

LDC 48 ADMINISTRATIVE

POSTING BRM AND PD ACCOUNTS

Transfer of the manual recording into proper accounts in the computer or manual ledger.

PREPARE SECOND NOTICES

Pulling mail for second and final notices, returning of unclaimed mail, and filing of 3849's on return items. Distribution of notices to specified areas.

RCU BACK-UP AND TRANSMIT

Copying data from the supervisors disk to the RCU disk and preparing for data transmission.

RECORDING DISTRIBUTION VOLUME

When performed by a clerk, compressing and/or recording incoming mail at first and second handling. Includes combining trays and placing handfuls in the distribution equipment. (As a reminder, all verification is to be performed by a manager.)

SAFETY AND SERVICE TALKS

Time used to give safety and service talks.

STAMP BY MAIL

Processing stamps by mail, fax, and phone.

SUPPLIES

Time used by clerk to order office, janitorial, or other supplies.

TELEPHONE

Time used by clerk to answer the telephone or make an outgoing call.

TIME KEEPING

Any activity pertaining to the verification and correction of workhours and attendance records.

TRUST FUNDS

Any function related to the receipt, verification recording, and withdrawal of trust fund accounts.

UBBM

Checking and disposal of UBBM mail.

VOMA

Hours assigned for vehicle maintenance if a clerk is assigned to this task.

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CONSOLIDATE 1412

- Verify individual clerk cash, receipts, and checks.
- Transfer manual 1412 from contract stations on to the disk.
- Consolidate individual clerk disk.
- Prepare office deposits.
- Verify deposits.
- Prepare deposit registers.
- File receipts and supporting.
- Transmit RCU/documents.

COPY MACHINE

Any activity related to stocking, servicing, and record keeping of the copy machine.

DISPATCH

Separation of collection mail, collection of screen line mail, dock acceptance, expediting, loading of trucks, and setting up dispatch area.

EXPRESS MAIL SCANNING

Handling, scanning and logging of incoming, on hand, and outgoing Express Mail.

EXPRESS MAIL DELIVERY BY A CLERK

Clerk delivers Express Mail.

SCANNING DELIVERY CONFIRMATION

Scanning delivery confirmation mail.

GENERAL OFFICE DUTIES

All administrative functions not previously identified (typing, filing, human resources personnel records, and customer information.)

MISCELLANEOUS DUTIES

Any element that is an administrative function performed by a clerk (i.e. Cashbook, form 3930, DSIS input, etc.)

NIXIES

Local handling of mail with poor address hygiene, loop, 3579's, 3547's, and UAA mail. Includes canceling barcodes, preparation of ACS flats for CFS, sending mail to CFS, directory service, stamping return endorsements, traying, labeling if necessary, back canceling, and staging in dispatch area.

OPENING AND CLOSING OFFICE

Unlocking the gates and doors, turning off the alarm, turning on lights, and putting up the flag. Activities related to closing and securing the unit, (i.e. lowering the flag, turning off lights, setting alarm and locking doors.)

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ACCOUNTABLE CAGE OPERATION - MANUAL PROCESS ONLY

Handling and logging of incoming, on hand, and outgoing registers/accountables. Sorting, writing, and storing of accountables (i.e. certified, COD, postage due, etc.) for the total office.

ACCOUNTABLES - SCANNING

Handling, scanning and logging of incoming, on hand, and outgoing registers/accountables.

ADVANCED DEPOSITS

When a clerk verifies another clerk's deposit and witnesses the sealed envelope.

BOX MAINTENANCE

Any activity related to the box section maintenance, (i.e. keys, locks, form 1532, form 1538, form 1091A, form 1093 box verification, labeling, and BATS input, etc.)

BUSINESS REPLY & POSTAGE DUE

Sorting, weighing, rating, counting, and manual recording of BRM and postage due mail.

BULK MAIL ACCEPTANCE (ALL CLASSES)

Processing and verifying bulk mail, all classes, (if not LDC 79.) BRAVIS input, weekly and AP reports.

CALLER SERVICE

Delivery of firms, caller or vacation hold mail other than provided by window operations.

CANCELLATION OPERATION

Culling, facing, and canceling operation. This includes staging of mail in appropriate area.

CARRIER CHECK IN AND OUT

Passing out accountables, keys, dog spray, and clearing carriers. Filing of 3849's, storing accountables, returning accountables, and handling mailing receipts.

CFS DISPATCH

Preparation for dispatch, (gathering, traying, sleeving, labeling and staging in dispatch area.) Includes shipment of ACS flats to CFS.

CLAIMS & INQUIRIES

Function related to employee completion of forms, investigation of non-receipt, delayed delivery, or damaged mail. (Form 1510 or PS 1000)

COLLECTION BOXES

Retrieving mail from collection boxes and collection drops in front of or inside of the post office.