS. Reports to designated supervisor.

POSTAL FIELD SERVICE

Title: Mail Equipment Handler
Key Position Reference No. 8

Salary Level: PFS-4

BASIC FUNCTION.—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.—

- (A) Separates bundles of mail bags by types and sizes; separates mixed bags by type, size, and whether serviceable or unserviceable.
- (B) Applies prescribed standards as set forth in the Postal Manual to determine whether mail bags are serviceable or unserviceable.
- (C) Consolidates bags into full bundles; completes and attaches proper labels to bundles according to contents.
- (D) 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.
- (E) 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.
- (F) Keeps records of mail bags received, segregated, consolidated, placed in storage, removed from storage, and dispatched.
- (G) Remains alert to detect mislabeled and incorrectly packed bundles; reports names of offending post offices to supervisor.
- (H) Uses semiautomatic or hand-operated wire-tying machines in bundling mail bags.
- (I) In addition, may perform any of the following duties:
 - (i) Adjusts wire-tying machines or replaces parts when mechanics are not available.
 - (ii) Sweeps and cleans work areas as required.

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

CRAFT: CIL 12

Craft-Clerk

POSTAL FIELD SERVICE

Title: Illustrator
Key Position Reference No. 19

Salary Level: PFS-7

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

DUTIES AND RESPONSIBILITIES

- (A) 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.
- (B) 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.
- (C) Prepares visual aid slides for training and other purposes.
- (D) Selects and uses a variety of media including oil, water color, wash, crayon, pen and ink and pencil.
- (E) In addition, may perform the following duties:
 - (i) Paints signs for use in lobbies, workrooms and outside areas.
 - (ii) Performs gold leaf lettering on doors.
 - (iii) Prepares drawings of floor plans, and of structural and mechanical modifications.
 - (iv) Letter racks and cases.
 - (v) Reproduces material by the silk screen copying process.

ORGANIZATIONAL RELATIONSHIPS. Administratively responsible to the Postmaster, Assistant Postmaster, or other designated supervisor. Cooperates and participates with other supervisors as necessary to fulfill his function.

POSTAL FIELD SERVICE

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

Salary Level: PFS-5

BASIC FUNCTION. Responsible for operation of mail processing machine(s) such as facer-canceler and related equipment. Notes source of trouble in the equipment when erratic operation or failures occur during production periods; makes on-the-spot adjustments and parts replacements, and takes other similar measures of a routine nature to promptly put the equipment back in operation.

DUTIES AND RESPONSIBILITIES

- (A) During periods of operation, operates equipment such as a facer-canceler which involves feeding mail into the machine and overseeing work of another mail handling employee removing mail from the stackers. Alternates work assignments with the second employee on the machine(s).
- (B) 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.
- (C) When malfunctions occur during operating periods, performs routine troubleshooting limited to work which can be accomplished to promptly put the equipment back in operation, while other members of the work unit are standing by. For example, checks the feed section of the equipment and removes foreign matter from the mechanism and photocell lamps and related openings. Also, visually checks and corrects by replacement or adjustment such conditions as bent guides, mislocated feed fence, defective main feed and reverse rollers, ink felt rollers, and take-away rollers. Restores displaced inverter belts to pulleys. Replaces scan lamps and observes and corrects loose connections or similar causes for interruption of power supply from building outlet. Stirs ink and adjusts ink flow. However, incumbent does not perform scheduled preventive maintenance or other repair work requiring extensive disassembly of the machine, or requiring shop equipment and complex testing devices and procedures.
- (D) Reports unusual machine difficulties to mail handling supervisor or maintenance personnel.
- (E) In addition, may perform other mail handling assignments as qualified.

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

POSTAL FIELD SERVICE

Title: Parcel Post Distributor (Machines)
 Key Position Reference No. 17

Salary Level PFS-6

BASIC FUNCTION. Manages, operating or operating 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) Performs other clerical duties as assigned when not occupied in the keying or alternating in the keying and facing functions on the machine.

