



February 20, 2020

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

Certified Mail Tracking Number:
7016 1370 0002 3014 1132

Dear Brian:

The Postal Service proposes to revise the job duties and secondary examination requirements for career and non-career Clerk, Mail Recovery Center positions that include:

- PSE Clerk Mail Recovery Center (P4-06), Occupational Code: 2395-0030
- Clerk Mail Recovery Center (P7-06), Occupational Code: 2345-0054

The secondary examination requirement will transition from the Data Entry Exam 714 to the Basic Computer Skills Exam 718. The primary exam will remain the same. This change does not affect employees currently holding this position, but will be required of applicants moving forward. The purpose of the modification is to ensure alignment with the hiring process.

The following documents are enclosed for your review.

- A memorandum from the manager requesting the revision.
- A copy of each job description, one with and one without the changes identified.
- An electronic copy of the revised descriptions and qualification standards.

If there are any questions, please contact April Cutchember at extension 6612.

Sincerely,

A blue ink handwritten signature, appearing to read "Rickey R. Dean", with a long horizontal line extending to the right.

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

February 5, 2020

RICKEY DEAN

SUBJECT: Revision of Career and PSE Clerk Mail Recovery Center Job Descriptions

In an effort to further ensure the relevance and alignment of the hiring process, Selection Programs intends to modify the job duties and secondary examination requirements for the career and non-career Clerk, Mail Recovery Center positions (Occupational Codes 2345-0054 and 2395-0030).

The secondary examination requirement will transition from the Data Entry Exam 714 to the Basic Computer Skills Exam 718. The primary exam will remain the Virtual Entry Assessment (VEA) CS, 477. This change does not affect those employees currently holding the positions, but will be required of any future applicants for entry into these positions.

If you have any questions about this change, please contact Erik Naimon at erik.c.naimon@usps.gov, or at 202-268-3294.



Kim H. Clark
Manager, Selection Programs

CLERK MAIL RECOVERY CENTER (P7-06)
OCCUPATION CODE: 2345-0054

FUNCTIONAL PURPOSE:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

DUTIES AND RESPONSIBILITIES:

1. Opens and reviews undeliverable and non-returnable letters and parcels to determine name and address of sender or addressee; prepares mail for delivery when an address is identified and applies any required fees.
2. Provides proper security and disposition of all mail and loose items in the mail received at a Mail Recovery Center; maintains applicable records and prepares required reports.
3. Operates automated and mechanized equipment used to process undeliverable and non-returnable mail.
4. Separates into categories and maintains a record of accountable mail, unidentified parcels, merchandise and articles found loose in the mail, and letters and parcels containing money or other valuable articles; observes applicable retention and disposal procedures.
5. Participates in periodic auctions of unclaimed, undeliverable mail; arranges merchandise for exhibition; assists in the preparation and distribution of catalogs, notices, and postings concerning items to be sold at auction.
6. Makes final disposition of undeliverable and non-returnable mail having no obvious value.
7. Furnishes information in response to written and telephone inquiries concerning undeliverable and non-returnable mail.
8. Prepares required reports and correspondence on disposition of undeliverable items in response to inquiries from Postal employees and customers.
9. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor, Recovery Center, or other designated supervisor.

SELECTION METHOD:

Senior Qualified

CLERK MAIL RECOVERY CENTER (P7-06)
OCCUPATION CODE: 2345-0054

BARGAINING UNIT QUALIFICATION STANDARD2345q
(2345-0054)

CLERK, MAIL RECOVERY CENTER

DOCUMENT DATE: March 16, 2019**FUNCTION:**

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports and correspondence
2. Ability to identify and analyze problems, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
3. Ability to communicate orally sufficient to express ideas or facts clearly and logically when answering questions, giving instructions or explaining postal regulations and procedures.
4. Ability to follow instructions, either oral or written, such as directions, instructions, equipment operating information, and directions included in forms or manuals (such as PS forms 3760), and applying relevant information as needed.
5. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

Applicants must meet or have met the competitive requirements for assignment to clerk positions, and the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

CLERK MAIL RECOVERY CENTER (P7-06)
OCCUPATION CODE: 2345-0054

FUNCTIONAL PURPOSE:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

DUTIES AND RESPONSIBILITIES:

1. Unloads undeliverable mail from trucks. Places mail from trucks onto parcel belts, based on mail type, for examination and processing.

