

February 28, 2018

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
70161370000230144911

Dear Brian:


As a matter of general interest, the Postal Service intends to create the Job Description and Qualification Standards for the new job, Mail Processing & Markup Clerk (P7-06), in conjunction with the Service's intent to implement a nationwide decentralization of Computerized Forwarding System (CFS) units by incorporating the unit into mail processing operations.

The new job creation reflects the specific nature of the work performed and defines the job duties and requirements of the subject position, including the needed knowledge, skills and abilities. The intent of this initiative is to improve the customer experience regarding mail forwarding services.

Enclosed for your review, is a copy of the proposed new job description. Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rickey R. Dean".

 Rickey R. Dean  
Manager,  
Contract Administration (APWU)

Enclosure

**MAIL PROCESSING & MARKUP CLERK (P7-06)**  
**OCCUPATION CODE: 2340-XXXX**

**FUNCTIONAL PURPOSE**

Performs a variety of clerk duties required to process mail using automated mail processing equipment or manual methods of sortation and distribution which includes operating a computer to process mail undeliverable as addressed.

**DUTIES AND RESPONSIBILITIES**

1. Prepares work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers are in place.
2. On a rotation basis, performs the following duties: loads mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed; sweeps separated mail from bins/ stackers; and stops equipment when distribution run or operation is completed. Runs machine reports, clears jams and contacts maintenance for assistance when required.
3. Removes sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch based on knowledge of operating plans and dispatch schedules, or at the instruction of supervisors or expeditors; may riffle or verify mail to ensure sortation accuracy as needed.
4. Operates a computer terminal to view input from scanned postal forms, and enter and extract data from databases including change of address, mailers' database, and address correction.
5. Selects correct program and operating mode for each application.
6. Affixes labels to mail either manually or with mechanical devices.
7. Prepares forms for address correction services and/or scanning operation.
8. Manually distributes processed markups to appropriate separations for further handling.
9. Returns incomplete documents and records to delivery offices when necessary.
10. May operate a photo copy machine, optical scanner and computer to process postal forms.
11. Uses established safe work methods, procedures and safety precautions.
12. Performs other job-related tasks in support of primary duties.

**SUPERVISION**

Supervisor of unit to which assigned.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

CLERK

**BARGAINING UNIT QUALIFICATION STANDARD**

MAIL PROCESSING & MARKUP CLERK (P7-06)  
OCCUPATION CODE: 2340-XXXX

**FUNCTION**

Performs a variety of clerk duties required to process mail using automated mail processing equipment or manual methods of sortation and distribution which includes operating 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 Postal Service Test 473, which includes the following measures of job-related knowledge, skills, and abilities: A. Address Checking B. Forms Completion C. Coding & Memory D. Personal Characteristics and Experience Inventory

**PHYSICAL REQUIREMENTS**

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation, which require sitting at a computer terminal for extended periods of time, and standing for extended periods of time performing coordinated bodily movements such as pushing, pulling, lifting or carrying heavy objects such as heavy containers of mail and parcels weighing up to 70 pounds.