

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 prearranged or racks are plainly marked, dumps mail from sacks, cuts tie 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.
  - (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.