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

*Filled by senior qualified bidder

POSTAL FIELD SERVICE

Title: Sack Sorting Machine Operator
Key Position Reference No. #

Salary Level PFS-4

BASIC FUNCTION. Operates a keyboard control unit on an electro-mechanical sorting machine to sort outgoing sacks of non-preferential mail, making separations to ZIP Code, districts 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 sack 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, restraining sacks, rewrapping soiled or broken parcels and occasionally distributing parcel post requiring no scheme knowledge.

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

*Filled by senior qualified mail handler

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.

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

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

POSTAL FIELD SERVICE

Title: Bulk Mail Technician
Key Position Reference No. 15

Salary Level: PFS-6

BASIC FUNCTION. For approximately 75% of his 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

- (A) Receives first-, third- and fourth-class permit Imprint, precancelled and metered bulk mailings, assuring compliance with all departmental 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 patrons for corrective action, as necessary.
- (B) 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 by the department. 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.
- (C) Advises patrons 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 patrons or as a result of specific irregularities noted in their mailing.
- (D) Maintains the tabulation and recording of all fees, deposits and withdrawals made daily in trust fund accounts of merit holders. 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.
- (E) Maintains liaison with mails supervisors, mailing requirements personnel, and other appropriate postal officials by telephone, visit or correspondence regarding special instructions, rulings and unusual situations. Keeps his superior informed of progress of work in all areas under his jurisdiction, pointing out repeated mailing irregularities made by mailers, and errors committed by other employees in bulk mail acceptance.

- (F) Maintains records and prepares all forms required. Submits all necessary reports to accounting and other administrative and operations offices.
- (G) When acting as a leader of other employees assigned to this work:
 - (1) Provides technical direction to their activities covering such matters as their recording and completion of bulk mailing statements, rates to be applied, rate allowance, recordings in trust accounts and other similar policies, procedures and regulations prescribed by the Department. Keeps them current on all precedent rulings, changes in rates, acceptance procedures, etc.
 - (2) In accordance with general and specific directives of his supervisor, shifts employees in the group from one assignment to another to balance workload, resolves work problems, and helps his 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.

ORGANIZATIONAL RELATIONSHIPS. Reports to a designated supervisor and receives technical direction from administrative services or other mailing requirements personnel. Provides leadership to one or more employees when assigned to the activity.

POSTAL FIELD SERVICE

Title: Sack Sorting Machine Operator
Key Position Reference No. 12

Salary Level PFS-5

BASIC FUNCTION. Makes separations of sacks of mail on an electro-mechanical sack sorting machine by operation of a keyboard, applying machine codes to accomplish, without volume quantitation, distribution by other than ZIP Code, districts, alphabetical, or geographic groupings. Must be able to demonstrate and maintain machine distribution at an average of at least 16 sacks per minute with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

- (A) 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 runoff belt or chute.
- (B) 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 runoff.

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

*Filled by best qualified mail handler

POSTAL FIELD SERVICE

Title: Parcel Post Distributor (Machine)

Salary Level PFS-5

Key Position Reference No. 12

BASIC FUNCTION. Makes incoming or outgoing parcel post separations on an electro-mechanical parcel post 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). Must be able to demonstrate and maintain machine distribution at an average rate of at least 40 parcels per minute with an accuracy rate of 93 percent.

DUTIES AND RESPONSIBILITIES

- (1) Reads address on each parcel 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 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) Performs other clerical duties as assigned when not occupied in the keying or alternating in the keying and facing functions on the machine.

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

*Filled by senior qualified clerk

POSTAL FIELD SERVICE

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

Salary Level: PFS-5

BASIC FUNCTION: Responsible for operation of mail processing machines such as facer-canceller 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-canceller 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-canceller 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 slow-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.

POSTAL FIELD SERVICE

Title: Mailhandler Technician

Salary Level: PFS-5

Key Position Reference No. 12

BASIC FUNCTION. At a centralized pouching point or 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. 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. Performs either (A) or (B), or a combination of both:

- (A) 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 routings 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.
- (B) 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 classification of mail and established work areas for such 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.

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman of mails or other designated supervisor.