42. Opens and reviews undeliverable and non-returnable letters and parcels to determine name and address of sender or addressee; prepares mail for delivery when an address is identified and applies any required fees.

23. Provides proper security and disposition of all mail and loose items in the mail received at a Mail Recovery Center; maintains applicable records and prepares required reports.

34. Operates automated and mechanized equipment used to process undeliverable and non-returnable mail.

45. Separates into categories and maintains a record of accountable mail, unidentified parcels, merchandise and articles found loose in the mail, and letters and parcels containing money or other valuable articles; places fully examined and processed mail into appropriate inventory location.
observes applicable retention and disposal procedures.

6. 5. Participates in periodic auctions of unclaimed, undeliverable mail; arranges merchandise for exhibition; Aassists in the preparation and distribution of catalogs, notices, and postings concerning items to be sold at auction.

76. Makes final disposition of undeliverable and non-returnable mail having no obvious value.

87. Furnishes information in response to written and telephone inquiries customer input from Mail Recovery Center Inventory Management System (MRCS) concerning undeliverable and non-returnable mail.

89. Prepares required reports and correspondence on disposition of undeliverable items in response to inquiries from Postal employees and customers.

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

SUPERVISION:

Supervisor, Recovery Center, or other designated supervisor.

SELECTION METHOD:

Senior Qualified

Doc Date: 051202/2205/2013-2020

Occ Code: 2345-0054

CLERK MAIL RECOVERY CENTER (P7-06)
OCCUPATION CODE: 2345-0054

BARGAINING UNIT QUALIFICATION STANDARD

2345q
 (2345-0054)

CLERK, MAIL RECOVERY CENTER

DOCUMENT DATE: ~~March 16, 2019~~ December XX, 2019

FUNCTION:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports and correspondence
2. Ability to identify and analyze problems, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
3. Ability to communicate orally sufficient to express ideas or facts clearly and logically when answering questions, giving instructions or explaining postal regulations and procedures.
4. Ability to follow instructions, either oral or written, such as directions, instructions, equipment operating information, and directions included in forms or manuals (such as PS forms 3760), and applying relevant information as needed.
5. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

~~Applicants must meet or have met the competitive requirements for assignment to clerk positions, and the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.~~

Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service Test 718.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

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PSE CLERK MAIL RECOVERY CENTER (P4-06)
OCCUPATION CODE: 2395-0030

FUNCTIONAL PURPOSE:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

OPERATIONAL REQUIREMENTS:

This position is to be used for non-career Postal Support Employee positions only.

DUTIES AND RESPONSIBILITIES:

1. No index entries found. Opens and reviews undeliverable and non-returnable letters and parcels to determine name and address of sender or addressee; prepares mail for delivery when an address is identified and applies any required fees.
2. Provides proper security and disposition of all mail and loose items in the mail received at a Mail Recovery Center; maintains applicable records and prepares required reports.
3. Operates automated and mechanized equipment used to process undeliverable and non-returnable mail.
4. Separates into categories and maintains a record of accountable mail, unidentified parcels, merchandise and articles found loose in the mail, and letters and parcels containing money or other valuable articles; observes applicable retention and disposal procedures.
5. Participates in periodic auctions of unclaimed, undeliverable mail; arranges merchandise for exhibition; assists in the preparation and distribution of catalogs, notices, and postings concerning items to be sold at auction.
6. Makes final disposition of undeliverable and non-returnable mail having no obvious value.
7. Furnishes information in response to written and telephone inquiries concerning undeliverable and non-returnable mail.
8. Prepares required reports and correspondence on disposition of undeliverable items in response to inquiries from Postal employees and customers.
9. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor, Recovery Center, or other designated supervisor.

SELECTION METHOD:

See Handbook EL-312, Chapter 2 ? Selection Policies for Non-career Recruitment.

