

Mail Processing Clerk

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

All Clerks perform office duties.

Office duties for Mail Processing Clerks include obtaining mail, “feeding”, “sweeping”, loading containers, and moving equipment. Each eight-hour work-shift includes a 30-minute lunch break and two 10-minute breaks.



OBTAINING MAIL



PLACING MAIL ON LEDGE



FEEDING



SWEEPING BCS MACHINE



SWEEPING DBCS MACHINE



LOADING A GPMC



MOVING A DOLLY



MOVING A GPMC

Obtaining mail: 10% of work day

The Clerk obtains trays of unsorted letters from a cart, bin, or “cage” (also called a GPMC or General Purpose Mail Container) and places the mail on a ledge. Each letter tray may contain between 5 and 15 pounds of mail.

Feeding: 40% of work day

The Clerk moves the mail along the ledge to the “feed section” of an automated sorting machine (Bar Code Sorter and Delivery Bar Code Sorter are shown). The Clerk lifts a metal plate to hold mail in place.

Sweeping: 40% of work day

Mail is automatically scanned and sorted into individual stacks by address. The Clerk lifts a handful of mail at a time from the sorting machine bins or “stackers” and places it into letter trays.

Loading Containers: 5% of work day

The Clerk places the trays of sorted letters 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 (cages, dollies, or hampers). When moving any container, the Clerk stands behind the container and pushes it.