*Filled by senior qualified mail handler.

POSTAL FIELD SERVICE

Title: Postal Source Data Technician
Key Position Reference No. 15

Salary Level: PFS-6

BASIC FUNCTION. 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, WLRS, and related statistical activities.

DUTIES AND RESPONSIBILITIES.

A. Performs either (1) or (2) or both, as assigned in the post office:

(1) Serves as operating technician on an assigned tour in the data collection site. 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 his supervisor or customer engineer, as authorized.

(2) 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 WLR System. Is responsible for determining the source and destination of all mail volume. When recordings are made on a manual basis, responsible for completion of 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 man-hours used in WLRS 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 his control center; insures that proper security procedures are observed; racks and unracks employees' badge cards in accord with reporting schedules. Receives telephone calls indicating nonreporting employees and initiates Form 3971. Using his 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 his control center; consults with supervisors to determine proper correction; obtains supervisor's concurrence on report as to proper correction; inputs corrections on PSDS transacter, using his own authorizer's badge.

B. As required, performs the following duties:

(1) Completes Forms 2399 or 3499, Operations Analysis Report.

(2) Obtains mail volume samples required for monitoring national conversion rates. Obtains samples required for various statistical programs such as Cost Ascertainment, National Service Index, and ZIP Code Usage reports.

*Position should be filled by best qualified applicant selected in the following order: (1) Clerk craft, (2) officewide, regardless of craft.

(3) Maintains standard roster sheet, Form 3981; maintains files of Forms 3971, and performs research.

(4) Performs duties of a general accounting nature.

ORGANIZATIONAL RELATIONSHIPS. Is under the administrative and technical supervision of designated supervisor.

POSTAL FIELD SERVICE

Title: Sack Sorting Machine Operator
Key Position Reference No. 17

Salary Level PFS-6

BASIC FUNCTION. 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

- (A) 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.
- (B) 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.
- (C) Performs other clerical duties as assigned when not occupied in making separations on the machine.

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

*Filled by best qualified clerk.

POSTAL FIELD SERVICE

Title: OCR Operator
Key Position Reference No. 12

Salary Level: PFS-5

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

DUTIES AND RESPONSIBILITIES. On a rotation basis performs all of the following duties:

(A) Maintains a constant flow of mail through the transport unit so as not to allow empty spaces to develop on the feed conveyers, requiring proper use of controls and indicators at the feed station.

(B) Recognizes readable OCR mail and maintains adequate supply to both mail transports -- properly orienting same when necessary.

(C) 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.

(D) Removes full trays from reject stackers and supplies empty trays, as required. Removes empty trays from OCR area as necessary.

(E) 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.

(F) On basis of knowledge of sweeping and dispatch schedules, withdraws mail from bins, verifies as required. Empties full bins immediately.

(G) Trays, loose packs, or ties out mail as required.

(H) Notifies supervisors of excessive errors detected.

(I) May be assigned to other mail processing duties as required.

ORGANIZATIONAL RELATIONSHIP. Reports to a foreman, mails or other designated supervisor.

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POSTAL FIELD SERVICES

Title: WLRs Control Clerk
Key Position Reference No. 13

Salary Level: PFS-5

BASIC FUNCTION. Collects and records in a control center a variety of data relating to time and attendance, work measurement and related activities in order to serve management needs for these data. This position is for use only in post offices not having the PSD System.

DUTIES AND RESPONSIBILITIES.

A. Records and reports attendance and leave data under the Attendance Time and Leave Program:

1. Receives telephone calls from employees reporting unscheduled absences and initiates Form 3971. Processes requests for leave.
2. Racks and unracks timecards at designated locations and makes appropriate distribution and collection of timecards.
3. 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 reporting purposes.
4. Receives and answers questions from employees concerning rules, regulations and policies relating to leave and pay matters.

B. 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.

C. 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.

D. Performs other accounting clerical duties as assigned and distributes mail if his assigned duties are not sufficient to fully occupy his tour of duty.

