



August 9, 2019

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

Certified Mail Tracking Number
7016 3560 0000 7963 2407

Dear Brian:

This letter serves as notification of the Postal Service's intent to create the Job Description and Qualification Standards for the following 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 a copy of the new job description.

Please contact Dion Mealy at extension 6861 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue 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

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

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 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 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.