

CFS Clerk (Mark Up Clerk – CFS)

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



KEYBOARDING MACHINE MAIL

Computer Forwarding System (CFS) Clerks handle mail to be forwarded. The Clerk uses a keyboard to enter information from each mail piece so that a forwarding label can be applied to the piece. Keyboarding tasks are rotated with mail handling tasks (loading mail into machines, and finalizing mail to be sent to its forwarded destination). CFS Clerks also use a photocopy machine to copy documents for data transfer and archiving. Rotation times shown below are typical, and may be adjusted for operational needs or medical reasons. Each eight-hour workshift includes a 30-minute lunch break and two 10-minute breaks.

Keyboarding

The Clerk sits (or stands with “rest bar” support, as desired for comfort, when keying non-machinable mail) at a computer console. The Clerk keys in forwarding information for each mail piece at a self-paced rate. Periodic hand and wrist “stretch breaks” are encouraged.



KEYING NON-MACHINABLE MAIL

- **Machine Mail (1-hour rotation):** Mail is loaded by hand into a tray, and individual pieces are automatically moved in front of the Clerk. The Clerk keys in 600 to 800 pieces of mail per hour. The machine applies forwarding labels and moves labeled mail to a tray.
- **Non-Machinable Mail (2-hour rotation):** Mail which is too large for the labeling machine (magazines, small parcels, priority mail and larger envelopes) is hand-labeled. The Clerk keys in approximately 450 pieces of mail per hour, and applies the machine-printed labels.

Mail Handling

The Clerk is able to adjust the weight of mail which is lifted or carried at any time, at his/her discretion and as desired for comfort.



SWEEPING CFS MACHINE

- **Sweeping:** The Clerk loads and unloads trays of mail to and from the CFS machine (2-hour rotation).
- **Staging:** The Clerk sorts mail by size into containers (trays or “tubs”) and places each container on a conveyor belt or in a cart (2-hour rotation).
- **Magazine Returns:** The Clerk sorts magazines into a case, and tears off the covers to be returned to the publisher.
- **Sack Mail:** The Clerk sorts small parcels into hanging sacks, and when necessary removes sacks from the racks on which they are hanging and places them into a “cage” (also called a GPMC or General Purpose Mail Container).



STAGING (SORTING) MAIL



MAGAZINE RETURNS



SACK MAIL