ORGANIZATIONAL RELATIONSHIPS. Is under the general direction of the director of operations or general superintendent of mails. Receives technical guidance and supervision from the director, office of finance or chief accountant on all duties other than mail distribution.

POSTAL FIELD SERVICE

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

Salary Level: PFS-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

POSTAL FIELD SERVICE

Title: Label Printing Technician
Key Position Reference No. 12

Salary Level: PFS-5

BASIC FUNCTION. 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 mail; makes frequent change in stencil sets; operates and services machines used to produce these items.

DUTIES AND RESPONSIBILITIES

A. Sets up and operates LP III and LP 300 label printing machines and tickometer to produce labels and facing slips; adjusts machines for either labels or facing slips and for differing size and weight of stock.

B. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms to provide good printing rings for the tickometer.

C. Is responsible for the maintenance of 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.

D. 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.

E. 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.

F. Is responsible for the quality of machine output by ensuring proper inking, maintenance of proper margins and performing other adjustments designed to produce maximum legibility.

G. Frequently makes revisions based on notice of changes after production has started and correctness of revisions are dependent on technician's knowledge and experience.

H. Maintains machines in proper working order, operating so as to prevent breakdowns but maintaining maximum production; oils, cleans parts and makes minor repairs to machines.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman, label printing center, or other designated supervisor.

*Filled by senior-qualified mailhandler

POSTAL FIELD SERVICE

Title: Label Machine Operator
Key Position Reference No. 7

Salary Level: PFS-4

BASIC FUNCTION. Operates various machines such as elliot, tickometer, stencil cutter, and graphotype 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

A. Sets up and operates elliot and tickometer printing machines, adjusting for either labels or facing slips and for differing size and weight of stock.

B. 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.

C. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms.

D. 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.

E. Cleans, oils, and adjusts machines to maintain them in proper working order.

F. Packs completed labels and facing slips for delivery; receives and stores supplies of paper stock; maintains schedule of pickup and delivery.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman, label printing center, or other designated supervisor.

*Filled by senior-qualified mailhandler

POSTAL FIELD SERVICE

Title: Typist-Label Printing
Key Position Reference No. 7

Salary Level: PFS-4

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

DUTIES AND RESPONSIBILITIES.

A. Prepares stencils on manual or electric stencil cutting machine in accordance with instructions and list furnished.

B. 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.

C. Types labels on carrier case label typewriter or flatbed writing machine from approved copy, observing and following all special markings requested.

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

(1) Operates mimeograph, addressograph, collator, folder, inserter and scaler machines.

(2) Prepares notices and charts on a bulletin type typewriter.

(3) Types correspondence and memorandum from rough drafts or general information.

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

*Filled by senior-qualified mailhandler; then open office-wide, best qualified.

POSTAL FIELD SERVICE

Title: Packer-Shipper
Key Position Reference No. 8

Salary Level: PFS-4

BASIC FUNCTION. 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.

- A. Removes and/or receives completed nonstandard labels, facing slips and scheme cards from production area and arranges items in lots for shipping.
- B. Withdraws from storage, standard items needed to complete requisition and combines lots for packaging; reports withdrawals to maintain inventory.
- C. 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.
- D. 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.
- E. Places sufficient quantities of paper stock in production area to meet normal daily needs of machine operators.
- F. Performs other related duties as assigned or directed.
- G. Verifies the shipping destination of finished goods.
- H. Performs "on the spot" quality evaluation prior to packaging finished goods.
- I. Consults with supervisor in determining economic lot size of products to be shipped and most convenient packaging size and configuration.

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

*Filled by senior-qualified mailhandler.

U. S. POSTAL SERVICE

Title: DISTRIBUTION CLERK (SPLSM)
Key Position Reference No. 12
Salary Level PS-5/6

BASIC FUNCTION: 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 assistance as necessary.

Must be able to demonstrate, in examination, operation of the machine at sorting speeds of 60 letters per minute with an accuracy rate of 98%.

DUTIES AND RESPONSIBILITIES:

A. Reads 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. This requires a high degree of manual and visual coordination and close visual attention for sustained periods..

