UNITED STATES POSTAL SERVICE

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February 8, 2023

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service will immediately resume using the successful completion of Examination 715 as a requirement for Markup Clerk — Automated (P7-06), Occupation Code: 2340-0033.

Current employees in the Markup Clerk — Automated position will not be affected by the resumption of the testing requirement.

Enclosed is a copy of the Markup Clerk — Automated (P7-06) job description *Standard Job Description* and *Qualifications*.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

James Lloyd
Director
Labor Relations Policies and Programs

Enclosure

MARKUP CLERK - AUTOMATED (P7-06)
OCCUPATION CODE: 2340-0033

FUNCTIONAL PURPOSE:

Operates a computer to process mail undeliverable as addressed.

DUTIES AND RESPONSIBILITIES:

1. Operates a computer keyboard to enter and extract data from several databases including change of address, mailers' database, and address correction.

2. Selects correct program and operating mode for each application.

3. Affixes labels to mail either manually or with mechanical devices.

4. Prepares forms for address correction services and/or scanning operation.

5. Manually distributes processed markups to appropriate separations for further handling.

6. Returns incomplete documents and records to delivery offices when necessary.

7. May operte an optical scanner and computer to process postal forms.

8. May view input from scanned postal forms on computer screen.

9. May operate a photo copy machine.

10. Performs other job-related tasks in support of primary duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

BARGAINING UNIT:

CLERK

MARKUP CLERK - AUTOMATED (P7-06)
OCCUPATION CODE: 2340-0033

BARGAINING UNIT QUALIFICATION STANDARD
2340R
(2340-0033)

MARKUP CLERK-AUTOMATED--LEVEL 5

DOCUMENT DATE: MARCH 16, 2019

FUNCTION:

Operates a computer to process mail undeliverable as addressed.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

There are no separately evaluated knowledge, skill, or ability requirements for this position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment MP (476).

In addition, applicants must demonstrate the ability to key data codes on a computer terminal at a rate of 10 correct lines per minute. This must be demonstrated by successful completion of Postal Service Test 715.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position, which require performing coordinated bodily movements such as pushing, pulling, lifting or carrying heavy objects; bending, twisting or stretching; and typing for long periods of time.

ADDITIONAL PROVISIONS:

Markup Clerks- Automated must work assigned shifts and tours, including long hours. They must accept supervision and follow rules, regulations, policies, and procedures. They must work as a member of a team.