PSE CLERK MAIL RECOVERY CENTER (P4-06)
OCCUPATION CODE: 2395-0030

QUALIFICATIONS**BARGAINING UNIT QUALIFICATION STANDARD**

2345q(2345-0054) CLERK, MAIL RECOVERY CENTER

DOCUMENT DATE:

May 22, 2013

FUNCTION:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports and correspondence
2. Ability to identify and analyze problems, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
3. Ability to communicate orally sufficient to express ideas or facts clearly and logically when answering questions, giving instructions or explaining postal regulations and procedures.
4. Ability to follow instructions, either oral or written, such as directions, instructions, equipment operating information, and directions included in forms or manuals (such as PS forms 3760), and applying relevant information as needed.
5. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

Applicants must meet or have met the competitive requirements for assignment to clerk positions, and the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

PSE CLERK MAIL RECOVERY CENTER (P4-06)
OCCUPATION CODE: 2395-0030

FUNCTIONAL PURPOSE:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

OPERATIONAL REQUIREMENTS:

This position is to be used for non-career Postal Support Employee positions only.

DUTIES AND RESPONSIBILITIES:

1. Unloads undeliverable mail from trucks. Places mail from trucks onto parcel belts, based on mail type, for examination and processing.

24. No index entries found. Opens and reviews undeliverable and non-returnable letters and parcels to determine name and address of sender or addressee; prepares mail for delivery when an address is identified and applies any required fees.

32. Provides proper security and disposition of all mail and loose items in the mail received at a Mail Recovery Center; maintains applicable records and prepares required reports.

43. Operates automated and mechanized equipment used to process undeliverable and non-returnable mail.

54. Separates into categories and maintains a record of accountable mail, unidentified parcels, merchandise and articles found loose in the mail, and letters and parcels containing money or other valuable articles; places fully examined and processed mail into appropriate inventory location.
observes applicable retention and disposal procedures.

65. Participates in periodic auctions of unclaimed, undeliverable mail; arranges merchandise for exhibition; Assists in the preparation and distribution of catalogs, notices, and postings concerning items to be sold at auction.

76. Makes final disposition of undeliverable and non-returnable mail having no obvious value.

87. Furnishes information in response to customer input from Mail Recovery Center Inventory Management System (MRCS) written and telephone inquiries concerning undeliverable and non-returnable mail.

98. Prepares required reports and correspondence on disposition of undeliverable items in response to inquiries from Postal employees and customers.

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

SUPERVISION:

Supervisor, Recovery Center, or other designated supervisor.

SELECTION METHOD:

See Handbook EL-312, Chapter 2 ? Selection Policies for Non-career Recruitment.

PSE CLERK MAIL RECOVERY CENTER (P4-06)
OCCUPATION CODE: 2395-0030

QUALIFICATIONS

BARGAINING UNIT QUALIFICATION STANDARD

23945q(2345-00542395-0030)

[PSE](#) CLERK, MAIL RECOVERY CENTER

DOCUMENT DATE:

~~May 22, 2013~~[December XX, 2019](#)

FUNCTION:

Performs clerical work involved in the review and disposition of unpaid and dead letter mail and parcels that are considered dead mail.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports and correspondence
2. Ability to identify and analyze problems, including gathering necessary information and resources, evaluating and summarizing the information, and arriving at an appropriate recommendation or course of action.
3. Ability to communicate orally sufficient to express ideas or facts clearly and logically when answering questions, giving instructions or explaining postal regulations and procedures.
4. Ability to follow instructions, either oral or written, such as directions, instructions, equipment operating information, and directions included in forms or manuals (such as PS forms 3760), and applying relevant information as needed.
5. Ability to safely perform the duties common to the position.

EXAMINATION REQUIREMENTS:

[Applicants must successfully complete the Virtual Entry Assessment CS \(477\).](#)

[Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service Test 718. Applicants must meet or have met the competitive requirements for assignment to clerk positions, and the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.](#)

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

Doc Date: 05/22/02/05/2020

Occ Code: 2395-0030

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