B. As a team member, serves for a portion of time on a rotation basis as a loader and sweeper-tyer. These duties, after training, will require:

- (1) Proper knowledge and use of equipment which may be used to prepare mail for machine operation.
- (2) Supplying properly faced and edged machineable type mail (culling that which is non-machineable) to each machine feed tray as needed.
- (3) Removing mail from distribution bins, verifying for accuracy, tying mail in bundles, traying, and/or dispatching as may be required.
- (4) Close attention during the operation to machine control and jam lights, with prompt relief of frequent simple letter jams which can be safely cleared.

C. 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 insure the machine is properly plugged in to the electrical outlet, and the switch has been turned to "on". 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.

Organizational Relationships. Reports to a foreman, mail or other designated supervisor.

NOTE: Operators on Single Position Letter Sorting Machines who are assigned a scheme and are required to pass a scheme examination will be ranked at Level 6.

POSTAL FIELD SERVICE

Title: Elevator Starter
Key Position Reference No. 9

Salary Level: PFS-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.

POSTAL FIELD SERVICE

Title: Warehouseman
Key Position Reference No. 8

Salary Level: PFS-4

BASIC FUNCTION. Is responsible for performing, either bin or bulk warehousing activities, or may perform a combination of these activities as required.

DUTIES AND RESPONSIBILITIES.

- A. Stores, maintains in good condition, and issues approximately 300 or more items and/or forms in an assigned bin storage area:
- (1) Revises bin locations as necessary in assigned area to accommodate changes in the items of supply; requisitions stock from bulk storage to replenish bin levels; checks stock received from bulk for proper type, condition and quantity, and calls discrepancies to the attention of supervisors.
 - (2) Selects the types and quantities of items or forms called for by requisitions from using installations; exercises discretion in determining when carton lots should be supplied from bulk storage; reports obvious errors on requisitions to supervisor or other appropriate official for corrective action.
 - (3) Indicates on requisitions opposite requested items or forms the order filling action taken; prepares penalty labels and/or tags; fills out pre-numbered property accountability slips to accomplish the movement of stock from bulk to bin or assembly areas; posts minimum levels to stock identification labels for all stock where the entire quantity is located within his assigned area and is responsible for notifying proper officials when minimum levels are reached; maintains current listing of all items in his assigned area which are in back order status; maintains a listing showing the standard pack of all items in assigned area.
- B. Stores, maintains in good condition, and issues bulk material in a storage area of approximately 60,000 square feet, containing about 4,000 items, in accordance with existing warehousing procedures:
- (1) Practices first in first out principle; recognizes and understands the proper unit of issue; detects any discrepancy which may hinder the correct selection or inventory of stock. When necessary, marks cartons with appropriate stock numbers and quantities. Insures that incoming supplies are stored in existing locations to eliminate multiple locations. Rewarehouses and consolidates stock.
 - (2) Selects and transfers supplies to employees assigned to the bin and assembly shipping areas upon receipt of appropriate documents. Refers to stock locator cards when necessary. Reports depletions of stock by locations and also changes in stock location. Notifies appropriate employee in the bin filling area of changes in unit pack. Annotates on documents opposite requested items or forms, the action taken. Fills out pre-numbered property accountability slips to accomplish the movement of stock from bulk to bin or assembly areas.

- (3) Selects supplies for shipment upon receipt of labels, back orders, stock transfer notices, requisitions, etc. Prepares and attaches labels and tags. Segregates parcels in accordance with separation scheme furnished by the transportation division, placing the key number and ZIP Code on the label or tag for those States requisitioning during the particular cycle.
- C. Assists in taking physical inventories either as a counter or a recorder.
- D. Keeps assigned area in neat and orderly condition.
- E. In addition, may perform the following:
 - (1) Loads and unloads railroad cars and trailers.
 - (2) Packs supplies for shipment; seals, bands, or wire-ties containers or cartons as necessary.
 - (3) Assembles and moves shipments to dispatch area.
 - (4) Assists in receiving and shipping activities.
 - (5) Performs other related duties as required.

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