

Automated Flat Sorter Clerk

THIS IS NOT AN OFFICIAL POSTAL SERVICE JOB DESCRIPTION. IT IS A GENERAL SUMMARY OF THE DUTIES OF AN AUTOMATED FLAT SORTER CLERK, DESIGNED TO ASSIST TREATING PHYSICIANS IN THEIR RECOMMENDATIONS FOR APPROPRIATE WORK RESTRICTIONS.

All Clerks perform office duties.

Office duties for Automated Flat Sorter Clerks include obtaining mail, “feeding”, “sweeping”, loading containers and moving equipment. All eight-hour workshifts include a 30-minute lunch break and two 10-minute breaks.



OBTAINING MAIL



FEEDING MAIL



SWEEPING THE AFSM



LOADING A CAGE (GPMC)

Obtaining mail: 10% of work day

The Clerk removes bundles of “flats” (large flat pieces of mail, such as magazines and oversize envelopes) from Ergo Carts (spring-loaded open-sided containers which automatically elevate the top bundle of flats to waist level). The Clerk places the mail on a ledge.

Feeding: 40% of work day

The Clerk moves the mail along the ledge to the “feed section” of an Automated Flat Sorting Machine (AFSM). The Clerk lifts a metal plate to hold mail in place.

Sweeping: 40% of work day

After the flats are sorted into “flat tubs”, the Clerk removes each filled or partially-filled flat tub from its location and places it on a waist-level moving conveyor belt.

Loading Containers: 5% of work day

The Clerk places the flat tubs into a container such as a “cage” (also called a GPMC or General Purpose Mail Container), Nutting truck (dolly), or hamper.

Moving Equipment: 5% of work day

The Clerk may move mail containers such as cages, dollies, or hampers. When moving any container, the Clerk stands behind the container and pushes it.



MOVING A DOLLY



MOVING A CAGE (GPMC)